



Republic of the Philippines  
**Department of Education**  
DIGOS CITY DIVISION

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**  
No. 002, s. 2024

January 11, 2024

**ATTENDANCE TO THE WORKSHOP ON THE PREPARATION OF CY 2023 YEAR-END  
FINANCIAL REPORTS AND RECONCILIATION OF ACCOUNTS**

To: **NIÑA LEA C. TAMBILAWAN**  
Administrative Assistant I

**ETHEL M. TABALBA**  
Administrative Assistant II

**NEPTUNE L. TAMBILAWAN**  
Administrative Officer V - Budget

**NORELIZA A. MISAL**  
Accountant III

In view of the closing of books of accounts and submission of CY 2023 Consolidated Year-end Financial Reports to DepEd Central Office and Government Oversight Agencies, you are hereby requested to attend the Workshop On The Preparation Of CY 2023 Year-End Financial Reports And Reconciliation Of Accounts on January 12, 2024 at NEAP RO XI, Davao City

Attached is the Regional Memorandum No. FD-2024-001 for your ready reference.

For guidance and compliance.

For and in the absence of SDS:

**BEVERLY S. DAUGDAUG, EdD**  
Chief ES – CID  
Officer-In-Charge

DepEd Schools Division of Digos City  
RECORDS SECTION

**RELEASED**  
24-115 ORS  
DATE: JAN 11 2024 TIME: 2:37p  
BY:



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Republic of the Philippines  
**Department of Education**  
DAVAO REGION

**Office of the Regional Director**

REGIONAL MEMORANDUM  
FD-2024-001

To : Schools Division Superintendents  
All Others Concerned

Subject : **WORKSHOP ON THE PREPARATION OF CY 2023 YEAR-END  
FINANCIAL REPORTS AND RECONCILIATION OF ACCOUNTS**

Date : January 4, 2024

In view of the closing of books of accounts and submission of CY 2023 Consolidated Year-End Financial Reports to DepEd Central Office and Government Oversight Agencies, this Office is conducting the Workshop on the Preparation of CY 2023 Year-End Financial Reports and Reconciliation of Accounts on January 12, 2024 8:00 a.m. to 5:00 p.m. at NEAP Region XI.

This activity aims to facilitate the following:

1. Preparation, review and consolidation of financial reports, budget and financial accountability reports, and schedule of accounts; and
2. Presentation and discussion of relevant issues and concerns associated with financial management brought about by recent issuances of the Department and Oversight Agencies.

The participants are the following:

- a. Chief Administrative Officer, Supervising Administrative Officer, Accountants, Budget Officers and selected Finance Staff from the Regional Office; and
- b. Accountant, Budget Officer, 1 Accounting Section staff and 1 Budget Section staff from the Schools Division Offices .

After the workshop, the participants are required to submit the required reports indicated in the memorandum previously issued by this Office.

The payment for meals and venue shall be charged against Regional Office -- Finance Division funds while traveling expenses of the participants are chargeable against local funds subject to the usual accounting and auditing rules and regulations.



Republic of the Philippines  
**Department of Education**  
DAVAO REGION

**Office of the Regional Director**

For information, guidance and strict compliance.

**REBONFAMIL R. BAGUIO**  
Director III  
Officer-In-Charge  
Office of the Regional Director

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