



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

08 APR 2026

DIVISION MEMORANDUM

No. 160 s. 2026

**ADDENDUM TO DIVISION MEMORANDUM NO. 151 s. 2026 TITLED
CONDUCT OF CAPABILITY TRAINING FOR FINANCE PERSONNEL ON
FINANCIAL AND BUDGETARY PROCESSES AND
KEY FINANCIAL REPORTING SYSTEMS**

- To: Heads of Public Secondary Implementing Units
Accountants, Bookkeepers, & Administrative Officers / Administrative Assistants of Secondary Implementing Units
All Others Concerned
1. Relative to the Division Memorandum No. 151 s. 2026 titled **Conduct of Capability Training for Finance Personnel on Financial and Budgetary Processes and Key Financial Reporting Systems**, this office announces the change in schedule of the activity to **April 8-9, 2026**, instead of April 7-8, 2026. The venue will be at **Hotel Veronica, Pueblo de Panay Roxas City**.
 2. Participants of the activity including the management staff shall be provided with Compensatory Time Odd (CTO) per Civil Service Commission (CSC) and Department of Budget and Management (DBM) Joint Circular No. 2, s. 2004 on non-monetary remuneration for overtime service rendered.
 3. Other provisions of the aforementioned Memorandum remain in effect.
 4. Immediate dissemination of this Memorandum is desired.

ROEL F. BERMEJO
Schools Division Superintendent

Encl.: As stated.

Reference: As stated.

To be indicated in the Perpetual Index
under the following subject:

ORIENTATION SEMINARS TRAININGS



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