

Division Memorandum  
 No. 160, s. 2019

**TO: The Secondary School Principal  
 IU's Senior Bookkeepers & Designate  
 IU's Budget Officers & Designate  
 This Division  
 All Others Concerned**

**FROM: f. DR. MARILOU B. DEDUMO, CESO V**  
 Schools Division Superintendent *4/1/19*

**SUBJECT: DIVISION 1<sup>ST</sup> QUARTER FINANCIAL RECONCILIATION  
 WORKSHOP FOR CY 2019**

**DATE:** March 29, 2019

1. Pursuant to the requirement of DepEd memorandum and COA-DBM joint Circular No. 2013-1 dated March 15, 2013 which prescribe the revised guidelines on the submission of quarterly accountability reports on appropriations, allotments, obligations and disbursements, COA-DBM joint Circular No. 2014-1 dated July 2, 2014 which prescribe the guidelines on the use of modified formats of the Budget and Financial Accountability Reports (BFARs) and COA Circular No. 2015-002 which prescribe the supplementary guidelines on the preparation of financial statements and other financial reports. The Surigao del Sur Division will be holding the 1st Quarter Financial Reconciliation Workshop for CY 2019 on April 8-10, 2019 (*venue: to be announced later*).

2. Participants to the said workshop are the following:

School Heads/Principal IU's -	26
Bookkeeper IU's -	29
Budget Officers IU's -	27
Division Finance Personnel -	<u>34</u>

**Total 116**

3. The workshop aims to facilitate the preparation, reconciliation and submission of accurate financial reports of 29 implementing units and 44 non-implementing units of the entire division.

4. Participants are required to bring laptops, pocket wifi, calculators, ledgers, extension wires, photocopies of NCA, SARO, and other pertinent documents needed in the preparation of the BFAR Forms for DBM and the financial statements for the regional office and COA.

5. The output required from all the implementing units are the accurate financial reports and the budget reports with reconciled figures/data from the regional office. Please bring hard and e-copies of your financial reports (eBMS & eFRS). At the end of the workshop, all are expected to