



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

**RELEASED**  
 25 APR 2024  
 DEPED-ABRA TIME 11:28

**Office of the Schools Division Superintendent**

DIVISION MEMORANDUM

No. 188, s. 2024

April 24, 2024

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

**ORIENTATION-WORKSHOP AND UPDATES ON THE PREPARATION OF  
 SEMI-ANNUAL FINANCIAL REPORTS FOR FY2024**

1. The Orientation-Workshop and Updates on the Preparation of Semi-Annual Financial Reports for FY2024 is Scheduled on May 24, 2024, at 8:00AM to 5:00PM.
2. The objectives of this activity are as follows:
  - a. Discuss National Budget Circular No. 592, "Guidelines on the release of funds for fiscal year (FY) 2024".
  - b. To facilitate the reconciliation of fund releases and reciprocal accounts.
  - c. To facilitate the preparation, review, and submission of accurate and timely consolidated financial reports and the Budget Financial Accountability Reports (BFARs) of all Implementing Unit Schools and so with SDO Abra.
  - d. Discuss uniform implementation of procedures and policies.
  - e. Address other financial and budgetary issues and concerns.
3. The participants of this activity are the following:
 

**SDO Participants = 10**

  - a. SDS - 1
  - b. ASDS - 1
  - c. AO V (Budget) - 1
  - d. Accountant III - 1
  - e. Administrative Assistants (Accounting) - 4
  - f. Administrative Assistants (Budget) - 2

**Implementing Unit Schools = 14**

- a. **Abra High School**  
 Lumdang, Estrelita C.  
 Ongican, Cherryl
- b. **Cristina B. Gonzales Memorial NHS**  
 Ciervo, Joan G.  
 Rosales, Carmela
- c. **Mataragan National Agriculture School**  
 Dela Cruz, Rodenia Regma  
 Dilla, Salvacion



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- 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. AM & PM snacks and lunch provided to all participants and traveling expense of SDO participants shall be charged to SDO local funds while venue and travel expense of the participants from the school shall be charged against their respective school fund subject to usual budgeting, accounting, and auditing rules and regulations.
5. The venue of this activity shall be announced at a later date.
6. All participants are required to attend this meeting. Strict compliance with this memorandum is hereby requested.

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



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