



Republic of the Philippines  
**Department of Education**  
REGION X

**SCHOOLS DIVISION OF MISAMIS ORIENTAL**

Office of the Schools Division  
Superintendent

June 25, 2024

**DIVISION MEMORANDUM**

No. 396 s. 2024

**DIVISION SEMINAR-WORKSHOP ON THE PREPARATION, RECONCILIATION,  
AND SUBMISSION OF CY 2024 MID-YEAR FINANCIAL REPORTS**

To: **Budget Officer III**  
**Accountant III**  
**Division Finance Personnel**  
**Senior Bookkeepers of Implementing Units**  
**All Others Concerned**  
This Division

1. In preparation for the Regional Seminar-Workshop on the preparation of CY 2024 Mid-Year Financial Reports, the Division Office through the Finance Section will be conducting a **Preliminary Division Seminar-Workshop on the Preparation of Financial Reports on July 1-5, 2024 at Pearlmont Hotel.**
2. The five (5) day workshop aims to:
  - a. Facilitate the preparation, review, and submission of CY 2024 Mid-Year Financial and Budgetary Reports utilizing the EFRS and EBMS Consolidators;
  - b. Discuss the uniform implementation of significant procedures and policies among those involved in the management of financial resources for efficient implementation of DepEd programs and projects.
  - c. Address financial and budgetary matters.
3. The **participants** of the seminar-workshop include the **Division Office Finance Personnel and Senior Bookkeepers of the Implementing Units** (Please see attached Enclosure 1).
4. Expenses for board and lodging shall be charged against the Operations of School MOOE-Division Initiated Programs, Projects, and Activities. The travel expenses of the Senior Bookkeepers of the Implementing Units shall be charged against their respective local funds.




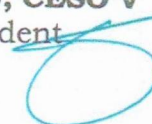
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5. **Check-in** will be in the afternoon of **July 1, 2024**. The first meal to be served is Breakfast snacks on the same day while the last meal to be served is AM snack on July 5, 2024.
6. All disbursements relative to the conduct of this seminar/workshop shall be subject to the usual budgeting, accounting, and auditing rules and regulations.
7. For compliance and guidance.

  
**EDILBERTO L. OPLENARIA, EdD, CESO V**  
Schools Division Superintendent 

Encls.: As stated.

To be indicated in the Perpetual Index  
under the following subjects:

REPORTS      SEMINAR      WORKSHOP



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Enclosure No. 1 of Division Memorandum No. \_\_\_\_\_, s. 2024

DIVISION SEMINAR-WORKSHOP ON THE PREPARATION, RECONCILIATION, AND SUBMISSION OF CY  
2024 MID-YEAR FINANCIAL REPORTS  
July 1-5, 2024

<b>School</b>	<b>Number of Participants</b>
Division Office	21
Alubijid NCHS	1
Initao NCHS	1
Laguindingan NHS	2
Libertad NHS	1
Medina NCHS	1
MOGCHS	2
Opol NSTS	1
Salay NHS	1
Sugbongcogon NHS	1
<b>Total</b>	<b>32</b>



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