



Republic of the Philippines  
 Department of Education  
 Cordillera Administrative Region  
**SCHOOLS DIVISION OF BENGUET**  
 Wangal, La Trinidad, Benguet

Tel.No.- 422 6570 Email add- benguet@deped.gov.ph



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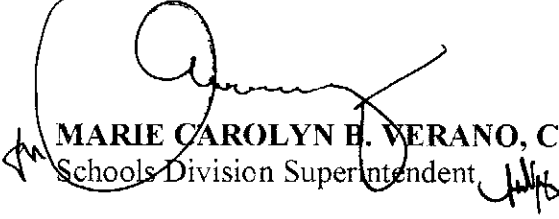
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**Division Memo No. 83 s.2019**

Name of Office:  
*OSDS-SDS Office*

**TO:** Secondary School Principals of Implementing Units (IUs)  
 Admin Assistant III of IUs  
 All Other Concerned

**FROM:**  **MARIE CAROLYN B. VERANO, CESO VI**  
 Schools Division Superintendent

MAR 20 2019

**SUBJECT: DIVISION WORKSHOP ON BUDGET and FINANCIAL ACCOUNTABILITY REPORTS (BFARs) and ENCODING THEREOF TO THE UNIFIED REPORTING SYSTEM (URS)**

**DATE:** March 20, 2019

1. The Division workshop on the preparation and encoding to the Unified Reporting System (URS) of 2019 1<sup>st</sup> Quarter Budget and Financial Accountability Reports (BFARs) shall be on April 10-12, 2019 at the Adivay Hall, SDO Benguet.
2. This three-day workshop aims to:
  - a. facilitate the preparation, review and submission of accurate financial reports
  - b. encode BFARs to the DBM Unified Reporting System (URS)
  - c. generate said reports from the URS for submission to SDO Benguet and DBM on April 12, 2019
3. Participants to this workshop are the following:
 

Bookkeepers of Implementing Units	11
SDO Finance Personnel	4
Total	15
4. Meals and snacks shall be provided by the Division Office while travelling expenses of participants shall be charged against their respective school funds. Participants are required to bring their laptops, extension cords and portable wifi for this workshop.
5. Immediate dissemination of the Memorandum is desired.