

Republic of the Philippines

Department of Education

Region VII, Central Visayas

DIVISION OF CEBU PROVINCE

Sudlon, Lahug, Cebu City



January 03, 2017


DIVISION MEMORANDUM

No. 02, s. 2017

DIVISION WORKSHOP ON THE PREPARATION OF 2016 YEAR-END FINANCIAL AND BUDGETARY REPORTS

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

1. A workshop on the preparation of 2016 Year-End Financial and Budgetary Reports will be held at Ecotech Center, Sudlon, Lahug, Cebu City from January 4-6, 2017.
2. The three-day live-in workshop will facilitate the preparation and submission of accurate and up-to-date 2016 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 Senior Bookkeepers of Implementing and Operating Units.
4. Transportation and other allowable expenses of the participants shall be charged against their School MOOE Fund, while the actual charges for the venue, board and lodging shall be charged against the Division Training Fund, 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, FARS, Annexes and other Financial and Budgetary Reports for consolidation.
6. Please be guided accordingly.


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