



Republic of the Philippines
Department of Education
Region VI – Western Visayas


June 19, 2024

DIVISION MEMORANDUM
No **351** s. 2024

**TRAINING-WORKSHOP ON THE PREPARATION AND
COLLECTION OF FY 2024 MID-YEAR FINANCIAL REPORTS**

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

1. This Office, through the Budget Unit, will conduct a **training-workshop on the preparation and collection of FY 2024 mid-year financial reports** on July 3-5, 2024. The venue will be announced later.
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.
3. The participants are requested to bring the following:
 - a. Laptops and extension cords;
 - b. BMS and EFRs program; and
 - c. Financial Accountability Report (FAR) 4 for the month of June 2024.
4. A registration fee of **Five Thousand Pesos (P5,000.00)** will be charged to each participant to cover expenses for food, lodging, and training supplies. Registration fee and other allowable expenses of the participants are chargeable against the school MOOE, while that of division personnel/facilitators to the SDO GAS subject to the usual accounting and auditing rules and regulations.
5. Immediate dissemination of this Memorandum is desired.


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


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

WORKSHOP REPORTS



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