



Republic of the Philippines

Department of Education

Region VII, Central Visayas

**DIVISION OF CEBU PROVINCE**

Sudlon, Lahug, Cebu City



January 3, 2018

DIVISION MEMORANDUM

No. 003, s. 2018

**DIVISION WORKSHOP ON THE PREPARATION OF 2017 YEAR-END FINANCIAL AND BUDGETARY REPORTS**

To : Assistant Schools Division Superintendents  
Secondary School Principals (IUS/OUS)  
Senior Bookkeepers (IUS/OUS)  
Division Finance Personnel  
All Others Concerned

1. A workshop on the preparation of 2017 Year-End Financial and Budgetary Reports will be held at Ecotech Center, Sudlon, Lahug, Cebu City from January 8-12, 2018.
2. The five-day live-in workshop will facilitate the preparation and submission of accurate and up-to-date 2017 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 and budgetary reports, and Senior Bookkeepers of Implementing and Operating Units.
4. Transportation and other allowable expenses of the participants shall be charged against their School MOOE/Division Fund, subject to the usual accounting and auditing rules and regulations.
5. A registration fee of Six Thousand Pesos (P6,000.00) shall be collected to each participant to cover meals, venue, board and lodging, kits and other materials necessary in the workshop. Payment in check shall be payable to DepEd Cebu Province.
6. 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.
7. This Memorandum also serves as participants Authority to Travel.
8. Immediate dissemination of and strict compliance of this Memorandum is desired.

  
RHEA MARIA. ANGTUD, Ed.D., CESO VI  
Schools Division Superintendent 

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