



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



website: www.depedcsjdm.webs.com / e-mail: deped_csjdm@yahoo.com / telefax: (044) 815-28150

DIVISION MEMORANDUM

No. 44, s. 2018

To: All Fiscally Autonomous Secondary School Principals

From: The Schools Division Superintendent

Subject: Division Seminar-Workshop on Reconciliation of Allotment & Releases, Preparation & Consolidation of CY2017 1st Quarterly Financial Reports

Date: March 23, 2018

Please be informed that the Division Seminar-Workshop on Reconciliation of Allotment & Releases, Preparation & Consolidation of CY2018 1st Quarterly Financial Reports is scheduled on April 3 to 5, 2018 at the Division Library Hub.

The activity aims to:

- a. Facilitate preparation, review, consolidation and submission of Budget and Accountability Reports (BFARS) and other reports to the Department of Budget and Management (DBM), Commission on Audit (COA) and other oversight agencies within the prescribed deadline;
- b. Reconcile the allotment and Notice of Cash Allocation (NCA) releases, finalize individual reports, review, harmonize and consolidate at the Division Level;
- c. Build capacity of financial staff of the Division Office and Implementing Units.

The activity shall start at 7:AM. Expenses for meals and snacks shall be charged against Division MOOE. Participants to this activity are indicated in Enclosure No. 1. They are advised to bring their necessary records, materials, laptop computers and other equipment to ensure that the required outputs will be accomplished.


GERMELINA H. PASCUAL, CESO V
Schools Division Superintendent



Enclosure No. 1 to Division Memorandum No. 44, s. 2018

**Division Seminar-Workshop on Reconciliation of Allotment & Releases,
Preparation & Consolidation of CY2018 1st Quarterly Financial Reports
April 3-5, 2018**

LIST OF PARTICIPANTS

No.	Name	Office	Position
1	Kristine Joy Daluz-Quezada	DO	Accountant III
2	Orlando D. Gonzales	DO	Budget Officer III
3	Rowena R. Perez	DO	ADAS III
4	Nenette M. Gomez	DO	ADAS III
5	Rosalinda F. Perfiñan	DO	ADAS III
6	Maxima L. Biglang-awa	DO	ADAS III
7	Krizelle I. Agapito	DO	ADAS III
8	Lalaine SP. Bartolome	DO	ADAS II
9	Jinky O. Torres	DO	ADAS II
10	Regenald D. Serrano	DO	ADAS I
11	Lani S. Victorio	DO	EPIP staff
12	Aileen Gay O. San Diego	DO	Provident Fund clerk
13	Marianne C. De Dios	Sapang NHS	Accountant I
14	Lilia Deligero	SJDM Natl Trade School	Accountant I
15	Doris M. Agbulos	Paradise Farms NHS	ADAS III
16	Rhoel Q. Sanoy	SJDM NHS	ADAS III
17	Diomedes G. Millano	Muzon NHS	ADAS III
18	Maria Capitle	Towerville NHS	ADAS III



Enclosure No. 2 to Division Memorandum No. 44, s. 2018

**Division Seminar-Workshop on Reconciliation of Allotment & Releases,
 Preparation & Consolidation of CY2018 1st Quarterly Financial Reports
 April 3-5, 2018**

PROGRAM OF ACTIVITIES

TIME	PARTICULARS	
DAY 1 – April 3, 2018		
7:45 – 8:30 AM	Registration	Jinky O. Torres
8:30 – 10:00 AM	Opening Program	
	National Anthem	Rosalinda F. Perfiñan
	Prayer	Nenette M. Gomez
	DepEd CSJDM Hymn	Krizelle I. Agapito
	Arya San Joseño	Lani S. Victoria
	Opening Message	SDS Germelina H. Pascual, CESO V
	Objectives	Kristine Joy Daluz-Quezada
10:00 – 10:15 AM	SNACKS	
10:15 – 12:00 NN	WORKSHOP PROPER	
12:00 – 1:00 PM	LUNCH	
1:00 – 3:00 PM	CONTINUATION OF WORKSHOP	
3:00 – 3:15 PM	SNACKS	
3:15 – 6:00 PM	CONTINUATION OF WORKSHOP	
6:00 – 7:00 PM	DINNER	
DAY 2 – April 4, 2018		
7:00 – 8:00 AM	BREAKFAST / MOL	
8:00 – 10:00 AM	CONTINUATION OF WORKSHOP	
10:00 – 10:15 AM	SNACKS	
10:15 – 12:00 NN	CONTINUATION OF WORKSHOP	
12:00 – 1:00 PM	LUNCH	
1:00 – 3:00 PM	CONTINUATION OF WORKSHOP	
3:00 – 3:15 PM	SNACKS	
3:15 – 6:00 PM	CONTINUATION OF WORKSHOP	
6:00 – 7:00 PM	DINNER	
DAY 3 – April 5, 2018		
7:00 – 8:00 AM	BREAKFAST / MOL	
8:00 – 10:00 AM	Checking of Reports	
	Accounting	Kristine Joy Daluz-Quezada
	Budget	Orlando D. Gonzales
10:00 – 10:15 AM	SNACKS	
10:15 – 12:00 NN	Consolidation of Reports	
12:00 – 1:00 PM	LUNCH	
1:00 – 3:00 PM	Finalization of Reports	
3:00 – 3:15 PM	SNACKS	
3:15 – 4:00 PM	Closing Program	
4:00	Home Sweet Home	