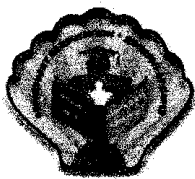
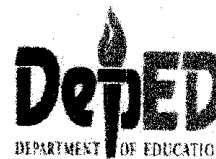


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Department of Education
Region VI – Western Visayas
DIVISION OF CAPIZ
Roxas City
Banica, Roxas City



Telefax No. (036) 6210-974 / Tel. No. (036) 6216-118

DIVISION MEMORANDUM

No. 165 s. 2017

**3RD QUARTER PREPARATION OF BUDGET FINANCIAL ACCOUNTABILITY REPORTS (BFARs)
AND ENCODING OF URS BY THE SECONDARY SCHOOL (Implementing Units)**

TO: Heads of Public Secondary Schools (Implementing Units)

1. The Finance Division of this office will hold its Quarterly preparation of Budget Financial Accountability Reports (BFARs) on October 11-13, 2017 from 8:00 A.M. to 5:00 P.M in Roxas City. Exact venue will be announced through an advisory.
2. Participants to this activity are the School Accountants/Bookkeepers of said schools. They are advised to bring their laptop and portable WIFI device and other data needed.
3. A registration fee of P 1,200.00 shall be charged each participant to cover expenses for snacks and lunch. Registration and travel expenses relative to attendance to this activity will be charged against school MOOE fund subject to the usual accounting and auditing rules and regulation.
4. For your information and guidance.

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MIGUEL MAC D. APOSIN, Ed.D., CESO V
Schools Division Superintendent

[Signature]