



Republic of the Philippines  
**Department of Education**  
SOCCSKSARGEN REGION  
SCHOOLS DIVISION OF SARANGANI

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05 Mar 2026

**DIVISION MEMORANDUM**

OSDS-2026-033

**Conduct of Workshop on the Preparation and Setup of EFRS for FY 2026 and Updates on Budget Matters**

To: Division Accountant  
Division Budget Officer  
Accounting Reports In charge  
Budget Reports In charge  
Implementing Unit Schools Bookkeepers

1. In preparation for Fiscal Year (FY) 2026 financial operations and reporting requirements, this Office shall conduct a workshop for the Accounting Unit, Budget Unit, and Implementing Unit (IU) Schools on the preparation and proper setup of the Electronic Financial Reporting System (EFRS), including updates on current budget policies and related issuances.
2. This activity aims to ensure uniform financial reporting across all Implementing Units and promote efficient and accurate consolidation of financial and budget reports at the Division level. It also seeks to strengthen coordination between the Accounting and Budget Units to enhance compliance, transparency, and accountability in the utilization of government funds.
3. Participants, especially the bookkeepers, are required to bring their laptops and a copy of their 2025 Post-Closing Trial Balance for reference and workshop activities.
4. The activity will be held on March 11, 2026, from 9:00 AM to 4:30 PM, at the SDO-Sarangani Budget Office.
5. Enclosed are the list of participants and the matrix of activity for easy reference.
6. Travel, meals, and other incidental expenses of the participants shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
7. For inquiries, contact **Ranolyn B. Undray, CPA**, at **09097471236**.
8. Immediate dissemination of and strict compliance with this Memorandum is directed.

**RUTH L. ESTACIO PhD, CESO V**  
Schools Division Superintendent



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Encl.: As stated

Reference: N o n e

To be indicated in the Perpetual Index  
under the following subjects:

**WORKSHOPS**

Irma May G. Dinasas/OSDS/MLA – conduct of workshop on the preparation and setup  
of efrs for fy 2026 and updates on budget matters  
0203/March 5, 2026



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**Conduct of Workshop on the Preparation and Setup of EFRS for FY 2026 and  
Updates on Budget Matters  
List of Participants**

1. Ranolyn B. Undray, CPA
2. Grace M. Albarracin
3. Karen B. Santarin
4. Dyna Lou Jane L. Catan
5. Jelyn B. Rencio
6. Ella Mae P. Cuarteros
7. Israel M. Bandalan
8. Edisa Retulla
9. Maria Gina B. Abecia
10. Romeo Astilla, Jr.
11. Haney Mae B. Catudio - Alabel NHS
12. Jeanalyn R. Ellaga - Alabel National Science HS
13. Riz Esperat - Banate NHS
14. Bonifacio S. Ladiza Jr. - Colon NHS
15. Renritz Brylle B. Salvacion - Glan Padidu NHS
16. Riza Marie Notario - GSAT
17. Chriselyn Torrejas - James Chiongbian NTS
18. Analyn H. Erida - Leonard Young NHS
19. Mariz A. Silva - Lun Padidu NHS
20. Rosemarie P. Ariz - Malalag NHS
21. Bernalou B. Agreda - Malandag NHS
22. Janette M. Bernabe - Malapatan NHS
23. Paz R. Apostol - Pangyan NHS
24. Miraflor A. Balolong - Pangyan NHS





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**Program of Activities**

<b>TIME</b>	<b>ACTIVITIES</b>	<b>SPEAKER/FACILITATOR</b>
9:00 AM – 9:30 AM	Registration	Secretariat
9:30 AM – 9:45 AM	Preliminaries	AVP
9:45 AM – 9:50 AM	Welcome Message	Ranolyn B. Undray, CPA Division Accountant
9:55 AM – 10:00 AM	Statement of Purpose	Grace M. Albarracin Division Budget Officer
10:00 AM – 12:00 PM	EFRS Workshop Proper	Accounting Staff
12:00 PM – 1:00 PM	Lunch	
1:00 PM – 2:00 PM	Continuation of EFRS Workshop	Accounting Staff
2:00 PM – 3:00 PM	Budget Matters	Grace M. Albarracin Division Budget Officer
3:00 PM – 4:00 PM	Status of EFRS set up	Accounting Staff
4:00 PM – 4:30 PM	Ways Forward and Closing Remarks	Ranolyn B. Undray, CPA Division Accountant

