

Republic of the Philippines

Department of Education

Region III Schools Division of Angeles City



June 27, 2023

DIVISION MEMORANDUM

No. 235 S. 2023

DIVISION SEMINAR-WORKSHOP ON THE RECONCILIATION AND CONSOLIDATION OF CY 2023 MID-YEAR FINANCIAL REPORTS

To: Heads of Public Secondary Schools with Fiscal Autonomy

Division Accountant Division Budget Officer

- 1. The Department of Education Division of Angeles City will conduct Division Seminar-Workshop on the Reconciliation and Consolidation of Calendar Year (CY) 2023 Mid-Year Financial Reports on July 6-7, 2023 at the Learning and Development Conference Room, Jesus St., Pulungbulu, Angeles City
- 2. The objectives of the activity are:
 - a. to facilitate the review, reconciliation and consolidation of CY 2023 Mid-Year Financial Reports; and
 - to keep participants abreast of the relevant issues and concerns associated with Financial Management on the recent issuances of the Department and Oversight Agencies.
- 3. The participants are the School Bookkeeper, Division Accountant and Budget Officer together with selected Finance Staff In-Charge of the preparation, reconciliation and consolidation of Financial Reports who shall bring their respective laptops and standby pocket Wi-Fi.
- 4. Meals and other expenses of the participants from the Division Office shall be charged against Division INSET funds while travelling expenses of school bookkeepers shall be charged against their respective School MOOE funds.
- 5. Meanwhile, all School Bookkeepers are directed to comply with the submission of all consolidated financial reports on time. The deadline for the submission shall be on July 7, 2023, 11 A.M. Please refer to the attached List of Financial Reports to be submitted.
- 6. This Memorandum also serves as Authority to Travel of the participants.
- 7. The attendance and active participation of all concerned is desired.

RONALDO A. POZON, PhD, CESO V Schools Division Superintendent

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