DIVISION MEMORANDUM  
No. 012-C, s. 2018  
January 19, 2018

SEMINAR-WORKSHOP ON THE PREPARATION OF THE C.Y. 2017 YEAR-END FINANCIAL REPORTS

To:  NORELIZA A. MISAL, CPA  
      NEPTUNE L. TAMBILAWAN  
      JOEL DEGUILMO  
      JAKE LLOYD S. VENCIO  
      GISELLE D. GONZALES

1. In reference to the unnumbered Regional Memorandum dated January 3, 2018, a Seminar-Workshop on the Preparation of CY 2017 Year-End Financial Reports and Reconciliation of Accounts will be conducted by the DepEd Regional Office XI on January 23-24, 2018 to be hosted by the Division of Compostela Valley at Big 8 Corporate Hotel at National Highway, Visayan Village, Tagum City, Davao del Norte.

2. This seminar-workshop aims to facilitate the preparation, reconciliation and submission of reliable financial reports to be submitted to DepEd Central Office, Department of Budget and Management and Commission and Audit.

3. There will be no registration fee. Meals and accommodation shall be charged against Regional Office Funds which will be downloaded to the host division while traveling expenses of participants are chargeable against local funds subject to the usual accounting and auditing rules and regulations.

4. Please bring laptops, extension cords and all the data necessary in the preparation of financial reports/financial accountability reports as of December 31, 2017.

5. With this, you are hereby directed to attend the aforementioned seminar-workshop.

WINNIE E. SATOON, EdD  
Officer in Charge  
Office of the Schools Division Superintendent

Encls:  List Enclosures  
References:  DepEd Order  
To be indicated in the Perpetual Index under the following subjects:  SUBJECT

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RELEASED  
src: 19 JAN 2018  
time: 8:29  
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MEMORANDUM

TO: All Schools Division Superintendents
    All Heads of Secondary Schools Implementing Units
    This Region

FROM: ATTY. ALBERTO T. ESCOBARTE, CESO III
       Director IV

SUBJECT: SEMINAR-WORKSHOP ON THE PREPARATION OF CY 2017
         YEAR-END FINANCIAL REPORTS

DATE: January 3, 2018

In view of the closing of books, please be informed that a Seminar-Workshop on the Preparation of CY 2017 Year-End Financial Reports and Reconciliation of Accounts will be conducted by this Office on January 23-24, 2017 to be hosted by the Division of Compostela Valley (venue to be announced later). Participants are the Division Accountants, Division Budget Officers and Secondary School Implementing Units Bookkeepers. This seminar-workshop aims to facilitate the preparation, reconciliation and submission of reliable financial reports to be submitted to DepED Central Office, Department of Budget and Management and Commission on Audit.

There will be no registration fee. Meals and accommodation shall be charged against Regional Office Funds which will be downloaded to the Host Division while traveling expenses of participants are chargeable against local funds subject to the usual accounting and auditing rules and regulations.

Please bring laptops, extension cords and all the data necessary in the preparation of financial reports/financial accountability reports as of December 31, 2017.

All Implementing Units are required to strictly comply with the submission of all financial reports/financial accountability reports on time. Please see attached list of reports to be submitted.

Immediate dissemination of this memorandum is desired.

ROB/
Fn: seminar workshop on the preparation of financial reports 2017
MEMORANDUM

TO: All Schools Division Superintendents
All Heads of Secondary Schools Implementing Units
This Region

FROM: ATTY. ALBERTO T. ESCOBARTE, CESO III
Regional Director

SUBJECT: ADDENDUM AND CORRIGENDUM

DATE: January 8, 2017

Relative to the conduct of Seminar-Workshop on the Preparation of CY 2017 Year-End Financial Reports and Reconciliation of Accounts on January 23-24, 2018 to be hosted by the Division of Compostela Valley (venue to be announced later). Please be informed that aside from Division Accountants, Division Budget Officers and Secondary Implementing Units Bookkeepers, an Accounting Staff from their respective Schools Division Office is also one of the participants of this activity. This is to expedite the preparation/consolidation of the Financial Reports of each Schools Division Offices. Thus, there will be a total of 150 participants for this seminar-workshop.

For information, guidance and dissemination.
MEMORANDUM

TO : All Schools Division Superintendents
     All Heads of Secondary Schools Implementing Units
     This Region

FROM : ATTY. ALBERTO T. ESCOBARTE, CESO III
       Director IV

SUBJECT : ADVISORY RE: SEMINAR-WORKSHOP ON THE PREPARATION
          OF CY 2017 YEAR-END FINANCIAL REPORTS

DATE : January 16, 2018

 Please be informed that the venue of the above activity is Big 8 Corporate Hotel at
National Highway, Visayan Village, Tagum City, Davao del Norte.

Budget Assistants are also instructed to attend the said Seminar-Workshop to
assist in the reconciliation of accounts.

All other information specified in the memorandum dated January 3, 2018 remains
is.

Immediate dissemination of this advisory is desired.

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Advisory on seminar workshop on the preparation of 2017 year-end
financial reports