



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



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December 29, 2017

**DIVISION MEMORANDUM**

No. **249**, s. 2017

To: **Division Accounting & Budget Personnel**  
**School Heads of Implementing Units**

**Division Seminar-Workshop on Reconciliation of Allotment & Releases,  
Preparation & Consolidation of CY2017 Year-End Financial Reports**

1. This Office announces the conduct of Division Seminar-Workshop on Reconciliation of Allotment & Releases, Preparation & Consolidation of CY2017 Year-End Financial Reports on January 3-5, 2018 at Los Arcos de Hermano Resort, Paradise Farms, CSJDM, Bulacan.
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 Program of Activities
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. Expenses for the activity are to be charged against the Division INSET Funds subject to the usual accounting and auditing rules and regulations.
7. For immediate dissemination and compliance.

  
**GERMELINA H. PASCUAL, CESO V**  
Schools Division Superintendent //



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Enclosure No. 1 to Division Memorandum No. 249s. 2017

**Division Seminar-Workshop on Reconciliation of Allotment & Releases,  
Preparation & Consolidation of CY2017 Year-End Financial Reports  
January 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 Perfiñan	DO	ADAS III
6	Maxima L. Biglang-awa	DO	ADAS III
7	Krizelle I. Agapito	DO	ADAS III
8	Regenald D. Serrano	DO	ADAS I
9	Lani S. Victorio	DO	EPIP Staff
10	Aileen Gay O. San Diego	DO	Provident Fund Clerk
11	Marianne C. De Dios	Sapang Palay NHS	Accountant I
12	Lilia Deligero	SJDM National Trade School	Accountant I
13	Doris M. Agbulos	Paradise Farms NHS	ADAS III
14	Rhoel Q. Sanoy	SJDM NHS	ADAS III
15	Diomedes G. Millano	Muzon NHS	ADAS III
16	Maria Capitle	Towerville NHS	ADAS III



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Enclosure No. 2 to Division Memorandum No. 249 s. 2017

**Division Seminar-Workshop on Reconciliation of Allotment & Releases,  
 Preparation & Consolidation of CY2017 Year-End Financial Reports  
 January 3-5, 2018**

**PROGRAM OF ACTIVITIES**

TIME	PARTICULARS
<b>DAY 1 – January 3, 2018</b>	
7:45 – 9:00 AM	Registration Lani S. Victorio
9:00 – 10:00 AM	Opening Program
	National Anthem Aileen Gay O. San Diego
	Prayer Maxima L. Biglang-awa
	Opening Message SDS Germelina H. Pascual, CESO V
	Objectives Orlando D. Gonzales
10:00 – 10:15 AM	SNACKS
10:15 – 12:00 NN	WORKSHOP ON RECONCILIATION OF ALLOTMENT & RELEASES
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
<b>DAY 2 – January 4, 2018</b>	
7:00 – 8:00 AM	BREAKFAST
8:00 – 10:00 AM	WORKSHOP ON PREPARATION OF BFARS & OTHER REPORTS
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
<b>DAY 3 – January 5, 2018</b>	
7:00 – 8:00 AM	BREAKFAST
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