



Republic of the Philippines  
**Department of Education**  
Region VI-Western Visayas  
SCHOOLS DIVISION OF KABANKALAN CITY

DEC 02 2021

**DIVISION MEMORANDUM**  
NO. 308, s. 2021

**4<sup>th</sup> QUARTER REVIEW AND RECONCILIATION OF  
IMPLEMENTING UNITS' FINANCIAL REPORTS FOR CY 2021**

To: Assistant Schools Division Superintendent  
SGOD and CID Chiefs  
Public Schools District Supervisors  
Secondary School Heads (IUs)  
Accountant III  
Budget Officer  
All others concerned

1. There will be a 4<sup>th</sup> Quarter Review and Reconciliation of Implementing Units Financial Reports for CY 2021 on December 10, 2021, Friday, 8:00 a.m. to 5:00 p.m., at Marañon Building – ERAMS West, Kabankalan City.

2. The participants to this activity are the following:

<b>PARTICIPANTS</b>	<b>NO.</b>
Division Budget Office	2
Division Accounting Office	6
Administrative Assistant III (IUs)	10
Administrative Assistant II (IUs)	10
Total	28

3. The participants are likewise advised to bring the following:

- Financial Reports as of November 30, 2021
- Other Financial Reports to be submitted to Regional Office and COA
- Laptop and Extension cord
- Wireless Connection





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4. Participants 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.
5. The food and other expenses are chargeable to Division HRTD Funds while travelling expenses are chargeable to School MOOE subject to the usual accounting and auditing rules and regulations.
6. Immediate dissemination of and compliance with this Memorandum are desired.

**NICASIO S. FRIO, CESO VI**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

