



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

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Division Memorandum No. 384  
Series of \_\_\_\_\_

To: All Implementing Units Bookkeeper  
Division Office Finance Staff

Subject: Conduct of Division Workshop on the Preparation and Submission of Calendar  
Year 2024 Mid-Year Financial Reports

From: *Capelma*  
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OIC – Schools Division Superintendent *Palma*

Date: May 31, 2024

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1. This Office through the Finance Section will hold its Division Workshop on the Preparation and Submission of CY 2024 Mid-Year Financial Reports on June 19-22, 2024 at a venue to be announce later.
2. The objectives of this activity are the following:
  - a. Prepare and review mid-year financial and budgetary reports of the implementing units utilizing the EFRS and EBMS.
  - b. Discuss the uniform implementation of significant procedures and policies in the management of financial resources for efficient implementation of DepEd programs and projects.
  - c. Address other financial issues and concerns.
3. The participant to this activity are the following:
  - a. School Bookkeeper of the Implementing Units
  - b. Division Office Finance Staff
4. A workshop fee of Six Thousand Pesos (P6,000.00)per participant shall be collected to defray the cost of meals and lodging and other related expenses for the conduct of the activity.
5. Participants are required to bring their laptop, extension cords, and other necessary supplies and materials needed for the preparation of the financial reports.
6. For dissemination and compliance.