



Republic of the Philippines
Department of Education
Region VII, Central Visayas
DIVISION OF CEBU PROVINCE
Sudlon, Lahug, Cebu City



June 29, 2018


DIVISION MEMORANDUM

No. 428, s. 2018

ADDENDUM TO DIVISION MEMORANDUM NO. 391, S. 2018 ENTITLED "DIVISION SEMINAR/WORKSHOP ON THE PREPARATION OF 2018 MID-YEAR FINANCIAL AND BUDGETARY REPORTS"

TO: Secondary School Principals (Operating and Implementing Units Only)
Senior Bookkeepers (Operating and Implementing Units Only)
Division Finance Personnel
Provident-in-Charge
All Others Concerned

1. This Office hereby announces that the venue for this Seminar/Workshop will be at MJ Hotel & Suites located at #80 Apitong St., Brgy. Kamputhaw, Cebu City on July 2-6, 2018.
2. First meal of the participants is breakfast of Monday, July 2, 2018 while last meal is dinner of Friday, July 6, 2018.
3. This serves as participant's Authority to Travel.
4. All other provisions of said memo remain in force.
5. Immediate dissemination of, and strict compliance with this memorandum is directed.


RHEA MARAL ANGTUD, ED.D., CESO VI
Schools Division Superintendent

RMA/mmt

Telephone Numbers:

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June 13, 2018

DIVISION MEMORANDUM
No. 391, s. 2018

**DIVISION SEMINAR/WORKSHOP ON THE PREPARATION OF 2018 MID-YEAR
FINANCIAL AND BUDGETARY REPORTS**

TO: Secondary School Principals (Operating and Implementing Units Only)
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1. In line with the conduct of the Regional Seminar/Workshop, this Office will be holding its Division Seminar/Workshop on the Preparation of 2018 Mid-Year Financial and Budgetary Reports on July 2-6, 2018, venue to be announced later.
2. The five-day live-in workshop will facilitate the preparation and submission of accurate and up-to-date 2018 Consolidated 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 Finance Personnel in charge in the preparation of financial statements and budgetary reports, In-Charge of Provident Fund, 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 including a registration fee of P8,000 each to cover expenses for the venue, food, board and lodging, while the registration fees of Division participants shall be charged against the Division MOOE/Trainings funds, subject to the usual accounting and auditing rules and regulation. Check payments must be payable to DepEd Cebu Province.
5. Participants shall bring with them all documents necessary in the preparation of individual Trial Balances & Financial Statements (eFRS generated) and Budgetary Reports like FARS (BMS generated) for consolidation and submission on July 6, 2018.
6. School Principals are responsible in ensuring attendance of their respective bookkeepers. A written explanation is required from them should the school failed to send the expected participant.
7. For strict compliance.

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

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