



Republic of the Philippines  
**Department of Education**  
REGION VIII - EASTERN VISAYAS

April 7, 2021

**OFFICE MEMORANDUM**

No. **130**, s. 2021

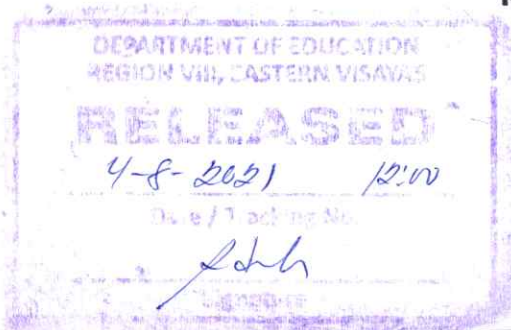
To: **Functional Division Chiefs**  
**Section and Unit Heads**  
**All others concerned**

**BUDGET AND TREASURY MANAGEMENT SYSTEM (BTMS) ORIENTATION  
AND INITIAL USERS TRAINING**

1. This Office, through the Finance Division, shall hold the Budget and Treasury Management System (BTMS) Orientation and Initial Users Training for Region VIII on April 26, 2021, per attached training matrix, through the google meet link provided, to be conducted by DepEd Central Office.
2. The participants to this activity are the following:  
RD and ARD  
Functional Division Chiefs  
Unit and Section Heads:  
Administrative Division = Cash, Records, Personnel, GSU, AMS  
CLMD = LRMDS  
ESSD = SHS, EFS, SPPSS  
Finance Division = Accounting and Budget Section  
ORD = Legal, ICT, PAU
3. Immediate dissemination of and compliance with this Office Memorandum is desired.

*fr:* *nmj*  
**MA. GEMMA MERCADO LEDESMA**  
Regional Director *ca*

FD-GJF





# BTMS ORIENTATION & INITIAL USERS TRAINING

If you have questions please email us at [btms@deped.gov.ph](mailto:btms@deped.gov.ph) or contact us thru the BTMS Viber group.

---

## Session Links:

RO X- April 14, 2021

<https://meet.google.com/ddh-vfwy-vsh?hs=122&authuser=0>

NCR- April 23, 2021

<https://meet.google.com/ymp-ejvw-mad?hs=122&authuser=0>

RO VIII- April 26, 2021

<https://meet.google.com/yzv-tsim-tnq?hs=122&authuser=0>

RO IV-A- April 28, 2021

<https://meet.google.com/ugz-vmij-dtx?hs=122&authuser=0>

## TRAINING OBJECTIVES

1. At the end of the training the participants should have knowledge of the following:
  - What is BTMS
  - Gains in BTMS
  - Legal Basis of BTMS
  - Preparations before Going live
  - Data for Migration
2. At the end of the training the participants should have been able to observe and/or experience:
  - Creation of ORS and DV in the BTMS
  - Transition of created transactions for approval
  - Approval of transactions

## DAY 1

### 8:45 - 9:00am..... **Registration/Attendance**

Please confirm attendance to the link below;

[https://docs.google.com/forms/d/e/1FAIpQLSdHEy3vilomF6E7tlu2qSw8YSzapYmwDmCkXoU3Eh4oMTy8\\_g/viewform?usp=pp\\_url](https://docs.google.com/forms/d/e/1FAIpQLSdHEy3vilomF6E7tlu2qSw8YSzapYmwDmCkXoU3Eh4oMTy8_g/viewform?usp=pp_url)

### 9:00 - 9:30am..... **Introductory Activities, House Rules**

**Invocation** - RO

**National Anthem** - RO

**Introduction of Participants** - RO

**Message** - Assistant Secretary Ramon Fie G. Abcede

**Statement of Purpose** - Dir. Bettina D. Aquino

9:30 - 12:00nn..... BTMS Orientation

12:00 - 1:00pm..... Lunch Break

1:00 - 2:00pm..... Demonstration of the creation of transaction in the system  
(Purchase Request, Obligation Request Status, Disbursement Voucher)

2:00 - 3:00pm.....Q&A

***Thank You for Joining Us!***