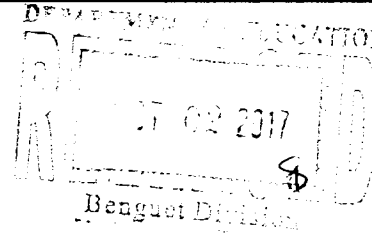


September 29, 2017

DIVISION MEMORANDUM
No. 223 s. 2017



**DIVISION SEMINAR-WORKSHOP ON THE PREPARATION OF 3RD QUARTER
FINANCIAL REPORTS**

TO: Secondary School Principals
Senior Bookkeepers of Implementing Units
All Others Concerned

1. The DepEd – SDO Benguet, through the Accounting and Budget Sections, will conduct the Division Seminar-Workshop on the preparation of 3rd quarter financial reports at Sierra Vista Beach Resort, San Fabian, Pangasinan on October 04-06, 2017, exclusive of travel days.
2. The activity aims to:
 - a. Facilitate the preparation, review and submission of accurate and timely 3rd quarter Budget and Financial Accountability Reports of all operating units;
 - b. Address issues and problems on the preparation and submission of Budget and Accountability Reports as basis for future plans/actions and;
 - c. Develop an appreciation on the importance of team-building as part of learning process.
3. Participants to the seminar-workshop are:
 - a. Staff of the Accounting and Budget Section of the Division Office;
 - b. Accountant and Bookkeepers of the Secondary Schools with separate set of books.
4. The Division Office shall shoulder expenses for board and lodging and traveling expenses from Division Office to venue and vice-versa, while traveling expenses of participants from School to Division Office shall be charged against their respective local funds.
5. All disbursements relative to the conduct of this seminar-workshop shall be subject to the usual budgeting, accounting and auditing rules and regulations.
6. Check in will be in the afternoon of October 03, 2017. First meal to be served is dinner of the same day while check out will be after PM snack on October 06, 2017.
7. At the end of the seminar-workshop, all Secondary Schools are expected to submit all the required (see attached list) Reports.
8. Immediate and wide dissemination of this Memorandum is desired.


MARIE CAROLYN B. VERANO, CESO VI
Schools Division Superintendent 