



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

SEPTEMBER 26, 2023

DIVISION MEMORANDUM

No **488** s. 2023

**WORKSHOP ON THE PREPARATION AND COLLECTION OF
FY 2023 3rd 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 two (2) – day workshop on the preparation and collection of FY 2023 3rd Quarter Financial Reports on October 3 - 4, 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 financial staff from each implementing unit in-charge of the preparation of financial and budgetary reports. Attendance is a must. Participants will be divided into two (2) batches, as shown in Enclosure No. 1.
3. Participants are advised to bring their laptop, extension cords, 2023 BMS Program and the copy of their SAROs & Sub-AROs received for FY 2023.
4. Expenses incurred relative to the conduct of this activity are chargeable against the Division MOOE Funds while the travel and incidental expenses of the participants shall be chargeable against school MOOE. Both are subject to the usual accounting and auditing rules and regulations.
5. Immediate dissemination of and compliance with this Memorandum are desired.


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

Encl.: As stated
Reference: None
To be indicated in the Perpetual Index
under the following subject;

WORKSHOPS
REPORTS



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Enclosure No. 1 to DM No. 488, s. 2023

**WORKSHOP ON THE PREPARATION AND COLLECTION OF
FY 2023 3rd QUARTER FINANCIAL REPORTS**

Date	List of School Participants
October 3, 2023 (Batch 1)	<ul style="list-style-type: none">• Arturo Jugo National High School• Bongsuan National High School• Cabug-cabug National High School• Camburanan National High School• Candelaria National High School• Capiz National High School• Casanayan National High School• Col. Patrocenio Artuz National High School• Commissioner Luis R. Asis National High School• Concepcion Castro Garcia National High School• Cuartero National High School• Dao National High School• David Moises Memorial High School (Balit National High School)• Don Felix Balgos Memorial National High School• Dr. Vicente V. Andaya, Sr. National High School• Dulangan National High School• Dumalag Central National High School• Estefania Montemayor National High School• Florentina Batoampo Degala National High School• Jose Diva Avelino National High School (Hipona NHS)• Ivisan National High School



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Date	List of School Participants
October 4, 2023 (Batch 2)	<ul style="list-style-type: none">• Jagnaya National High School• Jamindan National High School• Leodegario De Ocampo, Sr. National High School (formerly Capagao National High School)• Lucero National High School• Maayon National High School• Macario Delfin Bermejo National High School (Jaena Norte)• Maindang National High School• Malonoy National High School• Mambusao East National High School (Extension of David Moises Memorial High School)• Mambusao National High School (David Moises National High School - Mambusao West Extension)• Manuel F. Onato Memorial High School• Marciano Patricio National High School (formerly Pilar National High School)• Mayor Ramon A. Benjamin, Sr. Memorial High School• Panitan National High School• Pontevedra National High School• Putian National High School• San Nicolas National High School, Pilar• San Nicolas National High School, Tapaz• Sapián National High School• Tapaz National High School• Tuburan National High School - F. Degala National High School Extension



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