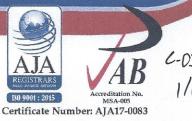




Department of Education Region IV-A (CALABARZON)

Division of Cavite Trece Martires City, Cavite



January 6, 2020

DIVISION MEMORANDUM No. 0 07 , 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

- 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.
- The activity aims to facilitate the following prior to the conduct of the Regional Seminar-Workshop on the Preparation of CY 2019 Financial Reports.
 - 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):
 - The reconciliation of reciprocal accounts and downloaded allotment thru Subb. ARO; and
 - Thresh-out relevant issues and concerns relative to the improvement of the financial processes.
- Participants to this activity are Division Accountant, Budget Officer, Administrative Assistant I (Budget), selected Division Sr. Bookkeepers and Accountants/Sr. Bookkeepers of Implementing Units.
- 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.
- All participants shall bring the necessary documents with laptop and extension cords. 5.

Schools Division Superintendent