



Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



DEPED - QUEZON
ICT UNIT

UPLOADED

Date/Time: FEB 07 2023

By: CRISTINA I. 27 PM

Ref. no.: DM 095 s. 2023

06 February 2023

DIVISION MEMORANDUM
DM No. 095, s. 2023

TRAINING ON THE USE OF ENHANCED FINANCIAL REPORTING SYSTEM (eFRS)

To: Accountants of Implementing Units
Senior Bookkeepers of Implementing Units
All Others Concerned

1. EFRS stands for Enhanced Financial Reporting System, which is used by the Department of Education for recording various financial data and consequently generating reports as required by oversight agencies such as the Commission on Audit and the Department of Budget and Management. In line with this, there will be a division training - workshop on February 16-17, 2023. Day 0 is on February 15, 2023, allocated for travel time, where participants may check-in at the venue at their own expense in case of insufficient funds. This is to accommodate participants coming from far or remote stations. The venue of the said activity will be announced through a separate Memorandum.
2. Accountants and Senior Bookkeepers are the participants in this activity, along with the technical working committee from the division office. The participants are expected to be at the venue by 8:00 a.m.
3. This training-workshop seeks to:
 - a. Provide relative ease in recording transactional data needed for accounting units as compared to the manual process or even with standard spreadsheets especially when coding the 46-digit UACS code.
 - b. Produce appropriate reports and export relevant financial data as needed.
 - c. Orient newly-hired Senior Bookkeepers and help the implementing units, especially, those financial staffs assigned in the preparation of various reports;

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- d. Discuss and provide new updates / changes in the use of eFRS; and
 - e. Provide increased knowledge in the use of the system.
4. All the participants are expected to bring their own laptop, calculator, and relevant reports and documents needed for eFRS workshop. It is also advised to bring extension wire/s and **Php 2,000.00 registration fee per day for each participant**, which will cover meals and accommodations.
 5. This is a live-in seminar-workshop. Food expenses, accommodation, travel, and incidental expenses of the Implementing Units (IUs) participants shall be charged against school MOOE while expenses of Division Office Technical Working Group (TWG) shall be charged against Division MOOE and subject to usual accounting and COA auditing rules and regulations.
 6. All the participants are requested to adhere to minimum public health and safety standards in accordance with the IATF/DOH guidelines throughout the activity.
 7. Attached herewith are the Program Guide and List of TWG for reference.
 8. Immediate dissemination and strict compliance of this Memorandum is desired.

FOR:

ELIAS A. ALICAYA, JR.
OIC- Schools Division Superintendent

BY:

HERBERT D. PEREZ
Assistant Schools Division Superintendent

accmrlg02/06/2023

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Enclosure to DM No. 095, s. 2023

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PROGRAM GUIDE

Day 1

Time	Activity/ Topic	Facilitator/ Speaker
07:00 am - 08:00 am	Registration	Division Office TWG
08:01 am - 08:30 am	Opening Program	TWG - AVP
	Presentation of Participants	Division Office TWG
	Opening Remarks	Edmundo R. Marin, Jr. Accountant III
	Inspirational Message	Elias A. Alicaya, Jr. EdD OIC - SDS
08:31 am - 12:00 nn	Seminar Proper Topic: Enhanced Financial Reporting System (inclusive of working break)	Mr. Harold Magadia eFRS Principal Developer
12:01 pm - 01:00 pm	Lunch Break	
01:01 pm - 04:30 pm	Seminar Proper Topic: Enhanced Financial Reporting System (inclusive of working break)	Mr. Harold Magadia eFRS Principal Developer
04:31 pm - 05:00 pm	Reminders Closing Prayer	Accountant III/ Division Office TWG

Day 2

Time	Activity/ Topic	Facilitator/ Speaker
08:00 am - 08:30 am	Nationalistic Song/ Opening Prayer/ Energizer/ Roll Call of Participants/ Recap	TWG - AVP Participants
08:31 am - 12:00 nn	Seminar Proper Topic: Enhanced Financial Reporting System (inclusive of working break)	Mr. Harold Magadia eFRS Principal Developer
12:01 pm - 01:00 pm	Lunch Break	
01:01 pm - 04:30 pm	Seminar Proper Topic: Enhanced Financial Reporting System (inclusive of working break)	Mr. Harold Magadia eFRS Principal Developer
04:31 pm - 05:00 pm	Reminders/ Announcement Evaluation Link Closing Prayer	Accountant III/ Division Office TWG

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LIST OF TECHNICAL WORKING GROUP

No.	Name	Position
1	Edmundo R. Marin, Jr.	Accountant III
2	Mary Rose L. Gordula	Administrative Assistant III
3	Division Health Officer	Nurse

-Nothing follows.-

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