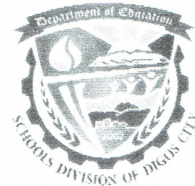


Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



DIVISION MEMORANDUM
No. 072-C, s. 2018

January 19, 2018

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

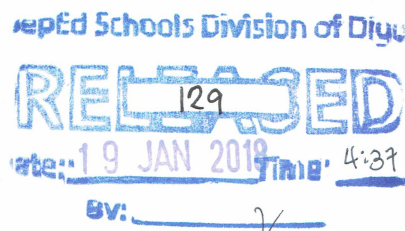
To: NORELIZA A. MISAL, CPA
NEPTUNE L. TAMBILAWAN
JOEL DEGUILMO
JAKE LLOYD S. VENCIO
GISELLE D. GONZALES

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. BATON, 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

jake lloyd vencio: memorandum title
n xxx nnnn





Republika ng Pilipinas
KAGAWARAN NG EDUKASYON
REHIYON XI
Lungsod ng Dabaw
Tanggapang Panrehiyon



Address: F. Torres Street, Davao City (8000)

Telefax Nos. (082) 227-1102; 221-8459; 221-9428; 227-0943; 227-8025; 222-2617; 227-0941; 221-1210; 221-8435; 227-9342; 221-6147; 225-0816

Internet Address (URL): www.depedxi.com.ph

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

DEPARTMENT OF EDUCATION ROXI
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Date: 01-04-18 Time: 4:50



Republika ng Pilipinas
KAGAWARAN NG EDUKASYON
REHIYON XI
Lungsod ng Dabaw
Tanggapang Panrehiyon



Address: F. Torres Street, Davao City

Internet Address: www.region11.deped.gov.ph

TeleFax Nos. (082) 227-1102; 227-9342

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.



Republika ng Pilipinas
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REHIYON XI
Lungsod ng Dabaw
Tanggapang Panrehiyon

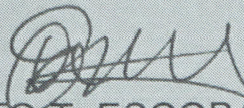


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Internet Address (URL): www.depedxi.com.ph

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.

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

Other information specified in the memorandum dated January 3, 2018 remains the same.

Immediate dissemination of this advisory is desired.

32/ame

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