

Republic of the Philippines

Department of Education

Region VII, Central Visayas

DIVISION OF CEBU PROVINCE

Sudlon, Lahug, Cebu City



June 20, 2016


DIVISION MEMORANDUM

No. 314 s. 2016

**DIVISION SEMINAR-WORKSHOP ON THE PREPARATION OF 2016 MID-YEAR
FINANCIAL AND BUDGETARY REPORTS**

To: Secondary School Principals (IUS/OUS)
Senior Bookkeepers (IUS/OUS)
Division Accounting Personnel

1. There will be a Division Seminar-Workshop on the preparation of 2016 Mid-Year Financial and Budgetary Reports at DepEd Ecotech Center, Sudlon, Lahug, Cebu City from July 4-8, 2016.
2. The five-day live-in workshop will facilitate the preparation and submission of accurate and up-to-date 2016 Mid-Year 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 Accounting Personnel in charge in the preparation of consolidated financial statements & Bookkeepers of Implementing and Operating Units.
4. Transportation and other allowable expenses of the participants including a registration fee of Six Thousand Pesos (P6,000.00), shall be charged against Division/IU'S/OU's funds, subject to the usual accounting and auditing rules and regulations.
5. Participants shall bring with them all documents necessary in the preparation of individual Pre/Post-Closing Trial Balances, SAOB, FARS, Annexes and other Financial and Budgetary Reports for consolidation.
6. Please be guided accordingly.


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