



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

June 08, 2022

**DIVISION MEMORANDUM**

No. 277 s. 2022

**CONDUCT OF THE DIVISION WORKSHOP ON THE PREPARATION,  
RECONCILIATION AND SUBMISSION OF CY 2022 MID-YEAR  
FINANCIAL REPORTS**

To: Secondary School Principal  
All Others Concerned

1. The conduct of the Division Workshop on the Preparation, Reconciliation and Submission of CY 2022 Mid-Year Financial Reports shall be on **July 5-8, 2022 (inclusive of travel time)**. Venue will be announced in a separate memo.
2. The objectives of this activity are the following:
  - a. Facilitate the preparation, review and submission of Consolidated CY 2022 Mid-Year Financial and Budgetary Reports utilizing the EFRS and EBMS Consolidators respectively.
  - b. Encoding of Financial Accountability Reports thru the Unified Reporting System of the DBM for the 2<sup>nd</sup> Quarter of FY 2022.
  - c. serve as a venue to discuss uniform implementation of significant procedures and policies among those involved in the management of financial resources for efficient implementations of DepEd programs and projects; and
  - d. Address other related financial issues.
3. The expected participants are the following :
  - a. Division Accountant, Division Budget Officer, Division Cashier and five (5) SDO finance staff and one(1) cashier staff to assist in the preparation of financial reports;
  - b. Senior Bookkeepers and Disbursing Officers from all Implementing Units;
  - c. Invited guests/speakers.






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4. A workshop fee of **Eight Thousand Pesos (P8,000.00)** per participant shall be collected to defray the cost of meals and lodging and other training expenses incurred for the whole duration of the workshop. Travelling expenses of the participants and the registration fee relative to this activity shall be charged against Division/School/Local Funds, subject to existing government accounting and auditing rules and regulations. Payments made through check shall be made payable to **DEPED Tacloban City Division with Account Number 1732101108, Land Bank of the Philippines**. Check-in at the venue starts at 2 pm of July 5, 2022 and check-out is 12 noon of July 8, 2022.
5. Participants are required to bring their laptops, extension cords, printers and ink/toners, book papers and other pertinent documents and supplies necessary in the preparation of the financial and budgetary reports.
6. Further, everyone is expected to strictly observe the Inter-Agency Task Force (IATF) safety measure and protocols applicable for this type of gathering.
7. All IUs are required to **strictly comply with the submission of all reports on time**. Deadline of submission shall be **July 7, 2022 at 9 PM**. Refer to the attached list of reports to be submitted.
8. Immediate dissemination of and strict compliance with this Memorandum are desired.

  
**MARIZA S. MAGAN, Ed.D, CESO IV**  
Schools Division Superintendent



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Attachment I

I. Activity Title: **CONDUCT OF THE DIVISION WORKSHOP ON THE PREPARATION, RECONCILIATION AND SUBMISSION OF CY 2022 MID-YEAR FINANCIAL REPORTS**

II. SPECIFICATIONS

A. VENUE

Venue must be at least 50-60Km away from the city proper to avoid noise and distraction with open ground for outdoor activity.

B. SESSION HALL

With the following specifications:

1. Should have a good sound system with at least two wireless microphones .
2. The capacity of the session hall should accommodate participants that follows social distancing guidelines.
3. Availability of the following:
  - a. Effective and efficient internet connection that will address the needs of all workshop participants.
  - b. One (1) LCD Projector for the function hall
  - c. Extension cords
  - d. Functional air condition unit

C. ROOM ACCOMMODATION

1. Triple or Quad Sharing (Participants)
2. Double Room Sharing (Resource Person/C.O Personnel)



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D. FOOD

1. The Menu for the entire duration of the workshop will be finalized upon approval of the DepEd Division Office coordinator.

First Meal – PM Snacks (for the 1<sup>st</sup> day)

Last Meal – Lunch (for the last day)

2. Packed Meals for the participants who need to leave ahead of time. These will be given to those who will depart earlier.
3. Free flowing coffee, tea and milo in sachet

E. SAFETY PROTOCOLS

1. The venue should follow the IATF Safety Protocol Guidelines.
2. Alcohol must be in the areas that can easily be accessed by the participants.