



Republic of the Philippines
Department of Education
 Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF ABRA

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DIVISION MEMORANDUM
 NO. 398 s. 2021

VIRTUAL SEMINAR - WORKSHOP ON THE PREPARATION OF 3RD QUARTER FINANCIAL FOR CY 2021

To : ASDS
 Accountant III
 AO V - Budget Officer
 Selected Administrative Assistants from Budget and Finance
 Bookkeepers and Cashiers from the five (5) IU Schools

1. As part of the efforts of our division to ensure the efficiency and timeliness of submission of financial reports, please be informed that there will be a **VIRTUAL SEMINAR - WORKSHOP ON THE PREPARATION OF 3RD QUARTER FINANCIAL FOR CY 2021** on **OCTOBER 7-8, 2021 (08:00 AM to 05:00 PM)**.

2. The objectives of this activity are as follows:

- a) to facilitate the reconciliation of fund releases and reciprocal accounts;
- b) to facilitate the preparation, review and submission of accurate and timely year-end financial reports of all implementing units including SDO Abra;
- c) to discuss the uniform implementation of procedures and policies; and
- d) to address other financial and budgetary issues and concerns.


3. The participants of this activity are the following:

- a. SDS
- b. ASDS
- c. Accountant III
- d. Budget Officer
- e. Selected Administrative Assistants from Budget and Finance
- f. Bookkeepers and Cashiers from the five (5) IU Schools

4. This activity will be conducted through MS Teams.

5. The deadline of online submission of all financial reports will be on October 8, 2021.

6. All participants are required to attend to this activity. Wide dissemination and strict compliance with this memorandum is hereby requested.


BENILDA M. DAYTACA EdD, CESO VI
 Assistant Schools Division Superintendent
 OIC - Office of the Schools Division Superintendent

OSDS / BUDGET / EVB / DM - VIRTUAL SEMINAR - WORKSHOP ON THE PREPARATION OF 3RD QUARTER FINANCIAL FOR CY 2021

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