



June 27, 2018

**DIVISION MEMORANDUM**

No. 190, s. 2018

**DIVISION SEMINAR-WORKSHOP ON THE PREPARATION OF CY 2018  
MID-YEAR FINANCIAL REPORTS**

TO: Schools Division Superintendent  
Chiefs, CID / SGOD  
Education Program Supervisors  
Public Schools District Supervisors  
Junior High School Principals/Heads (Implementing Units)  
Senior Bookkeepers (Implementing Units)  
All Other Concerned

1. The Division Office Budget and Accounting unit will conduct the Division Seminar-Workshop on the Preparation of CY 2018 Mid-Year Financial Reports on July 5 and 6, 2018 at The Bayleaf Cavite, Governor's Drive, Brgy. Mangahan, General Trias, Cavite
2. The activity aims to facilitate the following prior to the conduct of the Regional Seminar-Workshop on the Preparation of CY 2018 Financial Reports.
  - The preparation, review and consolidation of financial reports and schedules of accounts prior to submission to oversight agencies (DBM, COA and DepEd Central Office);
  - The reconciliation of reciprocal accounts and downloaded allotment thru Sub-ARO; and
  - Thresh-out relevant issues and concerns relative to the improvement of the financial processes.
3. Participants to this activity are Division Accountant, Budget Officer, Administrative Assistant I (Budget), selected Division Sr. Bookkeepers and Accountants/Sr. Bookkeepers of Implementing Units.
4. A registration fee of two thousand pesos (P 2,000.00) per day shall be charged for each participant chargeable against local funds subject to the usual accounting and auditing rules and regulations. Accountants/Sr. Bookkeepers should pre-register to the Division office Cashier on or before July 3, 2018.
5. All participants shall bring the necessary documents with laptop, WIFI and extension cords.
6. Please be guided accordingly.

  
**CHERRYLOU D. REPIA**  
Schools Division Superintendent