



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF PAMPANGA

000000025147



DIVISION MEMORANDUM
NO. **677**, s. 2023

December 29, 2023

**CY 2023 YEAR END ASSESSMENT AND WORKSHOP ON THE
CONSOLIDATION OF FINANCIAL REPORTS**

TO: Assistant Schools Division Superintendent
School Heads of Fiscally Autonomous Schools
Senior Bookkeepers
All Others Concerned

1. The Schools Division Office, through the Finance Unit will conduct a Mid-Year Assessment and Seminar Workshop on the Reconciliation and Consolidation of CY 2023 Mid-Year Financial Reports on January 3 to 5, 2023. (Venue to be announced)
2. The activity aims to provide technical assistance and supervise the Senior Bookkeepers of Fiscally Autonomous Schools on the timely submission of a **COMPLETE, ACCURATE AND RELIABLE Year End Reports** and to enable them to properly implement the financial systems being adopted by the Division.
3. Participants in the said activity are the Senior Bookkeepers and OIC - Bookkeepers of Fiscally Autonomous Schools who shall bring their respective laptops and standby pocket wifi.
4. A registration fee of P5,200.00 per participant shall be collected chargeable to the School MOOE to defray expenses relative to the conduct of the activity like venue, accommodation, meals and snacks.
5. All Fiscally Autonomous Schools are directed to comply with the submission of financial Reports on January 5, 2023. (No output No issuance of Certificate of Appearance)
6. Widest dissemination of this memorandum is enjoined.


Romeo M. Alip, Ph.d, CESO V
Schools Division Superintendent