



Republic of the Philippines

Department of Education

Region XI

SCHOOLS DIVISION OF PANABO CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2025-0004

To : Assistant Schools Division Superintendent
Division Accountant
Division Budget Officer
All concerned

Subject : **CONDUCT OF WORKSHOP ON THE PREPARATION OF CY 2024
YEAR-END FINANCIAL REPORTS AND RECONCILIATION OF
ACCOUNTS**

Date : January 7, 2025

Attached herewith is Regional Memorandum No. FD-2025-001 dated January 3, 2025 relative to the conduct of Workshop on the Preparation of CY 2024 Year-End Financial Reports and Reconciliation of Accounts on **January 12-14, 2025** at a venue to be announced in a separate issuance.

The following personnel are advised to attend:

	NAME	OFFICE/DESIGNATION
1.	Glenn B. Separis, CPA, CESE	OSDS/Division Accountant
2.	Rosalie D. Estimada	OSDS/Division Budget Officer
3.	Kathleen Faye D. Pedral	OSDS/Administrative Assistant III
4.	Mary Joy C. Sagot	OSDS/Administrative Assistant III

Travel expenses are chargeable against local funds while expenses for meals, venue, and lodging are chargeable against Regional Office funds, subject to the usual accounting and auditing rules and regulations.

For information and strict compliance.


JINKY B. BIRMAN, PhD, CESO VI
Schools Division Superintendent

RELEASED

JAN 07 2025

RECORDS SECTION SDO PANABO CITY
BY 

Enclosed as stated
OSDS/gbs/mjcs


Republic of the Philippines
Department of Education
DAVAO REGION

January 3, 2025

REGIONAL MEMORANDUM
FD-2025-001

**CONDUCT OF WORKSHOP ON THE PREPARATION OF CY 2024 YEAR-END
FINANCIAL REPORTS AND RECONCILIATION OF ACCOUNTS**

To: The Schools Division Superintendents

1. This Office will be conducting the Workshop on the Preparation of CY 2024 Year-End Financial Reports and Reconciliation of Accounts on January 12-14, 2025 at a venue to be announced in a separate issuance. The participants are the following:

Regional Office

Chief Administrative Officer, FD
Supervising Administrative Officer, FD
Accountants
Budget Officers and Budget Staff
Accountants and Accounting Staff

Schools Division Offices

Division Accountant
Division Budget Officer
One (1) Accounting Staff
One (1) Budget Staff

2. The activity aims to provide appropriate knowledge, skills and attitude for the participants to be able to:

- a. Prepare, review and consolidate timely, accurate and reliable financial reports;
- b. Address common challenges and resolve discrepancies in the consolidated budget and accounting reports; and
- c. Discuss and resolve issues relative to year-end reporting and concerns associated with financial management brought about by the recent issuances of the Department and Oversight Agencies.

3. The first meal to be served is dinner on January 12, 2025 and the last meal to be served is afternoon snacks on January 14, 2025. Traveling expenses of the participants are chargeable against local funds subject to the usual accounting and auditing rules and regulations while expenses for meals, venue and lodging are chargeable against Regional Office funds.

4. For information, guidance and strict compliance.

DEPARTMENT OF EDUCATION, DAVA
RECORDS SECTION
RELEASED

REBONFAMIL R. BAGUIO
Director III
Officer-In-Charge
Office of the Regional Director

ROB2/kcd

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