



Republic of the Philippines
Department of Education
Region V (Bicol)
DIVISION OF CATANDUANES
Virac, Catanduanes



RELEASED
January 4, 2017

Office, Division of Catanduanes

RECORDS SECTION

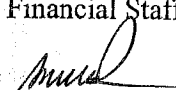
Date: JAN 05 2017

Time: 1:30 P.M.

Initial/Signature: [Signature]

DIVISION MEMORANDUM No. 01, 2017

TO: Division Accountant & Division Budget Officer
All School Accountants and Senior Bookkeepers
Other Financial Staff

FROM: 
SOCORRO V. DELA ROSA, CESO VI
Schools Division Superintendent

SUBJECT: DIVISION SEMINAR/WORKSHOP IN PREPARATION FOR CY 2016 YEAR-END FINANCIAL REPORTING

1. The 2-Day Division Seminar/Workshop aim to:
 - a) Facilitate and ensure the updated preparation, reconciliation and submission of financial and budgetary reports as of December 31, 2016 for consolidation by Regional Office on January 11-13, 2017 at Naga City, Camarines Sur;
 - b) Address other related financial issues and concerns.
2. Participants are instructed to bring laptops, new USB/flash drive, printers and all necessary documents needed in the preparation of financial reports.
3. Financial statement/reports as of December 31, 2016 are expected to be prepared and submitted to the Division Accountant and Budget Officer for necessary adjustments if necessary. Please refer to Regional Memorandum No. 126 dated October 18, 2016 enclosure no. 1 for the list of reports to be submitted. (Regular, Trust, Provident and EPIP Accounts).
4. Check-in time is 12:00nn January 8, 2017 (Day 0), Check-out time is 12nn, January 10 (Day 2). First meal will be served by dinner (Day 0) while the last meal is lunch (Day 2). Venue will be at Raddell Inn, Bgy. San Pedro, Virac, Catanduanes
5. The work-conference will start at 8:00am of January 9 and ends on January 10, 2017.
6. Food and accommodation of the participants shall be charged against Division Funds, while traveling and other incidental expenses shall be charged against respective local/school funds subject to usual accounting and auditing rules and regulations.

List of Expected Participants:

Name	Designation	School/Office
Angelo James O. Aguinalde	Accountant III	Division Office
Ma. Cielo C. Tubale	Administrative Officer V	Division Office
Jemima Rodriguez	Senior Bookkeeper	Division Office
Pearl Sarmiento	Senior Bookkeeper	Division Office
Cheryl Vallejo	Bookkeeper	Division Office
Gregorio Buendia	Senior Bookkeeper	Bagamanoc RDHS
Myra Talan	Senior Bookkeeper	Baras RDHS
Marjorose Lopez	Senior Bookkeeper	Baro RDHS
Ma. Cristi DeLeon	Senior Bookkeeper	Calatagan HS
Juan Josel Chiong	Accountant I	Catanduanes NHS
Ma. Michelle Saldua	Accountant I	Caramoran RDHS
Russel Soria	Administrative Officer III	Caramoran SF
Sherwin Toledana	Designated Senior Bookkeeper	Gigmoto RDHS
Merisol Tomagan	Accountant I	Pandan SAT
Michelle Adelante	Senior Bookkeeper	San Andres VS
Cindy Tapel	Accountant I	San Miguel RDHS
Myra Tapel	Senior Bookkeeper	Viga RDHS