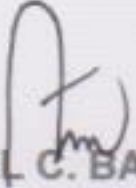




**MEMORANDUM**

**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:** ADDENDUM TO THE DIVISION SEMINAR-WORKSHOP ON THE  
PREPARATION OF CY 2018 MID-YEAR FINANCIAL REPORTS

**Date :** June 7, 2018

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With reference to UM No. 264, the registration fee of Four Thousand Five Hundred Pesos (P4,500.00) is hereby revised to read as:

A registration fee of Six Thousand Pesos (P6,000.00) shall be charged for each participant chargeable against local funds subject to the usual accounting and auditing rules and regulations.

Immediate dissemination and widest dissemination of this Memorandum is desired.



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)  
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**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 thrash-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.

WA-609