



C-031  
1/6/20

January 6, 2020

**DIVISION MEMORANDUM**  
No. 007, s. 2020

## **DIVISION SEMINAR-WORKSHOP ON THE PREPARATION OF CY 2019 YEAR-END FINANCIAL REPORTS**

TO: Schools Division Superintendent  
OIC, Assistant Schools Division Superintendent  
Chief, Curriculum Implementation Division  
Chief, School Governance and Operations Division  
Education Program Supervisors  
Public Schools Division Supervisors  
Junior High School Principals/Heads (Implementing Units)  
Senior Bookkeepers (Implementing Units)  
All concerned

1. The Division Office Budget and Accounting unit will conduct the Division Seminar-Workshop on the Preparation of CY 2019 Year-End Financial Reports on January 9-10, 2020 at The Bayleaf Cavite, Governor's Drive, Brgy. Manggahan, 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 2019 Financial Reports.
  - a. The preparation, review and consolidation of budget and financial reports and schedules of accounts prior to submission to oversight agencies (DBM, COA and DepEd Central Office);
  - b. The reconciliation of reciprocal accounts and downloaded allotment thru Sub-ARO; and
  - c. 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 (P2,000.00) per day shall be charged for each participant chargeable against local funds subject to the usual accounting and auditing rules and regulations.
5. All participants shall bring the necessary documents with laptop and extension cords.

  
**ROMMEL C. BAUTISTA**  
Schools Division Superintendent