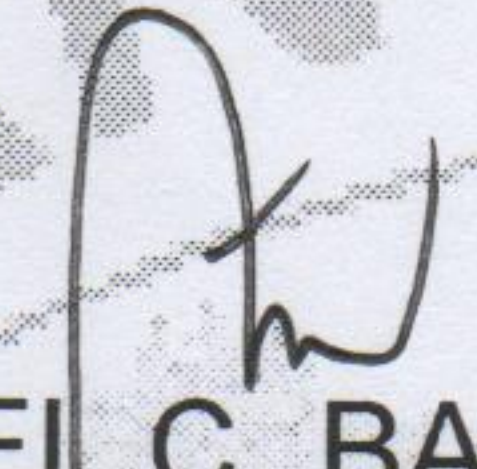


MEMORANDUM

TO : SECONDARY SCHOOL PRINCIPALS (IUs)
(Attention: Senior Bookkeepers)

FROM : 
DR. ROMMEL C. BAUTISTA, CESO VI
Schools Division Superintendent

SUBJECT : Division Consolidation of FY 2015 Year-End
Financial Statements

DATE : January 6, 2016

As per Regional memorandum attached, this will be the schedule of our Division Consolidation of FY 2015 Year End Financial Statements:

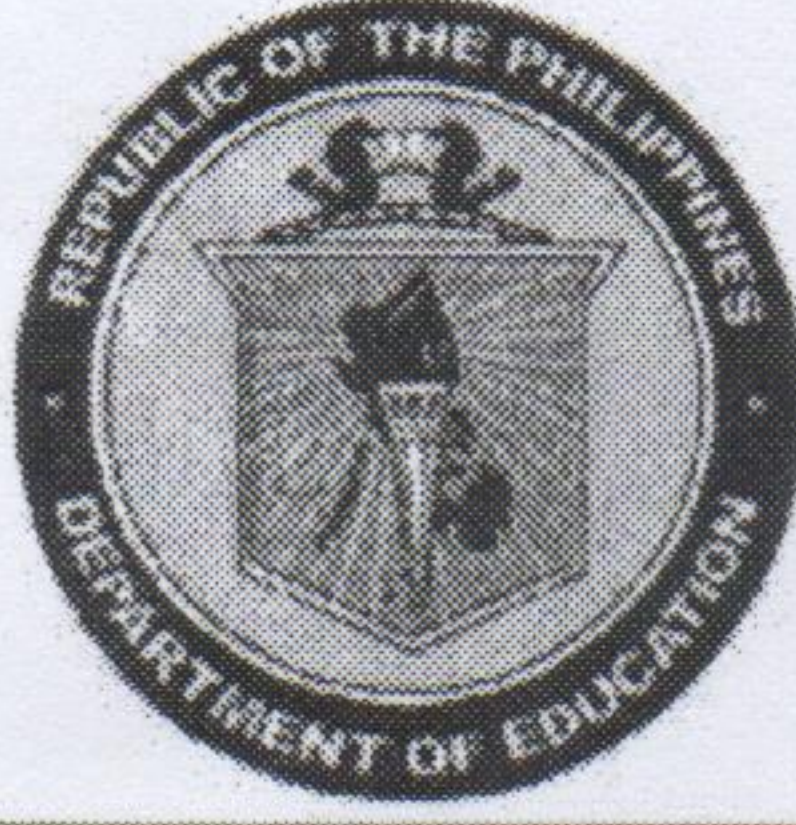
Date : January 11-13, 2016

Venue : Villa Jhoana Resort
1070 Ibanez St. Carebi Subd. Brgy San Isidro
Angono, Rizal

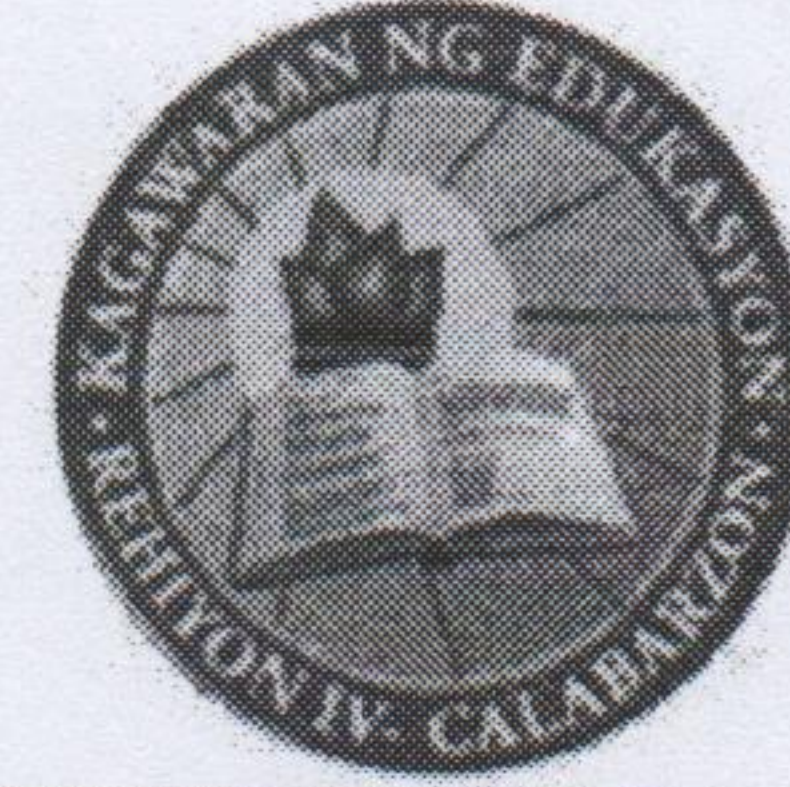
It is expected that Senior Bookkeepers shall bring necessary documents and reports and needed equipment during the conduct of the Final Consolidation.

Please be guided accordingly.

UM- 009, s. 2016
Rfe/



REPUBLIKA NG PILIPINAS
Republic of the Philippines
Kagawaran ng Edukasyon
DEPARTMENT OF EDUCATION
REGION IV-A CALABARZON
Gate 2, Karangalan Village, Cainta, Rizal



Advana Copy

REGIONAL MEMORANDUM

No. 25, s. 2015

TO: School Division Superintendents
Heads of National Secondary Schools with Fiscal Autonomy

FROM: **DIOSDADO M. SAN ANTONIO**
Director IV *MSA*

SUBJECT: **REGIONAL SEMINAR/WORKSHOP FOR THE CONSOLIDATION OF CY 2015
YEAR-END FINANCIAL REPORTS**

DATE: December 29, 2015

1. The Regional Workshop on the Consolidation of CY 2015 Year-End Financial Reports will be conducted on January 19 – 20, 2016. The venue will be announced later.
2. This activity aims to:
 - a. Facilitate the preparation, consolidation and on-time submission of Year-End Financial Reports to the Department of Budget and Management (DBM), DepEd Central Office (DepEd CO), Commission on Audit (COA) and other concerned agencies;
 - b. Discuss uniform implementation of procedures and policies; and
 - c. Address related financial and budgetary issues.
3. For guidance of the participants and other personnel concerned in the preparation of the financial reports, attached hereto are the following:
 - a. Program of Activities (Annex 1); and
 - b. List of Financial Reports and Supporting Schedules (Annex 2)
4. Participants to this workshop are the Division Accountants, Budget Officers and other finance staff who will assist in the preparation and consolidation of financial reports as authorized by the Schools Division Superintendent. It is understood that Division Offices will conduct their respective Division Consolidation of Financial Reports.
5. All disbursements relative to the conduct of this seminar/workshop shall be subject to the usual accounting and auditing rules and regulations.
6. To ensure that the activity will run smoothly, participants are instructed to bring their laptops and all pertinent documents necessary in the preparation and consolidation of the financial reports and supporting schedules.
7. All are expected to submit their respective outputs to:

Mr. Jeremiah V. Trinidad – Financial Statements and other accountability reports/schedules.
8. Wide dissemination of this memorandum is desired.