



January 8, 2020

DIVISION MEMORANDUM

No. 06, s. 2020

DIVISION WORKSHOP ON RECONCILIATION OF FINANCIAL REPORTS

To: Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Public Schools District Supervisor
Implementing Unit Secondary School Heads and Bookkeepers
All Concerned

1. The division will conduct a workshop on the reconciliation of Financial Reports for the year 2019 on January 10, 2020. At the same time, other matters concerning the accounting and budgeting compliance will also be discussed.

2. In connection to this, the following participants are required to attend the workshop:



Participants	No.
Accountant	1
Budget Officer	1
IU Bookkeeper (ADAS III)	10
Division Senior Bookkeeper	1
Division Budget Assistant	1
Total	14

3. Participants are advised to bring the following:

- a. FY2019 Year End Reports
- b. Salary Deduction and Net Pay supporting documents
 - i. Disbursement Voucher
 - ii. Deposit Slip (for Deduction)
 - iii. Verified ADA (for Net Pay)
- c. BMS (hard copy)
- d. FAR 1, 1A and 1B (3 copies)
- e. Laptop and wifi

4. Travelling expenses of the participants are chargeable against local funds or MOOE subject to the usual government accounting and auditing rules.

5. For your compliance.


ARNELITO S. MAGDAET
Administrative Officer V

PORTIA M. MALLORCA, Ph. D., CESO V
Schools Division Superintendent 