

Republic of the Philippines

Department of Education

Region VII, Central Visayas

DIVISION OF CEBU PROVINCE

Sudlon, Lahug, Cebu City



June 13, 2018

DIVISION MEMORANDUM

No. 391, s. 2018

**DIVISION SEMINAR/WORKSHOP ON THE PREPARATION OF 2018 MID-YEAR
FINANCIAL AND BUDGETARY REPORTS**

TO: Secondary School Principals (Operating and Implementing Units Only)
Senior Bookkeepers (Operating and Implementing Units Only)
Division Finance Personnel
Provident-in-Charge
All Others Concerned

1. In line with the conduct of the Regional Seminar/Workshop, this Office will be holding its Division Seminar/Workshop on the Preparation of 2018 Mid-Year Financial and Budgetary Reports on July 2-6, 2018, venue to be announced later.
2. The five-day live-in workshop will facilitate the preparation and submission of accurate and up-to-date 2018 Consolidated Mid-Year Financial and Budgetary Reports to the Region, Department of Budget and Management, Commission on Audit, DepEd Central Office and other concerned agencies.
3. The participants to this workshop are the Division Finance Personnel in charge in the preparation of financial statements and budgetary reports, In-Charge of Provident Fund, and Senior Bookkeepers of Implementing and Operating Units.
4. Transportation and other allowable expenses of the participants shall be charged against their School MOOE Fund including a registration fee of P8,000 each to cover expenses for the venue, food, board and lodging, while the registration fees of Division participants shall be charged against the Division MOOE/Trainings funds, subject to the usual accounting and auditing rules and regulation. Check payments must be payable to DepEd Cebu Province.
5. Participants shall bring with them all documents necessary in the preparation of individual Trial Balances & Financial Statements (eFRS generated) and Budgetary Reports like FARS (BMS generated) for consolidation and submission on July 6, 2018.
6. School Principals are responsible in ensuring attendance of their respective bookkeepers. A written explanation is required from them should the school failed to send the expected participant.
7. For strict compliance.

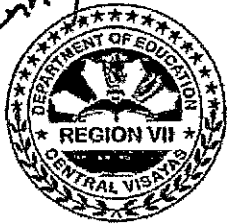

RHEA MARA. ANGTUD, ED.D., CESO VI
Schools Division Superintendent

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Ms. R. [unclear] / Ms. Enne



REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
REHIYON VII, GITNANG VISAYAS
REGION VII, CENTRAL VISAYAS
Sudlon, Lahug, Cebu City



REGIONAL MEMORANDUM
No. 0421, s. 2018

JUN 08 2018

**REGIONAL SEMINAR/WORKSHOP ON THE PREPARATION OF
CY 2018 MID-YEAR FINANCIAL REPORTS**

To: Schools Division Superintendents
Regional Office Finance Division personnel
Division Office Budget Officers
Division Office Finance Personnel
All Others Concerned

1. The DepEd Central Office will be conducting its annual National Seminar/Workshop on the Preparation of CY 2018 Mid-Year Financial Reports on July 22-27, 2018.
2. In line with this, the DepEd RO VII Finance Division will conduct a Regional Seminar/Workshop on the Preparation of CY 2018 Mid-year Financial Reports on July 9-13, 2018 at DepEd Ecotech Center Pavillon.
3. A registration fee in the amount of EIGHT THOUSAND PESOS (P 8,000.00) shall be collected from each participant to defray expenses for the duration of the seminar workshop. Cash or check payments are accepted. For check payments, please use DepEd Region VII as your payee.
4. Activities will begin immediately on July 9 and the first meal to be served will be morning snacks of the same day. The last meal to be served for the said seminar will be afternoon snacks of July 13, 2018.

Office of the Director (ORDir), Tel. Nos.: (032) 231-1433; 231-1309; 414-7399; 414-7325; Office of the Assistant Director, Tel. No.: (032) 255-4542
Field Technical Assistance Division (FTAD), Tel. Nos.: (032) 414-7324 Curriculum Learning Management Division (CLMD), Tel. Nos.: (032) 414-7323
Quality Assurance Division (QAD), Tel. Nos.: (032) 231-1071 Human Resource Development Division (HRDD), Tel. No.: (032) 255-5239
Education Support Services Division (ESSD), Tel. No.: (032) 254-7062 Planning, Policy and Research Division (PPRD), Tel. Nos.: (032) 233-9030;
414-7065 Administrative Division, Tel. Nos.: (032) 414-7326; 414-4367; 414-7366; 414-7322; 414-4367
Finance Division, Tel. Nos.: (032) 256-2375; 253-8061; 414-7321

" E5A 2015: Kanapitan ng Lahat, Pananagutan ng Lahat "



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5. According to section 5 of Unnumbered Memorandum from Usec. Victoria Catibog, dated April 11, 2018 on National Seminar/Workshop on the Preparation of CY 2018 Mid-year Financial Reports, all Regions are required to strictly comply with the submission of all reports on time.
6. To ensure that the Regional Office VII will be able to comply with this mandate, this Office hereby reiterates that all Division participants are expected to produce and submit all necessary reports by July 13, 2018, Friday.
7. All reports submitted are expected to be system generated. Financial reports must be *eFRS generated* and all budgetary reports must be *BMS generated*. Divisions failing to comply with the requirement are to submit a written explanation for the delayed or non submission of the required report to be signed by the Schools Division Superintendent.
8. Each Division Office is expected to have a maximum of 15 participants to assist in report generation and consolidation.
9. Please confirm list of participants by sending a listing via e-mail to deped7budget@yahoo.com not later than June 29, 2018. Please indicate gender of participants in the said listing to facilitate rooming.
10. For further concerns or queries, please coordinate with Ms. Maria Loreen Ayuda thru contact no. 256-2375.
11. Strict compliance to this memorandum is expected.

JULIET A. JERUTA
Director III
OIC- Office of the Regional Director

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