



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region III – Central Luzon
SCHOOLS DIVISION OF SAN JOSE DEL MONTE CITY
San Ignacio St., Poblacion, City of San Jose del Monte 3023



January 3, 2019

DIVISION MEMORANDUM
No. 001, s. 2019

To: Assistant Schools Division Superintendent
Division Finance Personnel
Fiscally Autonomous Secondary School Principals
All Others Concerned

**DIVISION SEMINAR-WORKSHOP ON RECONCILIATION OF ALLOTMENT AND RELEASES,
PREPARATION AND CONSOLIDATION OF CY2018 YEAR-END FINANCIAL REPORTS**

1. Please be informed that Division Seminar-Workshop on Reconciliation of Allotment and Releases, Preparation and Consolidation of CY2018 Year-End Financial Reports is scheduled on January 7-9, 2019 at Sitio Lucia Hotel & Resort.
2. This 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.
3. Participants are as indicated in Enclosure No. 1.
4. Enclosure No. 2 shows the Program Matrix.
5. Participants are advised to bring their necessary records, materials, laptop computers and other equipment to ensure that the required outputs will be accomplished.
6. Food and accommodation shall be charged to Division MOOE. Traveling expenses of Division Office personnel shall also be charged to Division MOOE while secondary school participants shall be charged to school MOOE subject to usual accounting and auditing rules and regulation.
7. Attendance is a must.


GERMELINA H. PASCUAL, CESO V
Schools Division Superintendent

**Division Seminar-Workshop on Reconciliation of Allotment and Releases,
Preparation and Consolidation of CY2018 Year-End Financial Reports
January 7-9, 2019**

LIST OF PARTICIPANTS

No.	Name	Office	Position
1	Germelina H. Pascual, CESO V	DO	Schools Division Superintendent
2	Dr. Maria Carmen P. Cuenco, CESO VI	DO	Asst. Schools Division Superintendent
3	Kristine Joy Daluz-Quezada	DO	Accountant III
4	Orlando D. Gonzales	DO	Budget Officer III
5	Rowena R. Perez	DO	ADAS III
6	Nenette M. Gomez	DO	ADAS III
7	Rosalinda Perfiñan	DO	ADAS III
8	Maxima L. Biglang-awa	DO	ADAS III
9	Krizelle I. Agapito	DO	ADAS III
10	Baby Ruth D. Pablo	DO	ADAS II
11	Lalaine Bartolome	DO	ADAS II
12	Jinky O. Torres	DO	ADAS II
13	Regenald D. Serrano	DO	ADAS I
14	Lani S. Victorio	DO	EPIP Staff
15	Mariz A. Del Rosario	DO	Provident Fund Clerk
16	Marianne C. De Dios	Sapang Palay NHS	Accountant I
17	Lilia Deligero	SJDMNTS	Accountant I
18	Doris M. Agbulos	Paradise Farms NHS	ADAS III
19	Rhoel Q. Sanoy	SJDM NHS	ADAS III
20	Diomedes G. Millano	Muzon NHS	ADAS III
21	Maria Capitle	Towerville NHS	ADAS III
22	Ma. Elisa B. Balmeo	Graceville NHS	ADAS III
23	Sunshine D. Flores	San Martin NHS	ADAS III
24	Angelito M. Gaitero	Minuyan NHS	ADAS III
25	Sherylyn Robes	Kakawate NHS	ADAS III

**Division Seminar-Workshop on Reconciliation of Allotment and Releases,
Preparation and Consolidation of CY2018 Year-End Financial Reports
January 7-9, 2019**

PROGRAM MATRIX

TIME	PARTICULARS
DAY 1	
8:00 – 9:00 AM	Registration
	Opening Program
9:00 – 10:00 AM	National Anthem Prayer DepEd CSJDM Hymn Opening Message
10:00 – 10:15 AM	SDS. Germelina H. Pascual, CESO V
10:15 – 12:00 NN	SNACKS Updates on Budgetary and Payroll Matters Orlando D. Gonzales and Kristine Joy Daluz-Quezada
12:00 NN – 1:00 PM	LUNCH BREAK
1:00 – 3:00 PM	WORKSHOP PROPER
3:00 – 3:15 PM	SNACKS
3:15 – 5:00 PM	CONTINUATION OF WORKSHOP
DAY 2	
7:00 – 8:00 AM	BREAKFAST
8:00 – 10:00 AM	CONTINUATION OF WORKSHOP
10:00 – 10:15 AM	SNACKS
10:15 – 12:00 NN	CONTINUATION OF WORKSHOP
12:00 NN – 1:00 PM	LUNCH BREAK
1:00 – 3:00 PM	CHECKING OF REPORTS Accounting Kristine Joy Daluz-Quezada Budget Orlando D. Gonzales
3:00 – 3:15 PM	SNACKS
3:15 – 5:00 PM	CHECKING OF REPORTS
DAY 3	
7:00 – 8:00 AM	BREAKFAST
8:00 – 10:00 AM	Consolidation of Reports
10:00 – 10:15 AM	SNACKS
10:15 – 12:00 NN	Finalization of Reports
12:00 NN – 1:00 PM	LUNCH BREAK
1:00 – 3:00 PM	Presentation of Final Reports
3:00 – 3:15 PM	SNACKS
3:15 – 4:00 PM	Closing Ceremony HOME SWEET HOME