



July 9, 2018

TRAVEL ORDER

Authority is hereby requested for:

1. RAQUEL F. ESGUERRA/ Accountant III
2. RAGAAM V. DELA CRUZ/Administrative Officer V (Budget)
3. PRINCESS F. SANTIAGO/ Administrative Assistant I (Budget)
4. EUNICE MAE L. BABAGAY/ Clerk (Finance)
5. DANIEL M. YURABA/ Senior Bookkeeper-Antipolo NHS
6. KAREEN S. LAURORA/ Senior Bookkeeper-Bagong Nasyon II NHS
7. JOSEPHINE B. COPIA/ Senior Bookkeeper-Cupang NHS
8. AIDA T. TAYAMORA/ Senior Bookkeeper-Mambugan NHS
9. LIEZEL MARIÑAS/ Senior Bookkeeper-Marcelino M. Santos MNHS
10. GLADISH G. SAMSON/ Senior Bookkeeper-Maximo L. Gatlabayan MNHS
11. ALBERT DG. CHIANGCO JR./Senior Bookkeeper-Mayamot NHS
12. GIRLIE A. TONGOHAN/ Disbursing Officer II-San Isidro NHS
13. VERGEL R. SAN JUAN/ Senior Bookkeeper-San Jose NHS
14. LEAH B. RAÑADA/ Senior Bookkeeper - San Roque NHS

Purpose : Regional Seminar-Workshop on the Preparation of CY 2018 Mid-Year Financial Reports

Destination : Lima Park Hotel, Lima Technology Center, Malvar, Batangas

Date : July 11-13, 2018

Means of Transportation: Hired Vehicle

Travel is on :

Official Business

Official Time

Source of Funds:

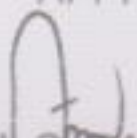
MOOE

Personal Funds

Canteen Funds

Others _____

APPROVED:


 ROMMEL C. BAUTISTA, CESO V
 Schools Division Superintendent



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
Gate 2 Karangalan Village
1900 Cainta, Rizal



DEPED-4A-RM-09-18- 291

TO : SCHOOLS DIVISION SUPERINTENDENTS
(Attention: ALL SCHOOL DIVISION ACCOUNTANTS, BUDGET OFFICERS;
School Accountants/Senior Bookkeepers and selected Encoders in the
SDOs)

FROM : DIOSDADO M. SAN ANTONIO
Director IV

SUBJECT : REGIONAL SEMINAR-WORKSHOP ON THE PREPARATION OF CY 2018
MID-YEAR FINANCIAL REPORTS

DATE : May 21, 2018

1. The Regional Office Finance Division will conduct the Regional Seminar-Workshop on the Preparation of CY 2018 Mid-Year Financial Reports to be hosted by the City Division of Biñan on July 11-13, 2018. Venue to be determined through a separate regional issuance.
2. The activity aims to facilitate the following:
 - The preparation, review and consolidation of financial reports and schedules of accounts prior to submission to oversight agencies (DBM, COA and DepEd Central Office);
 - The reconciliation of reciprocal accounts and downloaded allotment thru Sub-ARO; and
 - Thresh-out relevant issues and concerns relative to the improvement of the financial processes.
3. Participants to this activity are the School Division Offices Accountants, Budget Officers, School Accountants/Senior Bookkeepers of Implementing Units and selected encoders in the SDOs.
4. A registration fee of Two Thousand Pesos (P2,000.00) per day shall be charged for each participant chargeable against local funds subject to the usual accounting and auditing rules and regulations. Strict compliance on the number of participants shall be observed and each division and required to submit through fax its confirmation of to the Host Division 3 days before the scheduled date of activity.



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5. Strict compliance on the submission of all reports will be observed. All SDOs will submit the consolidated reports on July 13, 2018 without extension before the end of the activity.
6. All participants shall bring the necessary documents with Laptop and Extension Cords.
7. Please be guided accordingly.