



Republic of the Philippines  
**Department of Education**  
Region VI – Western Visayas  
**SCHOOLS DIVISION OF CAPIZ**

DIVISION MEMORANDUM  
NO. 063, s. 2025

04 FEB 2025

**CAPABILITY TRAINING OF FINANCE PERSONNEL**

To: OIC, Office of the Schools Division Superintendent  
Heads of Public Secondary Schools-Implementing Units  
All others concerned

1. The Schools Division of Capiz in partnership with Schools Division of Roxas City through the Finance Unit will conduct Capability Training of Finance Personnel on the use of enhanced Budget Monitoring System (BMS) and Electronic Financial Reporting System (eFRS) on February 18-19, 2025. The venue to be announced later.
2. The training aims to enhance the capabilities of the financial staff in the implementing units (IUs) and Schools Division Offices (SDOs) regarding the recording system and data gathering related to budget allotment and utilization. It will reorient and provide hands-on training on the application of BMS and eFRS, as well as the latest updates on finance, policies, guidelines, and procedures as part of continuous improvement.
3. Participants to this training are the Accountants, Budget Officers, Administrative Assistants III and other designated financial staff of the Division and Implementing Units. They are required to bring the following:
  - a. laptops, extension wires and portable wifi for the workshop activity
  - b. Copy of 2025 NEP
  - c. Copy of Sub-Aros received (January 2024 to present.)
  - d. Copies of Obligation Requests (January 2024 to present.)
4. Expenses for board and lodging of participants from the division office, transportation and other incidental expenses of resource speakers shall be charged against division MOOE, while board and lodging of participants from Implementing Units shall be charged to registration fees subject to the usual accounting and auditing rules and regulations.
5. Immediate dissemination of this Memorandum is desired.

**ROEL F. BERMEJO**

Schools Division Superintendent



Address: Banica, Roxas City

Contact Number: (036) 520 0696

Email Address: [capiz@deped.gov.ph](mailto:capiz@deped.gov.ph)

Website: <http://depedcapiz.ph>