



Republic of the Philippines  
**Department of Education**  
REGION III - CENTRAL LUZON  
SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

December 6, 2021

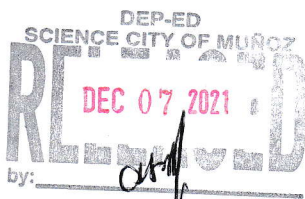
**DIVISION MEMORANDUM**

No. 333 , s. 2021

**FINANCE PERSONNEL ORIENTATION ON REPORTS**

To: Assistant Schools Division Superintendent  
Accountant/Bookkeeper of Implementing Units (IUs)  
All Others Concerned

1. The Division of Science City of Munoz will be conducting a seminar/orientation on Financial Reports on December 14, 2021, 8:00 am to 5:00 pm at the Division of Science City of Muñoz.
2. The seminar aims to capacitate and equip the newly hired Finance Personnel needs on the online preparation and submission of Budget Monitoring System (BMS) Reports, Financial Accountability Reports (FARs), Unified Reporting System (URS) reports, and Budget Execution Document (BEDs)
3. The participants to the said seminar will be the Accountant, Bookkeeper, and Administrative Assistants of the Implementing Units and other OSDS personnel as support staff.
4. Planning Committee and Technical Working Group (TWG) and Program of this activity is enclosed in this memorandum.
5. For information, feel free to contact Minda V. Mangalindan, Administrative Officer V at Cellphone Number 0935-227-6414 or at email address [minda.mangalindan@deped.gov.ph](mailto:minda.mangalindan@deped.gov.ph)
6. Immediate dissemination of this memorandum is earnestly desired.



*Dante G. Parungao*  
**DANTE G. PARUNGAO, CESO VI**

Officer-in-Charge

Office of the Schools Division Superintendent

*budget\_2021*

*Loyal, Excellent, Accountable and Dedicated to Service*



Address: Brgy. Rizal, Science City of Muñoz, 3119

Telephone No.: (044) 806 -2192; Email Address: [munozscience.city@deped.gov.ph](mailto:munozscience.city@deped.gov.ph)

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**Enclosure No. 1**

**Planning Committee and Technical Working Group (TWG)**

**Planning Committee**

Chairman: MINDA V. MANGALINDAN  
Administrative Officer V  
Co-Chairman: DEI CHIARA C. ABAO  
Administrative Assistant I

**Technical Working Group (TWG)**

Chairman: DORY NELL G. REYES  
Administrative Officer II  
Co-Chairman: JOY V. MANGALINDAN  
Administrative Officer II

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**Enclosure No. 2**

**PROGRAMME**

December 14, 2021

|                           |   |
|---------------------------|---|
| Makabayan Song:           | Audio Visual Presentation   |
| Prayer:                   | Audio Visual Presentation   |
| Checking of Attendance:   | <b>MINDA V. MANGALINDAN</b><br>Administrative Officer V                 |
| Opening Remark:           | <b>ZUREX T. BACAY</b><br>Assistants School Division Superintendent      |
| Inspirational Message:    | <b>DANTE G. PARUNGAO, CESO VI</b><br>OIC-School Division Superintendent |
| Statement of the Purpose: | <b>MINDA V. MANGALINDAN</b><br>Administrative Officer V                 |
| Discussion Proper:        | <b>MINDA V. MANGALINDAN</b><br>Administrative Officer V                 |
|                           | <b>JOMEL V. MANGAWANG</b><br>Accountant III                             |
|                           | <b>DORY NELL G. REYES</b><br>Administrative Officer II                  |

**DEI CHIARA C. ABAO**  
Master of Ceremony



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