



**Republic of the Philippines**  
**Department of Education**  
REGION VI-WESTERN VISAYAS  
SCHOOLS DIVISION OF KABANKALAN CITY

**DIVISION MEMORANDUM**  
NO. 215, s. 2023

JUN 06 2023

**Preparation of Mid-year Reports**

To: Assistant Schools Division Superintendent  
Implementing Units' School Heads  
Accountant III  
Budget Officer  
Implementing Units' Senior Bookkeepers  
Implementing Units' Administrative Assistant II-Budget  
All Others Concerned

1. This Office, through the Budget and Finance Office, will conduct a workshop on the preparation of Mid-year Reports on June 14, 2023, Wednesday, 9:00 a.m. to 2:00 p.m. at the New Division Office Conference Hall.

2. This activity aims to:

- a. prepare and reconcile the schools' financial data for the submission of budget mid-year reports to COA and DepEd Regional Office;
- b. prepare and reconcile the schools' financial data for the submission of accounting mid-year reports to COA and DepEd Regional Office; and
- c. promote transparency and accountability in the management of financial resources.

3. The number of participants to this activity are the following:

OFFICE	NO. OF PERSONNEL
Budget Office	2
Accounting Office	3
IUs Senior Bookkeepers	10
IUs Administrative Assistant II – Budget	10

4. The participants are advised to bring their own laptops and extension cords.



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5. Participation to this activity, especially for Senior Citizen, pregnant women, and immunocompromised personnel, must strictly comply with the minimum public health standards and policies set by the Department of Health, Interagency Task Force for the Management of Emerging Infectious Diseases (IATF-MEID), LGU, and DepEd.
6. Expenses on food relative to the conduct of this activity are chargeable against the Division MOOE Fund, while the travelling expenses of school-based participants are chargeable against their respective MOOE Funds subject to the usual accounting and auditing rules and regulations.
7. Immediate dissemination of and compliance with this Memorandum are desired.

**MICHELL L. ACOYONG, CESO VI**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent



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