



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

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June 20, 2024

DIVISION MEMORANDUM
 No. 267, s. 2024

**DIVISION SEMINAR-WORKSHOP ON THE PREPARATION OF FY 2024
 MID-YEAR FINANCIAL REPORTS**

**TO: Assistant Schools Division Superintendent
 Division Accountant and Budget Officer
 Senior Bookkeepers of Implementing Units
 All Others Concerned**

1. Pursuant to the Regional Memorandum No. 319 – 2024, dated May 24, 2024, The DepEd- Cordillera Administrative Region- Regional Office will be conducting Regional Seminar-Workshop on the Preparation and Consolidation of FY 2024 Mid-Year Financial Reports on July 1-5, 2024, to be hosted by the Division of Abra, through the Finance Division at The Santiago Project by Aluminak, Ilocos Sur.
2. The objectives of this activity are as follows:
 - A. To ensure that Schools Division Office of Abra and Secondary Schools classified as Implementing Units comply with financial management policies and procedures,
 - B. To recommend prescribed regional policies and guidelines to standardize implementation of financial procedures and to address financial issues and concerns, and
 - C. To supervise and ensure the preparation, consolidation, and submission of timely, complete and accurate Budget and Financial Accountability Reports.
 - D. To meet the deadlines set by the DepEd- Central Office, Department of Budget and Management Commission on Audit on the submission of Budget and Financial Accountability Reports.
3. The participants in the seminar-workshop are the following:

1	Amador D. Garcia Sr., PhD, CESO VI	Schools Division Superintendent
2	Christopher C. Benigno, PhD, EdD, CESO VI	Assistant Schools Division Superintendent
3	Elmer V. Batondo	Administrative Officer V- Budget Officer
4	Celia S. Bolante	Accountant III
5	Elaine G. Mercado	Administrative Assistant III
6	Mary Monette Noelle A. Reyes	Administrative Assistant III
7	Maria Fe B. Alcos	Administrative Assistant III/ TWG
8	Chayte Lawrence B. Bodoña	Administrative Assistant III/ TWG
9	Justice Joyce B. Barbero	Administrative Assistant II/ TWG
10	Rosezette Anne O. Bulda	Administrative Assistant II/ TWG



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11	Karren Marie B. Paganao	Nurse
12	Marivel A. Natividad	Manabo National High School
13	Rodena Regma T. Dela Cruz	Mataragan National Agricultural School
14	Jayson G. Bolante	Western Abra National High School
15	Estrelita C. Lumdang	Abra High School- Main
16	Cheryl Jane L. Ongican	Abra High School- Main
17	Joan G. Ciervo	Cristina B. Gonzales Memorial High School
18	Carmela P. Rosales	Cristina B. Gonzales Memorial High School
19	Mark Moises P. Ta-a	Northern Abra National High School
20	Rolando S. Turqueza	Pilar Rural High School

- Expenses for board and lodging shall be shouldered by the Regional Office, through the Schools Division of Abra, while the travelling expenses of participants shall be charged to their respective local funds subject to the usual accounting, and auditing rules and regulations.
- Check-in will be in the afternoon of July 1, 2024. The first meal to be served is PM snack of the same day while last meal to be served is breakfast for July 5, 2024.
- For the region to be able to meet the deadline for the submission of the consolidated regional mid-year financial reports, Implementing Units are required to prepare all the required reports before the scheduled workshop, for finalization during the workshop proper after the reports have been reconciled and reviewed by the regional office finance personnel.
- Strict compliance with this memorandum is hereby requested.


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



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