



May 2, 2024

DIVISION MEMORANDUM

No. 141, s. of 2024

CONDUCT OF DIVISION WORKSHOP ON THE PREPARATION, RECONCILIATION AND SUBMISSION OF CY 2024 MID-YEAR FINANCIAL REPORTS

To : Implementing Units School Principals
Implementing Units Bookkeepers/Accountants
Implementing Units Cashiers/Disbursing Officers
All Others Concerned

1. Pursuant to Regional Memorandum No. 480, series of 2024 titled "**CONDUCT OF THE REGIONAL WORKSHOP ON THE PREPARATION, RECONCILIATION AND SUBMISSION OF CY 2024 MID-YEAR FINANCIAL REPORTS**", this Division shall be conducting the same activity on June 25-28, 2024 at the venue to be announced later with Capul Agro-Industrial School as the host school.
2. The objectives of this activity are the following:
 - a. Facilitate the preparation, review, and submission of CY 2024 Mid-Year Financial and Budgetary Reports utilizing the EFRS and EBMS Consolidators, respectively;
 - b. discuss uniform implementation of significant procedures and policies among those involved in the management of financial resources for efficient implementation of DepEd programs and projects; and
 - c. Address other related financial issues.
3. The expected participants are the following:
 - a. Accountants/Bookkeepers, Cashiers/Disbursing Officers of 19 Implementing Units;
 - b. DO Finance Section personnel involved in the preparation and consolidation of reports.
 - c. Invited resource persons.
4. A workshop fee of **Eight Thousand Pesos (P8,000.00)** per participant shall be collected to defray the cost of meals and lodging and other training expenses incurred for the whole duration of the workshop. Travelling expenses of the participants and the registration fee relative to this activity shall be charged against Division/School/Local Funds, subject to existing government



accounting and auditing rules and regulations. Payments made through check shall be made payable to **CAPUL AGRO INDUSTRIAL SCHOOL** with **Account Number 3130-70001232**, Philippine National Bank. Participants are expected to be at the venue at exactly 8:00 AM on June 25, first meal shall be AM snacks of the same day and last meal shall be PM snacks on June 28.

5. Participants shall bring their own laptops and extension cords necessary in the preparation of financial and budgetary reports.
6. All Schools are required to strictly comply with the submission of all reports on time. Deadline of submission shall be on June 27 at 8:00 PM.
7. Immediate dissemination of and strict compliance with this Memorandum are desired.


GAUDENCIO C. ALIBE JR. PhD, CESO VI
OIC - Schools Division Superintendent



Soar High, Northern Samar Division!

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

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