



Republic of the Philippines

## Department of Education

Region VII, Central Visayas

### DIVISION OF CEBU PROVINCE

Sudlon, Lahug, Cebu City



December 17, 2019

DIVISION MEMORANDUM

No. 797, s. 2019

DIVISION SEMINAR/WORKSHOP ON THE PREPARATION OF 2019 YEAR-END  
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. In line with the conduct of the Regional Seminar/Workshop, this Office will be holding its Division Seminar/Workshop on the Preparation of 2019 Year-end Financial and Budgetary Reports on January 6-10, 2020, venue to be announced later.
2. The five-day live-in workshop will facilitate the preparation and submission of accurate and up-to-date 2019 Consolidated 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 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 P10,000 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 January 10, 2020.
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. This will serve as your Travel Order.
8. For strict compliance.

MARILYN S. ANDALES EdD CESO V  
Office of the Schools Division Superintendent

Telephone Numbers:

Schools Division Superintendent: (032) 255-6405  
Asst. Schools Division Superintendent: (032) 4147457  
Accounting Section: (032) 254-2632  
Disbursing Section: (032) 255-4401

Website : [www.depedcebuprovince.com](http://www.depedcebuprovince.com)  
E-mail Add : [depedcebuprovince@yahoo.com](mailto:depedcebuprovince@yahoo.com)