



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

July 03, 2023

DIVISION MEMORANDUM

No. 286, s. 2023

**REGIONAL WORKSHOP ON THE RECONCILIATION OF ACCOUNTS AND THE
PREPARATION OF CY 2023 MIDYEAR FINANCIAL REPORTS**

To: **MARICEL B. JANGAO, CPA**, Accountant III
STEPHANIE P. SALIGUMBA, CPA Budget Officer III
LEAH MAE C. AKUT, ADAS III
SHEILA MAE B. ACERO, ADAS III
MARY ROSE P. CORTEZ, ADAS III
CHERRY LOU D. ASEQUIA, ADAS III

1. Pursuant to the Regional Memorandum No. 0353, s. 2023 Re: **Regional Workshop on the Reconciliation of Accounts and the Preparation of CY 2023 Midyear Financial Reports**, the identified participants are directed to attend the aforesaid activity on July 10-15, 2023 to be hosted by the Division of Iligan City. The venue will be announced in a separate memorandum.
2. This activity aims to achieve the following objectives:
 - a. Discuss the uniform implementation of procedures and policies;
 - b. Undertake the reconciliation of reciprocal accounts and downloaded allotment through sub-aro and letter of advice of allotment (LAA);
 - c. Undertake the reconciliation of fund releases downloaded to the schools division offices (SDOs) and secondary implementing units (IUs);
 - d. Thresh out relevant issues and concerns relative to the improvement of financial management;
 - e. Discuss policy issuances associated with financial management brought about by recent issuances of the Department and oversight agencies; and
 - f. Prepare, review, and consolidate financial reports and schedules of accounts.
3. The registration fee of ₱10,000.00 for the division participants, including travel expenses and other incidentals, are chargeable against local funds, subject to the usual budgeting, accounting, and auditing policies, rules, and regulations.

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4. Further, this memorandum shall serve as the **Authority to Travel** of the identified participants.
5. This activity shall adhere to the Equal Opportunity Principle wherein there is no discrimination on the account of age, gender, identity, sexual orientation, civil Status, disability, religion, ethnicity or political affiliation.
6. For information, guidance and compliance.


RANDOLPH B. TORTOLA
Schools Division Superintendent

To be indicated in the Perpetual Index
under the following subjects:

Accounting/Budget
MIDYEAR RECON
Financial Reports

Acctg/cda



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