



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of Bohol

**Office of the Schools
Division Superintendent**

January 29, 2024

DIVISION MEMORANDUM
No. 031, s. 2024

**Workshop on the Preparation of Budgetary Outputs and Reports Using
the Budget Monitoring System for FY 2024**

To: All Senior Bookkeepers of
The 65 Implementing Units
All Others Concerned

1. The Budget Monitoring System (BMS) is a useful tool using Microsoft Access that helps bookkeepers of implementing units in the preparation of various financial accountability reports required by the Department of Budget and Management and the Commission on Audit. It can also generate budget utilization and allotment balances that help school managers in making sound fiscal decisions for the school.
2. To effectively implement this system, the Office of the Schools Division Superintendent through the Finance Service - Budget Unit will conduct a live-in Workshop on the Preparation of Budgetary Outputs and Reports Using the Budget Monitoring System on February 1-2, 2024 at Reynas the Haven and Gardens, Calceta Street, Tagbilaran City. The participants of this workshop are the senior bookkeepers of the 65 Implementing Units of SDO Bohol.
3. A registration fee of Three Thousand Pesos (P3,000.00) shall be collected to defray expenses for board and lodging of the participants to be charged against the School MOOE. The payee is DepEd Division of Bohol. Moreover, travel expenses and allowable DTE shall also be charged to the School MOOE subject to the usual budgeting, accounting, and auditing rules and regulations.
4. Attendance at this activity is mandatory. The activity will start on time. Kindly come early. Breakfast will be served.
5. For information, guidance, and compliance.

Casiana P. Caberte

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