



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



SEPTEMBER 19, 2023

Division Memorandum
No. 376, s. 2023

**ORIENTATION-WORKSHOP ON THE PREPARATION OF CY 2023 THIRD
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
OTHER CONCERNED PERSONNEL**

1. The Orientation-Workshop on the Preparation of Cy 2023 Third Quarter Financial Reports is Scheduled on **September 27-29, 2023**. Check-in time is at twelve o'clock in the afternoon of Day 0 (September 27, 2023).
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.
 - d) Discuss COA Issues and Concerns.
 - e) Address other financial and budgetary issues and concern.

3. The participants of this activity are the following:

SDO PARTICIPANTS - 7

- a) SDS- Amador D. Garcia Sr, PhD, CESO VI
- b) ASDS- Samuel T. Egsaen Jr.
- c) ACCOUNTANT III- Celia S. Bolante, CPA
- d) AO V (Budget Officer)- Elmer V. Batondo
- e) ADAS II- Renato Blando II
- f) ADAS III- Elaine G. Mercado
- g) ADAS III- Maria Fe B. Alcos
- h) ADAS III- Julius B. Blaza
- i) ADAS III- Chayte Lawrence B. Bodoña
- j) ADAS II- Justice Joyce B. Barbero

COA PARTICIPANTS - 2



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PARTICIPANTS FROM THE 7 IMPLEMENTING UNITS- 14

- a. **Abra High School**
Lumdang, Estrelita C.
Ongican, Cheryl
- 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**
Ta-a, Mark Moises
Ta-a, Referendo
- e. **Pilar Rural HS**
Turqueza, Rolando
Ayunan, Godofredo
- f. **Manabo NHS**
Natividad, Marivel
Bobiles, Marissa
- g. **Western Abra NHS**
Bolante, Jason
Figares, Vilma

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. First provision of meals will be Lunch on Day 0 and the last provision will be Lunch on Day 2.

6. All participants are required to attend to this activity. Justification letter shall be submitted from those who cannot attend. Wide dissemination and strict compliance with this memorandum are hereby requested.


AMADOR D. GARCIA SR., PhD, CESO VI
Schools Division Superintendent

Enc /s. List of Participants
CSBolante-CSDIS-Finance



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