




Republic of the Philippines
Department of Education
Republic of the Philippines
Department of Education
Region IV-A CALABARZON
CITY SCHOOLS DIVISION OF ANTIPOLO



MEMORANDUM

To : RAQUEL F. ESGUERRA/Accountant-III
RAGAAM V. DELA CRUZ/Administrative Officer-V (Budget)
GAVINO S. FRANCISCO/Administrative Officer-IV (Cash)
PRINCESS F. SANTIAGO/ Administrative Assistant I (Budget)
EUNICE MAE L. BABAGAY/ Clerk (Finance)
ALL SENIOR BOOKKEEPERS (IUs)

From :  DR. ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

Subject: DIVISION SEMINAR-WORKSHOP ON THE PREPARATION OF CY 2018
MID-YEAR FINANCIAL REPORTS

Date : June 7, 2018

The Finance Unit will conduct the Division Seminar-Workshop on the Preparation of CY 2018 Mid-Year Financial Reports with the selected financial staff from all Implementing Units (IUs), on **June 27-29, 2018**, venue to be announced.

The objective of this activity is to facilitate the reconciliation of reciprocal accounts and downloaded allotment thru Sub-ARO; the preparation, review and consolidation of financial reports and schedules of accounts prior to submission to oversight agencies (DBM, COA and DepEd Central Office); and thresh-out relevant issues and concerns relative to the improvement of the financial processes.

A registration fee of Four Thousand Five Hundred Pesos (**P4,500.00**) shall be charged for each participant chargeable against local funds subject to the usual accounting and auditing rules and regulations.

Strict compliance on the submission of all reports will be observed. All Implementing Units will submit the consolidated reports on **July 6, 2018**, without extension before the end of the activity.

All participants shall bring the necessary documents with laptop, pocket Wi-Fi and extension cords.

Please be guided accordingly.

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LIST OF PARTICIPANTS:

NO	NAME	POSITION	OFFICE / SCHOOL
1	DR. ROMMEL C. BAUTISTA, CESO V	Schools Division Superintendent	Division Office
2	NESTOR V. ACOSTA	State Auditor III	COA - DepEd Rizal & Antipolo City
3	AVELINA C. CULANG	State Auditor II	COA - DepEd Antipolo City
4	RAQUEL F. ESGUERRA	Accountant-III	Division Office
5	RAGAAM V. DELA CRUZ	Administrative Officer-V (Budget)	Division Office
6	GAVINO S. FRANCISCO	Administrative Officer-IV (Cash)	Division Office
7	DANIEL M. YURABA	Senior Bookkeeper	Antipolo NHS
8	KAREEN S. LAURORA	Senior Bookkeeper	Bagong Nayon-II NHS
9	JOSEPHINE B. COPIA	Senior Bookkeeper	Cupang NHS
10	AIDA T. TAYAMORA	Senior Bookkeeper	Mambugan NHS
11	LIEZEL L. MARIÑAS	Senior Bookkeeper	Marcelino M. Santos MNHS/ San Isidro NHS
12	GLADISH G. SAMSON	Senior Bookkeeper	Maximo L. Gatlabayan MNHS
13	ALBERT DG. CHIANGCO JR.	Senior Bookkeeper	Mayamot NHS
14	VERGEL R. SAN JUAN	Senior Bookkeeper	San Jose NHS
15	LEAH P. RAÑADA	Senior Bookkeeper	San Roque NHS
16	PRINCESS F. SANTIAGO	Administrative Assistant I (Budget)	Division Office
17	ELAINE D. DIÑO	Administrative Aide VI (Cashier)	Division Office
18	EUNICE MAE L. BABAGAY	Clerk (Finance)	Division Office