



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of Cebu Province

January 03, 2022

DIVISION MEMORANDUM
No. 001, s. 2022

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

To: Assistant Schools Division Superintendents
Secondary School Principals (Operating and Implementing Units Only)
Senior Bookkeepers (Operating and Implementing Units Only)
Division Finance Personnel
Provident-in-Charge
All Others Concerned

1. In line with the conduct of the Regional Seminar-Workshop, this Office will be holding its Division Seminar-Workshop on the Preparation of 2021 Year-end Financial and Budgetary Reports on January 10-14, 2022 at DepEd Ecotech Center, Executive Dining, Sudlon, Lahug, Cebu City.
 2. The five-day live-in workshop will facilitate the preparation and submission of accurate and up-to-date 2021 Consolidated Year-end Financial and Budgetary Reports to the Region, Department of Budget and Management, Commission on Audit, DepEd Central Office and other concerned agencies.
 3. The participants to this workshop are the Division Finance Personnel in charge in the preparation of financial statements and budgetary reports, In-Charge of Provident Fund, and Senior Bookkeepers of Operating/Implementing Units.
 4. Participants are required to follow IATF guidelines and shall ensure that safety health protocols are observed at all times, and comply with the number of persons allowed in Alert Level II which is 50% of the room capacity. Wearing of facemask is compulsory.
 5. All participants must be fully vaccinated and shall be required to present their vaccination cards upon registration and they shall be required to undergo rapid antigen testing before and after the closing program at the venue.
 6. The Medical Section/Nurse Section c/o Dr. Virgilio C. Tantuico/Asterterrie A. Bernales is also hereby directed to assign at least two (2) nurses at the training venue during the entire workshop.
 7. Transportation and other allowable expenses of the participants shall be charged against their **School MOOE Fund** including a registration fee of Fifteen Thousand Pesos (P15,000) each to cover expenses for the supplies, venue, food, rapid antigen testing, board and lodging while the registration fees of Division participants shall be charged against the **Division MOOE/Trainings funds**, subject to the usual accounting and auditing rules and regulations. Check payments must be payable to **DepEd Cebu Province**.
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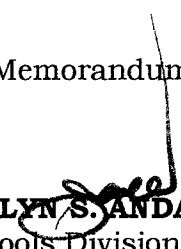


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8. Participants shall bring with them all documents necessary in the preparation of individual Trial Balances & Financial Statements (eFRS generated) and Financial Accountability Reports (FARS)-BMS generated for consolidation and submission on January 14, 2022.
9. School Principals are responsible in ensuring attendance of their respective bookkeepers. A written explanation is required from them should the school failed to send the expected participant.
10. This Memorandum serves as **Authority to Travel** of the participants, facilitators and other concerned personnel.
11. Wide dissemination of and strict compliance of this Memorandum is desired.


MARILYN S. ANDALES EdD CESO V
Schools Division Superintendent



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