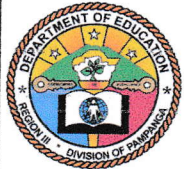
	Republic of the Philippines Department of Education Region III – Central Luzon SCHOOLS DIVISION OFFICE OF PAMPANGA High School Blvd. Brgy. Lourdes, City of San Fernando		Document Code: SDOPAMP-QF-OSDS - 002 Revision: 00 Effectivity date: 05-08-18
	DIVISION MEMO. NO. <u>562</u>, S. <u>2018</u>		Name of Office: Budget

TO : Administrative Assistant III of All Secondary Implementing Units

FROM : Office of the Schools Division Superintendent

SUBJECT: REVIEW OF THE 3RD QUARTER REPORTS, USE OF BUDGET MONITORING SYSTEM, UNIFIED REPORTING SYSTEM, APPLICATION OF RAPSA/RAF AND REVIEW OF THE AGENCY'S PERFORMANCE

DATE : November 12, 2018

1. The Finance Unit will be conducting a two (2) day seminar-workshop on November 15-16, 2018 at Otel Pampanga, Lazatin Blvd., San Fernando, Pampanga.
2. Purposes of the seminar-workshop:
 - 2.1. Budget Monitoring System
 - 2.2. Third Quarter Budget Utilization
 - 2.3. Review of the Reports
 - 2.4. DBM-Unified Reporting System
 - 2.5. Use of RAPSA/RAF
 - 2.6. Updates on Budget and Accounting Reports
 - 2.7. Preparation of Budget Execution Documents for CY 2019
3. Please be advised to bring laptop, pocket wifi, soft & hard copy of all budget and accounting reports as at October 31, 2018 and NEP 2019.
4. Board and Lodging of all participants is charged to Division MOOE while travel expense may be charged to school MOOE subject to the usual accounting and auditing procedures & policies.
5. This serves as the travel order of the participants.
6. Attendance is a must.

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LEONARDO D. ZAPANTA, Ed.D., CESO VI
 Schools Division Superintendent ✓

