



Republic of the Philippines  
**Department of Education**

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DepEd MEMORANDUM  
No. **133** s. 2012

**JUL 27 2012**

**TRAINING/WORKSHOP ON THE ROLL-OUT OF THE BUDGET  
MONITORING SYSTEM (BMS)**

To: Undersecretaries  
Assistant Secretaries  
Bureau Directors  
Directors of Services, Centers, and Heads of Units  
Regional Directors  
Schools Division/City Superintendents  
Heads, Public Secondary Schools

1. The Department of Education (DepEd) through the Budget Division of the Financial and Management Service (FMS) shall conduct the **Training/Workshop on the Roll-out of the Budget Monitoring System** to facilitate the preparation, review, consolidation and submission of Budget Accountability Reports (BARs) and other financial reports to the Department of Budget and Management (DBM) and other oversight agencies within the prescribed deadline in three (3) clusters: Luzon, Visayas and Mindanao. Enclosed is the schedule of the training activity.

2. The training/workshop aims to:

- a. improve the recording system and data gathering pertaining to the budget allotment and utilization;
- b. fast track the consolidation/integration of the financial reports from various DepEd central/regional/division offices and implementing units; and
- c. introduce and allow the participants to perform hands-on training on the application of BMS:
  - c. 1. Set-up Project/Program/Activity Codes based on GAA;
  - c. 2. Encode Allotments and Obligations in the Registry; and
  - c. 3. Generate Accountability Reports.

3. Participants to this training/workshop are accountants, budget officers, budgeting assistant, bookkeepers and designated financial staff of the regions, divisions and implementing units (IUs). They are required to bring the following:

- a. Two (2) sets/copies of Agency Budget Matrix (ABM), current year;
- b. Two (2) sets/copies of SAROs issued by DBM – January to present;
- c. Copies of Sub-AROs Received – January to present;

- d. Copies of Obligation Request beginning Quarter 1, January–March 2012; and
- e. Laptop with Microsoft Access – Office 2007/2010 and extension cord.

4. Expenses for board and lodging of the participants and training staff, travelling and other incidental expenses of the training staff shall be charged to OSEC Proper Funds, while transportation expenses to be incurred by the participants shall be charged to local funds subject to the usual accounting and auditing rules and regulations.

5. Immediate dissemination of this Memorandum is desired.

  
**BR. ARMIN A. LUISTRO FSC**  
Secretary

Encl.:

As stated

Reference:

None

To be indicated in the Perpetual Index  
under the following subjects:

EMPLOYEES  
FUNDS  
OFFICIALS  
TRAINING PROGRAMS  
WORKSHOP

**Enclosure to DepEd Memorandum No. 133, s. 2012**

**SCHEDULE ON ROLL-OUT OF BMS**

<b>Date</b>	<b>Region</b>
July 30 – August 1; 22-24 & 29-31	NCR
August 6 – 11 & 13 – 18, 2012	Region 6
September 3 – 8 & 9 – 15, 2012	Region 6
September 17 – 22 & 24 – 29, 2012	Region 3
October 1 – 6, 2012	Region 1
October 8 - 13, 2012	Region 7
October 14 – 20, 2012	CAR
October 22 – 27, 2012	Region 5
November 5 – 8, 2012	Region 10
November 12 – 17, 2012	Region 2
November 19 – 24, 2012	Region 13
November 26 – December 1	Region 11

