



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

December 27, 2023

DIVISION MEMORANDUM
No. 506, s. 2023

**DIVISION SEMINAR-WORKSHOP ON THE PREPARATION OF 2023 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 2023 Year-End Financial and Budgetary Reports on January 3-5, 2024 at DepEd Ecotech Center, Sudlon, Lahug, Cebu City.
2. The three-day live-in workshop will facilitate the preparation and submission of accurate and up to date 2023 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/In-Charge of Operating/Implementing Units.
4. The Medical Section, through Dr. Asterterrie A. Bernales shall assign one (1) Nurse in the training venue during the entire workshop.
5. Transportation and other allowable expenses of the participants shall be charged against their **School MOOE Fund** including a registration fee of Six Thousand Pesos (P6,000.00) each for 3 days to cover expenses for the supplies, venue, food, 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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6. 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 or before January 5, 2024.
7. School Principals are responsible in ensuring attendance of their respective bookkeepers. A written explanation is required if the school head failed to send the expected participant.
8. This Memorandum serves as **Authority to Travel** of the participants, facilitators and other concerned personnel.
9. Wide dissemination of and strict compliance with this Memorandum is hereby desired.

SENEN PRISCILO P. PAULIN, CESO V
Schools Division Superintendent



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