



Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Tabuk City

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June 16, 2023

DIVISION MEMORANDUM

No. 225, s. 2022

Division Seminar-Workshop on the Preparation of FY 2023 Midyear Financial Reports

TO: Division Accountant and Budget Officer
Division Bookkeepers
Senior Bookkeepers of Implementing Units

- Two of the Major Key Result Areas (KRA) of the Finance Division are Financial Management and Financial Accountability Reporting. The objectives of these KRAs are:
 - To ensure that the 3 Secondary Implementing Units will comply with financial management policies and procedures,
 - To supervise and ensure the preparation, consolidation and submission of timely, complete and accurate Budget and Financial Accountability Reports.
- To achieve the objective stated in item number 1 and to meet the deadlines set by the DepEd Regional Office, Department of Budget and Management and Commission on Audit, the finance division will be conducting the Division Seminar-Workshop on the Preparation of FY 2023 Midyear Financial Reports on June 30, 2023 at Tuga NHS.
- The list of participants to the seminar-workshop are as follows:

NAME	POSITION
Sixto D. Lang-ay, Jr.	Accountant III
Nilda T. Mendoza	Administrative Officer V (Budget Officer III)
Lenie L. Mugao	Administrative Assistant III
Maureen Martinez	Administrative Assistant III
Shyrha Klien Alindayo	Accountant I
Jonalyn Baac	Administrative Assistant III
Fernandez Dumalan	Administrative Assistant III
Femmalyn Mejia	Administrative Assistant III
Leslie Guiy-aan	Administrative Assistant III
Micah Benito	Administrative Aide VI



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4. For the division to be able to meet the deadline for the submission of the consolidated division midyear 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 division office finance personnel.
5. Immediate and wide dissemination of this Memorandum is desired.


BENEDICTA B. GAMATERO PhD, CESO V
Schools Division Superintendent



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