



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

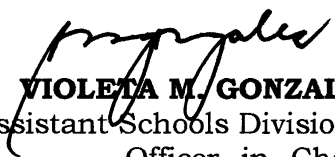
FEB 11 2026

MEMORANDUM

SUBMISSION OF MONTHLY BUDGET MONITORING
SYSTEM (BMS) REPORT

To: Secondary School Heads/OICs (Implementing Unit)
Implementing Unit Concerned Personnel
All Others Concerned

1. In relation to the submission of the Monthly Consolidated Budget Monitoring System (BMS) to the Regional Office on or before 5th day of the month following the covered reporting period, this Office requires all Implementing Units through their concerned personnel to submit their respective reports on or before 2nd day of the month at 3:00 PM of the covered reporting period.
2. Implementing Units concerned personnel shall upload the accurate and proper monthly BMS Report via google drive rb.gy/kb7087. The consolidated report is subject to RO review and if there is any discrepancy, resubmission of the report is required immediately. Below is the schedule of reminders for reference to ensure timely submission.
1st reminder – 1st working day of the month in the afternoon
2nd reminder – 2nd working day of the month at noon
3. Monitoring Sheet is created to ensure proper monitoring of Obligation vs. Payment and Unpaid Obligations vs. Sum of Accounts Payable and Obligations Not Yet Due and Demandable. The status of the report can be viewed at this link rebrand.ly/sap6ood.
4. For further inquiries and clarification, please coordinate with the SDO Muntinlupa at 8805-9935 local 134 (Budget Unit).
5. Appropriate action will be taken in case of non-submission of the report within the specified deadline.
6. Immediate dissemination and strict compliance of this Memorandum are desired.


VIOLETA M. GONZALES CESO VI
Assistant Schools Division Superintendent
Officer -in- Charge
Office of the Schools Division Superintendent

Enclosure: None
Reference: None
To be indicated in the Perpetual Index
under the following subjects:
REPORTS MONITORING
MM/SUBMISSION OF MONTHLY BUDGET MONITORING SYSTEM REPORT DM
072/February 09, 2026

UN-2026-072



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