



01032022-090

Republic of the Philippines  
**Department of Education**

REGION IV-A  
**SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE**

January 3, 2022


**DIVISION MEMORANDUM**

NO. 001, s. 2022

To: OIC, Assistant Schools Division Superintendents  
Junior High School Principals/Heads (Implementing Units)  
Senior Bookkeepers (Implementing Units)  
All Concerned





**DIVISION SEMINAR-WORKSHOP ON THE PREPARATION OF  
CY 2021 YEAR-END FINANCIAL REPORTS**

1. The Division Office Budget and Accounting unit will conduct the Division Seminar-Workshop on the Preparation of CY 2021 Year-End Financial Reports on January 6-7, 2022 at Tanza Oasis Hotel & Resort, Brgy. Capipisa, Tanza, Cavite.
2. The activity aims to facilitate the following prior to the conduct of the Regional Seminar-Workshop on the Preparation of CY 2021 Financial Reports.
  - 2.1. 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);
  - 2.2. The reconciliation of reciprocal accounts and downloaded allotment thru Sub-ARO; and
  - 2.3. 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 & III (Budget), selected Division Sr. Bookkeepers and Accountants/Sr. Bookkeepers of Implementing Units.
4. Expenses relative to the conduct of this event shall be charged against available MOOE Fund subject to usual accounting and auditing procedure.
5. All participants shall bring the necessary documents with laptop and extension cords.
6. Immediate and widest dissemination of this Memorandum is hereby directed.

  
**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent

CCA/ DM No. 001 s. 2022  
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