

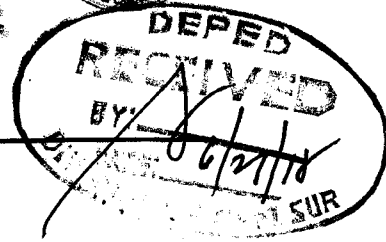
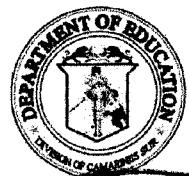
Department of Education

Region V

DIVISION OF CAMARINES SUR



Freedom Sports Complex, San Jose, Pili, Camarines Sur

Tele/Fax 477-33-54



DIVISION MEMORANDUM No. 175

To : Assistant Schools Division Superintendent – Secondary
School Principals of Fiscally Autonomous Schools
School Accountants/Bookkeepers and Administrative Officers of
Fiscally Autonomous Schools
Division Financial Staff Involved in the Preparation of Financial Reports

From : 
CECILLE BERNADETTE P. RIVERA, CESO V
Schools Division Superintendent 

Subject : **WORKSHOP ON THE PREPARATION OF 2018 FINANCIAL
REPORTS CUM COORDINATION MEETING**

Date : June 21, 2018

1. The Division of Camarines Sur will conduct a two-day workshop and the preparation of CY 2018 financial reports and coordination meeting for secondary School Bookkeepers/Accountants and Administrative Officers of fiscally autonomous schools on the following schedule at a venue to be announced later:

2nd Quarter meeting and workshop – **July 2-3, 2018**

3rd Quarter meeting and workshop – **October 4-5, 2018**

2. The agenda for the meeting shall be as follows:
 - a. To be able to prepare and submit within the reglementary period the mid-year/quarter-end financial reports of DepED Division of Camarines Sur.
 - b. To capacitate financial management practitioners of school's operating units on financial management updates.
3. The participants to aforesaid activity are the School Accountants/Bookkeepers and Administrative Officers of 62 Fiscally Autonomous Schools and Division Financial Staff involved in the preparation of CY 2018 mid-year financial reports
4. The workshop will start at 8:00 AM of Day 1 and ends on afternoon of Day 2. Participants are expected to be at the venue at the appointed time. Certificate of appearance shall be based on the actual number of hours the participants were present during the 2-day workshop/meeting.
5. Check-in time is 2:00 PM of Day 0 while check out is Day 2 at 12:00 noon. First meal to be served is dinner on Day 0, while the last meal is afternoon snacks on Day 2.
6. Participants are required to bring their laptops, USB flash drives, extension wires, pens, calculators and all necessary documents needed in the preparation of financial reports such as:
 - a. Copies on ANCAIs received
 - b. Report of Collections and Deposits



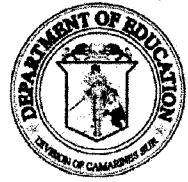
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- c. Report of Checks/LDDAP-ADA Issued
 - d. Print-out of TRAs issued
 - e. Updated bank balance/ snapshot
 - f. Deposit slips for net pay and authorized deductions
 - g. Bank Statements/ Bank Balance
 - h. Other necessary reports
7. Financial statements, reports, and schedules for Regular, Provident and Trust Accounts are expected to be submitted at the end of the workshop, in soft copies as listed in the attached Enclosure No. 1. We shall observe the **"NO OUTPUT NO APPEARANCE"** policy.
 8. Travelling expenses and a registration fee of **Six Thousand Pesos (Php 6,000.00)** per participant shall be charged against school MOOE fund subject to the usual accounting and auditing rules and regulations. Payment thru check should be drawn in favor of **DepEd Camarines Sur**.
 9. 100% attendance is expected.
 10. Nonattendance to this activity does not exempt the participants from paying the registration fee.
 11. Wide and immediate dissemination of this memorandum is desired.