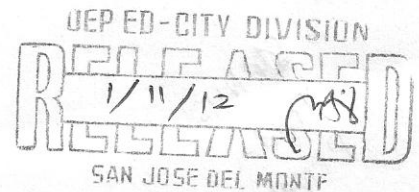


Republic of the Philippines
DEPARTMENT OF EDUCATION
Region III
DIVISION OF CITY SCHOOLS
City of San Jose del Monte
Bulacan



January 10, 2012

DIVISION MEMORANDUM

No. 05 s. 2012

**DIVISION SEMINAR-WORKSHOP ON THE RECONCILIATION AND
PREPARATION OF CY 2011 YEAR-END FINANCIAL REPORTS**

To: All Fiscally Autonomous Secondary School Principals
All Accountants/Bookkeepers

1. In preparation for upcoming regional consolidation of financial reports, the City Schools Division, City of San Jose del Monte will conduct a Division Seminar-Workshop on the Reconciliation and Preparation of CY 2011 Year-End Financial Reports on January 10-13, 2012 at 8:00 am at Sapang Palay National High School, Sapang Palay, City of San Jose del Monte.
2. Participants to this seminar-workshop are the fiscal staff of the Division Office Proper and Secondary School Implementing Units within the division.
3. The objectives of this training are:
 - a. to reconcile allotment and NCA/NTA releases;
 - b. to finalize individual financial reports;
 - c. to review and consolidate reports at Division level; and
 - d. to update members of the group on financial matters, discuss and resolve local issues and at the same time facilitates the Regional consolidation
4. Lunch and snacks are chargeable against INSET Fund.
5. Attendance of all concerned is a must.
6. Immediate and wide dissemination of this information is enjoined.


DR. AMANCIO S. VILLAMEJOR JR., CESO IV
Schools Division Superintendent 