



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

DIVISION MEMORANDUM
NO. 005, s. 2026

January 05, 2026

**CY 2025 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 Year End Assessment and Seminar Workshop on the Reconciliation and Consolidation of CY 2025 Year-End Financial Reports on January 8 to 9, 2026 (8:00 am to 5:00 pm) at SDO Pampanga Teachers Training Center (TTC)
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 Wi-Fi
4. Transportation and meal allowance of the participants shall be chargeable to their respective School MOOE, subject to the usual accounting and auditing rules and regulations.
5. All Fiscally Autonomous Schools are directed to comply with the submission of financial Reports on January 09, 2026.
6. Widest dissemination of this memorandum is enjoined.

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



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