



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

March 13, 2023


DIVISION MEMORANDUM

No **111** s. 2023

**CONDUCT OF TRAINING-WORKSHOP FOR THE PREPARATION OF
1ST QUARTER FINANCIAL REPORTS**

To: Public Secondary School Heads of Implementing Units
Accountants/Bookkeepers of Implementing Units
All Others Concerned

1. This office will conduct a **Training-Workshop for the Preparation of 1st Quarter Financial Reports** on **March 29, 2023, 8:00 a.m. to 5:00 p.m.** at the **Capiz Division Multi-Purpose Hall**.
2. The participants to this activity are the Accountants/Bookkeepers of secondary Implementing Units.
3. Participants are advised to bring their laptop, 2023 BMS Program and the copy of their SARO & Sub-ARO received in FY 2023.
4. The conduct of this activity must comply with the minimum health and safety protocol set by the Inter-Agency Task Force (IATF) on the Management of Emerging Infectious Diseases and the Department of Health (DOH).
5. Expenses incurred relative to the conduct of this activity are chargeable against the Division MOOE Funds while the transportation expenses of the participants shall be chargeable against school MOOE. Both are subject to the usual accounting and auditing rules and regulations.
6. It is understood that in the conduct of this activity there shall be no discrimination on the account of age, school, gender, civil status, disability, religion or similar factors, and personal circumstances that run counter to the principles of equal opportunity.
7. Immediate dissemination of and compliance with this Memorandum are desired.


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