



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

March 10, 2025

DIVISION MEMORANDUM

No **117** s. 2025

**TRAINING-WORKSHOP ON THE PREPARATION AND COLLECTION OF  
FY 2025 1<sup>ST</sup> QUARTER BUDGET REPORTS**

To: Public Secondary School Heads of Implementing Units  
Accountants/Bookkeepers of Implementing Units  
All Others Concerned

1. This Office, through the Budget Unit, will conduct a **Training-Workshop on the Preparation and Collection of FY 2025 1<sup>st</sup> Quarter Budget Reports** on **April 2-4, 2025**. The venue will be announced later.
2. The participants to this activity are the financial staff from each implementing unit in-charge of the preparation of financial and budgetary reports. Attendance is a must.
3. The participants are requested to bring the following:
  - a. Laptops and extension cords;
  - b. BMS and EFRs program; and
  - c. Copies of SARO and Sub-AROs Received for FY 2025
4. A registration fee of **Four Thousand Nine Hundred Pesos (P4,900.00)** will be charged to each participant to cover expenses for food, lodging, and training supplies. Registration fee and other allowable expenses of the participants are chargeable against the school MOOE, while that of division personnel/facilitators to the SDO GAS subject to the usual accounting and auditing rules and regulations.
5. Immediate dissemination of this Memorandum is desired.

**ROEL F. BERMEJO**  
Schools Division Superintendent

Encl.: None  
Reference: As stated.  
To be indicated in the Perpetual Index  
under the following subject;

WORKSHOP                      REPORTS



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