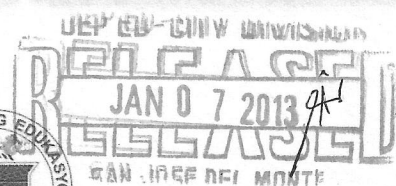




Republic of the Philippines
DEPARTMENT OF EDUCATION
Region III
DIVISION OF CITY SCHOOLS
City of San Jose del Monte



January 7, 2013

DIVISION MEMORANDUM

No. 2, s. 2013

**DIVISION SEMINAR-WORKSHOP ON THE RECONCILIATION OF ALLOTMENT AND NCA
RELEASES, PREPARATION & CONSOLIDATION OF CY 2012 YEAR-END FINANCIAL REPORTS**

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

1. In preparation for upcoming 7th Annual Seminar-Workshop on the Regional Consolidation of Financial Reports slated on January 14-16, 2013 at the Hacienda Gracia Resort, Lubao, Pampanga, the City Schools Division, City of San Jose del Monte will conduct a Division Seminar-Workshop on the Reconciliation of Allotment and NCA Releases, Preparation & Consolidation of CY 2012 Year-End Financial Reports on January 8 -11, 2013 at the Sapang Palay National High School.
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.
4. Lunch and snacks are chargeable against INSET Fund.
5. Attendance of all concerned is a must.
6. Immediate and wide dissemination of this Memorandum is desired.


ESTELITA PINEDA, CESO V

Schools Division Superintendent