



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of Cebu Province

December 22, 2020

DIVISION MEMORANDUM

No. 287, s. 2020

**DIVISION SEMINAR/WORKSHOP ON THE PREPARATION OF 2020 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 2020 Year-end Financial and Budgetary Reports on January 4-8, 2021 at DepEd Ecotech Center, Sudlon, Lahug, Cebu City.
2. The five-day live-in workshop will facilitate the preparation and submission of accurate and up-to-date 2020 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 Operating/Implementing 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 supplies, 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 8, 2021.
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 Memorandum serves as your Travel Order.
8. Immediate dissemination of this Memorandum is desired.

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Schools Division Superintendent *MS*



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