



Division Memorandum

No. 432, s. 2019

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

**FROM: DR. MARILOU B. DEDUMO, CESO V**  
 Schools Division Superintendent

**SUBJECT: DIVISION 3<sup>RD</sup> QUARTER FINANCIAL RECONCILIATION  
 WORKSHOP FOR CY 2019 CUM FINANCIAL LITERACY SEMINAR**

**DATE:** September 30, 2019

- 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 3<sup>rd</sup> Quarter Financial Reconciliation Workshop for CY 2019 cum Financial Literacy on October 7-9, 2019 (*venue: to be announced later*).

- Participants to the said workshop are the following:

Bookkeeper IU's	-	30
Budget Officers IU's	-	28
Division Finance Personnel	-	<u>30</u>
		<b>Total 88</b>

- 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.
- 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.

- The output required from all the implementing units are the accurate financial reports and the



submit their respective outputs (**ATTENTION: DIVISION SR. BOOKKEEPERS**).

**“No Output, No Certificate of Appearance Policy”** shall be strictly observed.

6. For the successful conduct of this activity, this office is constituting a working committee to wit;

	Registration	Documentation	Certificate Printing & Preparation of Narrative Report	Attendance Checking/Monitoring	ICT (Projector preparation and other technical aspects)
Chairperson:	Melba A. Mangata ADAS-III (Collecting Officer)	Carrisa A. DAhang ADAS III	Hel G. Curada AO-II	Wenefreda P. Larong ADAS III	Ronald G. Dumpa ADAS-III
Co-Chairperson:	Vanessa B. Rowena ADAS-III	Sarah T. Bausin ADAS-III	Mayeth Dela Cuesta ADAS-III	Evelyn P. Escabal ADAS-III	Ronald Abatayo ADAS-III
Members:					
1.	Adelfa D. Iroy AO-II	Mylene D. Historia ADAS-III	Marsyfe Dugal ADAS III	Eden S. Goloran ADAS-III	Ruel D. Castante ADAS III
2.	Emma E. Ramos ADAS III	Roweno B. Bag-ao ADAS-III	Evelyn E. Colon ADAS-III	Norma T. Perez ADAS-III	

7. There will be a **registration fee of P 2,500.00 for IU’s Bookkeepers & Budget Officers** as per confirmation of attendance for their **(3) three-day live-in seminar/worksho..** Registration fees will be collected to defray expenses for meals and snacks, accommodation and other miscellaneous expenses. **Registration fee, per diems and other incidental expenses** are **chargeable against School MOOE for all IU’s Participants (Bookkeepers and Budget Officers) and for DO Finance Personnel, registration fee will be charged to Division INSET/ Division MOOE**, all charging of funds are still subject to the usual accounting, budgeting and auditing laws, rules and regulations.

8. Immediate dissemination of and compliance with this memorandum is hereby directed.