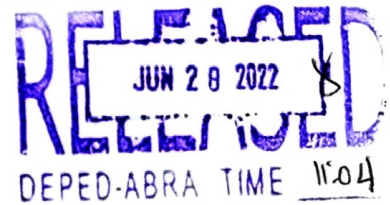




Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF ABRA



June 23, 2022

Division Memorandum
No. 186, s. 2022

**ORIENTATION-WORKSHOP ON THE PREPARATION OF
CY 2022 SECOND QUARTER FINANCIAL REPORTS**

To: **ASDS
ACCOUNTANT III
AO V - BUDGET OFFICER
ADMINISTRATIVE ASSISTANTS FROM THE FINANCE SECTION
ADMINISTRATIVE ASSISTANT FROM THE BUDGET SECTION
FINANCE PERSONNEL OF THE IMPLEMENTING UNIT SCHOOLS**

1. The Orientation-Workshop on the Preparation of CY 2022 Second Quarter Financial Reports is scheduled on June 30 to July 2, 2022. Check-in time is at twelve o'clock in the afternoon of Day 0 (June 30, 2022).
2. The objectives of this activity are as follows:
 - a. facilitate the reconciliation of fund releases and reciprocal accounts;
 - b. facilitate the preparation, review and submission of accurate and timely quarterly financial reports of all implementing unit schools and so with SDO Abra;
 - c. discuss the uniform implementation of procedures and policies; and
 - d. address other financial and budgetary issues and concerns.
3. The participants of this activity are the following:

SDO PARTICIPANTS - 10

- a. SDS - Benilda M. Daytaca EdD, CESO V
- b. ASDS - Samuel T. Egsaen Jr., EdD
- c. ACCOUNTANT III - Celia S. Bolante, CPA
- d. AO V (Budget Officer) - Elmer V. Batondo
- e. ADAS III - Mary Monette Noelle A. Reyes
- f. ADAS III - Orosia Arnolda Liwliwa R. Salazar
- g. ADAS III - Julius B. Blaza
- h. SEPS - SMME - Lorna B. Llaneza, EdD
- i. SEPS - HRD - Eden T. Adriatico
- j. Driver/Agriculturist I - Leo B. Guzman

PARTICIPANTS FROM THE 5 IMPLEMENTING UNITS - 10

- a. **Abra High School**
Lumdang, Estrelita C.
Taluban, Percinia



Address: Actividad-Economia St., Zone 2 (Consiliman), Bangued, Abra
Telephone Nos.: (074) 614-6918
Email Address: abra@deped.gov.ph
Website: <http://www.depedabra.com>



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- b. Cristina B. Gonzales Memorial NHS**
Ciervo, Joan G.
Rosales, Carmela
- c. Mataragan National Agricultural School**
Dela Cruz, Rodenia Regma
Dilla, Salvacion
- d. Northern Abra NHS**
Javier, Joseph
Viado, Helen
- e. Pilar Rural HS**
Turqueza, Rolando
Ayunon, Godofredo

4. The venue of this activity will be announced on a later date.
5. Expenses in the conduct of this activity shall be charged from Schools Division MOOE Fund subject to usual budgeting, accounting and auditing rules and regulations. Board and lodging will be provided to all participants. The first provision of meals will be PM snack on Day 0 and the last provision will be lunch on Day 2.
6. A compensatory time-off for July 2, 2022 which falls on a Saturday will be granted to all present participants on this day.
7. Health protocols and all precautionary measures of Covid-19 from the DOH and IATF will be strictly observed before, during and after the conduct of this activity. Social distancing, wearing of facemask, hand washing and disinfection should be done.
8. All participants are required to attend to this activity. Participants who won't be able to attend to this activity are required to submit a justification letter. Wide dissemination and strict compliance with this memorandum is hereby requested.


BENILDA M. DAYTACA, EdD CESO V
Schools Division Superintendent

Enc./s:
References:
CSBolante-OSDS-Finance



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