




Republic of the Philippines
Department of Education
Region VIII
SCHOOLS DIVISION OF TACLOBAN CITY

DIVISION MEMORANDUM

No. 193, s. 2022

TO : DIVISION ACCOUNTANT
BUDGET OFFICER
DIVISION BOOKKEEPER
SECONDARY IMPLEMENTING UNIT BOOKKEEPERS
OTHER CONCERNED PERSONNEL

FROM :  **MARIZA S. MAGAN EdD, CESO V**
Schools Division Superintendent

SUBJECT : *DIVISION SEMINAR/WORKSHOP ON PREPARATION, RECONCILIATION AND SUBMISSION OF CY 2022 1ST QUARTER FINANCIAL REPORTS*

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1. In connection with the Preparation and Submission of 1st Quarter Budgetary and Financial Report you are hereby requested to attend a three-day Live-Out Seminar Workshop on May 25-27, 2022 venue to be announced later
 2. A registration of **Php 3,600.00** will be collected to defray expenses for food, accommodation and office supplies incurred during the workshop subject to the usual accounting rules and regulations.
 3. **Secondary Bookkeepers are required to present their financial reports before the end of the seminar (Subject: Reclassification of PPE in accordance with GAM).**
 4. Each participant is to bring his/her own laptop and all financial and budgetary reports for transactions that transpired from July to September 2018 . . .
 5. Immediate and wide dissemination of this Memorandum is desired.
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