

## Republic of the Philippines DEPARTMENT OF EDUCATION Region III

DIVISION OF CITY SCHOOLS

City of San Jose del Monte



DEPED-CSJDM RECORDS UNIT DEC 2 9 2017

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

December 29, 2017

DIVISION MEMORANDUM

No. 249, s. 2017

Division Accounting & Budget Personnel To: 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.
- 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.
- Participants are as indicated in Enclosure No. 1.
- Enclosure No. 2 shows Program of Activities
- Participants are advised to bring their necessary records, materials, laptop computers and other equipment to ensure that the required outputs will be accomplished.
- Expenses for the activity are to be charged against the Division INSET Funds subject to the usual accounting and auditing rules and regulations.
- For immediate dissemination and compliance.

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



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Enclosure No. 1 to Division Memorandum No. 4 5 s. 2017

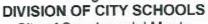
## Division Seminar-Workshop on Reconciliation of Allotment & Releases, Preparation & Consolidation of CY2017 Year-End Financial Reports January 3-5, 2018

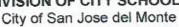
#### LIST OF PARTICIPANTS

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. 4 5 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		
DAY 1 - January 3, 2018			
7:45 - 9:00 AM	Registration	Lani S. Victorio	
	Opening Program		
	National Anthem	m Aileen Gay O. San Diego	
9:00 - 10:00 AM	Prayer	Maxima L. Biglang-awa	
	Opening Message	SDS Germelina H. Pascual, CESO \	
	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		
DAY 2 - January 4, 2018			
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		
DAY 3 - January 5, 2018			
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	