

Republic of the Philippines  
Department of Education  
REGION VIII – EASTERN VISAYAS  
SCHOOLS DIVISION OF TACLOBAN CITY

DIVISION MEMORANDUM  
No. 435 s. 2022

DATE : December 6, 2022

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

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

SUBJECT : SEMINAR-WORKSHOP ON THE PREPARATION, RECONCILIATION AND SUBMISSION OF CY  
2022 YEAR END BUDGETARY AND FINANCIAL REPORTS

1. Pursuant to DepEd Regional Memorandum No. 1298 s. 2022 this Office through the Budget and Accounting Section will conduct a Five day Live-out Seminar Workshop on the preparation and submission of CY 2022 Year End Budgetary and Financial Reports on January 2-6, 2023. Venue to be announced later.

2. The objectives of this activity are the following:

- Facilitate the preparation, reconciliation, review and submission of Consolidated Year End Financial and Budgetary utilizing the eFRS and eBMS Consolidators respectively;
- Serve as a venue to discuss uniform implementation of procedures and policies among those involved in the management of financial resources for efficient implementations of DepEd programs and projects.

3. A registration fee of **Php 6,000.00 per participants** will be collected to defray expenses for food and venue incurred during the workshop subject to the usual accounting rules and regulations.

4. **Participants are required to bring their laptops, extension cords, printers and other pertinent documents and office supplies necessary in the preparation of the financial and budgetary reports**

5. Expected participants per day are the following:

IMPLEMENTING UNIT BOOKKEEPERS	-	8 pax
DIVISION ACCOUNTANT	-	1 pax
BUDGET OFFICER	-	1 pax
BUDGET STAFF	-	1 pax
ACCOUNTING STAFF	-	6 pax

TOTAL

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- 17 pax/day

6. Attached is the List of Identified Participants (Annex: 1); Program of Activity (Annex: 2); Activity Design (Annex: 3); and Budgetary Matrix (Annex 4).

7. For further clarifications, please contact **Maria Nessa L. Homeres**, Division Accountant.

8. Immediate dissemination and compliance with this Memorandum are desired.



ACCOUNTING SECTION  
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