



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

March 22, 2021

DIVISION MEMORANDUM
DM No. 154, s. 2021

**MONTHLY SUBMISSION OF THE STATEMENT OF APPROPRIATIONS, ALLOTMENTS,
OBLIGATIONS, DISBURSEMENTS AND BALANCES AND BUDGET MONITORING
SYSTEM (BMS) BUDGETFILES**

To: **Secondary School Heads – Implementing Units**

1. As instructed by the Regional Office – Budget & Finance Division, to serve as the Agency's Monthly Monitoring Tool on the assessment of our financial performance in meeting targets for planned programs, projects, and activities, the **Division Deadline** for the submission of the soft copy of the Statement of Appropriations, Allotments, Obligations, Disbursements and Balances (Flash Report) and the Budget Monitoring System (BMS) BudgetFiles **will be on the last day of the applicable month**, starting March of this year and onwards.
2. Furthermore, we will no longer use the "*Online Encoding/Updating of Flash Report*" as a means of Consolidation. Instead our Consolidation will be based on your submitted reports. This is to lessen the errors committed in the encoding of data and to shorten the time of the consolidation process.
3. Strict compliance of this Memorandum is earnestly desired.

ELIAS A. ALICAYA JR. EdD
Assistant Schools Division Superintendent
Officer – In – Charge
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