



Republic of the Philippines  
Department of Education  
Negros Island Region

**SCHOOLS DIVISION OFFICE OF KABANKALAN CITY**  
Tayum St., Brgy 8, Kabankalan City, Negros Occidental  
Tel. No. (034) 471-2003 / (034) 471-2454



**DIVISION MEMORANDUM**

No. 98, s. 2019

To: IU School Heads  
IU Bookkeepers  
Accountant and Budget Officer

Date: June 14, 2019

Subject: **MEETING-WORKSHOP ON THE PREPARATION AND SUBMISSION OF MID YEAR 2019 FINANCIAL REPORTS OF IMPLEMENTING UNITS**

1. The Division Office will conduct a Meeting-Workshop on the preparation and submission of Mid Year 2019 Financial Reports on June 28, 2019 at the Division Conference Hall, Kabankalan City.
2. Participants of this activity are the following:

School/Office	No. of Participants
10 IU Schools	10 ADAS III (Bookkeeper)
Division Office	4 finance personnel
<b>Total</b>	<b>14 personnel</b>

3. All participants are required to bring a laptop and the following documents during this activity:
  - a. EFRS generated Trial Balance as of June 30, 2019 (softcopy & hardcopy)
  - b. Statement of Net Assets and Equity as of June 30, 2019
  - c. Statement of Cash Flow as of June 30, 2019
  - d. Summary of NCA, TRA and Cash Reverted as of June 30, 2019
  - e. FAR 4 as of June 30, 2019
  - f. Flash Report June 16-30, 2019 (hardcopy)
  - g. FAR 1 & 1A as of June 30, 2019 BMS generated (softcopy & hardcopy)
4. At the end of the activity, participants shall submit their:
  - a. Validated Trial Balance
  - b. Validated Financial Reports
5. Travelling expenses of the participants shall be charged to School MOOE subject to the usual government accounting and auditing rules.
6. For your strict compliance.

  
**MA. LORLINIE M. ORTILLO, CESO VI**  
Schools Division Superintendent 