



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF NEGROS ORIENTAL

**Office of the Schools Division
Superintendent**

DIVISION MEMORANDUM

No. *245*, s. 2022

SUBMISSION OF MONTHLY BUDGETARY REPORTS OF ALL IMPLMENTING UNITS

To: Schools Division Superintendent
Assistant Schools Division Superintendent
Chief, SGOD
Chief, CID
All others concerned

1. This office hereby informs all the Implementing Units' Financial & Budgetary personnel of the submission of Monthly Budgetary Reports.
2. The monthly budgetary reports include the preparation of the following documents:
 - a. Flash Monitoring Report (based on the BMS generated Annex A)
 - b. Exported Excel Data – BMS Generated
 - c. Hard Copy of Annex – BMS Generated
3. Deadline for submission of the abovementioned reports shall be every 4th of the following month.
4. Immediate dissemination and compliance of this memorandum is desired.

Senen Paulin
SENEN PRISCILLO P. PAULIN, CESO V
Schools Division Superintendent



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