



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF NORTHERN SAMAR

December 12, 2025

DIVISION MEMORANDUM

No. 487, s. of 2025

**CONDUCT OF DIVISION WORKSHOP ON THE PREPARATION,
RECONCILIATION AND SUBMISSION OF CY 2025 YEAR- END
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. 1507, series of 2025 titled **"CONDUCT OF THE REGIONAL WORKSHOP ON THE PREPARATION AND SUBMISSION OF CY 2025 YEAR-END FINANCIAL REPORTS"**, this Division shall be conducting the same activity on January 5-9, 2026 at the venue to be announced later with Lorenzo S. Menzon 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 2025 Year-End 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 involve 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



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made through check shall be made payable to **LORENZO S. MENZON AGRO-INDUSTRIAL with Account Number 00-0-01024-725-3, Development Bank of the Philippines**. Participants are expected to be at the venue at exactly 1:00 PM on January 5, first meal shall be PM snacks of the same day and last meal shall be lunch on January 9, 2026.

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 **January 8 at 8:00 PM**.
7. Immediate dissemination of and strict compliance with this Memorandum are desired.

GAUDENCIO C. ALJIBE JR. PhD, CESO V
Schools Division Superintendent

DepEd Northern Samar
RELEASED

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Date: **DEC 12 2025**



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