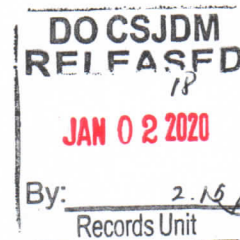




Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
 Schools Division of San Jose del Monte City



January 2, 2020



**SCHOOLS DIVISION MEMORANDUM**

No. 001, s. 2020

TO: SDO Finance Personnel  
 Fiscally Autonomous Secondary School Principals  
 All Others Concerned

**DIVISION SEMINAR-WORKSHOP ON RECONCILIATION OF ALLOTMENT AND RELEASES,  
 PREPARATION AND CONSOLIDATION OF CY2019 YEAR-END FINANCIAL REPORTS**

1. Please be informed that Division Seminar-Workshop on Reconciliation of Allotment and Releases, Preparation and Consolidation of CY2019 Year-End Financial Reports is scheduled on January 7-9, 2020 at Sitio Lucia Hotel & Resort, Sta. Maria, 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 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.
8. *Wide dissemination of this Memorandum is enjoined.*

*[Signature]*  
**MERLINA P. CRUZ, Ph.D., CESO VI**  
 Officer-in-Charge  
 Office of the Schools Division Superintendent

osds/acctg/kjdq  
 ACCTG-2020-01-001





Enclosure No. 1 to Division Memorandum No. 001, s. 2020

**Division Seminar-Workshop on Reconciliation of Allotment and Releases,  
 Preparation and Consolidation of CY2019 Year-End Financial Reports**

**Sitio Lucia Garden Resort, Pulong Buhangin, Sta. Maria, Bulacan  
 January 7-9, 2020**

**LIST OF PARTICIPANTS**

No.	Name	Office	Position
1	Merlina P. Cruz, Ph.D., CESO VI	DO	Schools Division Superintendent
2	Kristine Joy Daluz-Quezada	DO	Accountant III
3	Orlando D. Gonzales	DO	Budget Officer III
4	Rowena R. Perez	DO	ADAS III
5	Krizelle I. Agapito	DO	ADAS III
6	Baby Ruth D. Pablo	DO	ADAS III
7	Lalaine Bartolome	DO	ADAS III
8	Jinky O. Torres	DO	ADAS III
9	Regenald D. Serrano	DO	ADAS III
10	Nenette M. Gomez	DO	ADAS III
11	Rechie O. Labandria	DO	ADAS II
12	Lani S. Victorio	DO	EPIP Staff
13	Marianne C. De Dios	Sapang Palay NHS	Accountant I
14	Lilia Deligero	SJDMNTS	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
19	Ma. Elisa B. Balmeo	Graceville NHS	ADAS III
20	Sunshine D. Flores	San Martin NHS	ADAS III
21	Angelito M. Gaitero	Minuyan NHS	ADAS III
22	Ruben Borata	Citrus NHS	ADAS III
23	Thea Janine Torres	Sto. Cristo NHS	ADAS III
24	Rolando Borata	Kakawate NHS	ADAS III
25	Myrove Bravo	Kaypian NHS	ADAS III
26	Lorna Diaz	Marangal NHS	ADAS III





Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
 Schools Division of San Jose del Monte City



Enclosure No. 2 to Division Memorandum No. 001, s. 2020

**Division Seminar-Workshop on Reconciliation of Allotment and Releases,  
 Preparation and Consolidation of CY2019 Year-End Financial Reports  
 January 7-9, 2020**

**PROGRAM MATRIX**

TIME	PARTICULARS
<b>DAY 1</b>	
8:00 – 9:00 AM	Registration
9:00 – 10:00 AM	Opening Program
	National Anthem
	Prayer
	DepEd CSJDM Hymn
	Opening Message <b>SDS. Merlina P. Cruz, Ph.D., CESO VI</b>
10:00 – 10:15 AM	SNACKS
10:15 – 12:00 NN	Updates on Budget and Accounting Matters <b>Orlando D. Gonzales and Kristine Joy Daluz-Quezada</b>
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
<b>DAY 2</b>	
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 <b>Kristine Joy Daluz-Quezada</b> Budget <b>Orlando D. Gonzales</b>
3:00 – 3:15 PM	SNACKS
3:15 – 5:00 PM	CHECKING OF REPORTS
<b>DAY 3</b>	
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

