



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



Division Memorandum No. 744
Series of 2023

To : Implementing Units Bookkeeper
Division Office Finance Staff

From: **JUDELLA R. LUMPAS, EdD. CESO VI**
Schools Division Superintendent *J. Lumpas*
This Division

Subject: Conduct of Division Workshop on the Preparation and Reconciliation of CY 2023
Year-End Financial Reports

Date: December 11, 2023

1. This Office through the Accounting Office will hold a Live –In Division Workshop on the Preparation and Reconciliation of CY 2023 Year-End Financial Reports on January 3-6, 2024. Venue to be announce later.
2. The objective of this activity is to facilitate the review, preparation, and reconciliation of the consolidated financial reports for CY 2023. This will also serve as a venue to discuss other important financial management issues at the school level.
3. Participants to this activity are the following:
 - a. Maria Nessa Homeres
 - b. Rodel Naval
 - c. Kimberly Candiza
 - d. Warren Avila
 - e. Lealyn Ramos
 - f. Genesis Colete
 - g. Rachel Mendros
 - h. Nilvin Gresola
 - i. Geric Enriquez
 - i. Margarita Evangeline Molon
 - j. Mark Nirza
 - k. Jinky Ocana
 - l. Alvin Arpon
 - m. Krizza Mae Mallari
 - n. Marilyn Rodriguez
 - o. Coleen Chan
 - p. Ritchelle Mae Retuerto
4. A registration fee of 7,600.00 will be collected to each participant to defray the cost on meals and lodging and other incidental expenses related to the activity. First meal is morning snack on January 3, 2024 and the last meal is lunch on January 6, 2023.
5. For your guidance and compliance.

