



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

DIVISION MEMORANDUM

No. 260 s. 2026

**TRAINING-WORKSHOP ON THE PREPARATION, RECONCILIATION,
COLLECTION, AND CONSOLIDATION OF MID-YEAR FINANCIAL AND
BUDGETARY REPORTS FOR FY 2026**

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

1. To ensure the timely submission of accurate and complete consolidated Year-End financial and budgetary reports to all oversight agencies/offices, this Office shall conduct a **Training - Workshop on the Preparation, Reconciliation, Collection and Consolidation of Mid-Year Financial and Budgetary Reports for FY 2026** on **July 1-3, 2026**. The venue will be announced later.
2. The participants in this activity shall be the financial personnel from each implementing unit responsible for the preparation of financial and budgetary reports. Attendance is mandatory. The list of participants and the Program Management Team are attached as Enclosures 1 and 2, respectively.
3. Participants should bring with them the following:
 - a. **Laptops and portable wi-fi.;**
 - b. **Financial Reports - Accounting:**
 - b.1 Pre-Closing Trial Balance as of June 30, 2026
 - b.2 Detailed Statement of Financial Position - as of June 30, 2026.
 - b.3 Statement of Financial Position (Condensed) - as of June 30, 2026
 - b.4 Detailed Statement of Financial Performance - as of June 30, 2026
 - b.5 Statement of Financial Performance (Condensed) – as of June 30, 2026.
 - b.6 Statement of Changes in Net Assets/Equity - as of June 30, 2026
 - b.7 Statement of Cash Flow - as of June 30, 2026.
 - b.8 Receipt of NCA/Subsidy from National Government – as of as of June 30, 2026.
 - b.9 Statement of NCAs Received - as of June 30, 2026.
 - b.10 Statement of Management's Responsibility for Financial Statements - as of June 30, 2026.
 - b.11 Status of Tax Remittance Advice (TRA) issued (per allotment class)



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c. For Budget Reports:

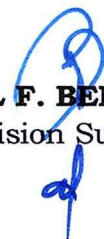
- c.1 Soft copy of BMS
- c.2 Printed copy of SAROs and Sub-AROs Received for FY 2026
- c.3 Printed copy of BMS Generated Annex A, Quick Status and FAR 1 (Current and Continuing)
- c.4 Enhanced Flash Report (encoded in the MS link)

4. To cover expenses for meals, accommodation, and training supplies, a registration fee of Four Thousand Eight Hundred Pesos (**₱4,800.00**) shall be collected from each participant, chargeable against local funds and subject to the usual accounting and auditing rules and regulations. Meanwhile, the expenses for meals and accommodation of SDO personnel involved in the conduct of the activity shall be charged against the Division MOOE, subject to the usual accounting and auditing rules and regulations.

6. Travel and incidental expenses of participants may be charged against their respective local funds and are likewise subject to the usual accounting and auditing rules and regulations.

7. This Memorandum serves as the Authority to Travel of the participants.

8. Immediate dissemination of and compliance with this Memorandum are desired.


ROEL F. BERMEJO
Schools Division Superintendent

Encl.: None

Reference: As stated.

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

WORKSHOP

REPORTS



Republic of the Philippines
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Enclosure No. 1 – List of Participants

	School	Name of Participants	Designation
1	Arturo Jugo National High School	MELANIE E. PARAS	DESIGNATED BOOKKEEPER
2	Bongsuan National High School	JOHN ALBERN V. SOROLLA	AO II
3	Feliciano Yusay Consing National High School	JOSE RONALDO B. GOLERO	ADAS III
4		MA. RITA C. GOLERO	ADAS II
5	Camburanan National High School	JOSEPH E. DELA TORRE	DESIGNATED BOOKKEEPER
6		GINA E. QUIDATO	ADASII
7	Candelaria National High School	LIRA P. FAELDONIA	ADAS II
8		JASMIN CHU	AO II
9	Capiz National High School	ALBERTH JUSTINE BALGOS	ACCT 1
10	Casanayan National High School	RENIL BERIA	ADAS III
11	Col. Patrocenio Artuz National High School	ROSIE JEAN F. AGNO	ADAS III
12	Commissioner Luis R. Asis National High School	DINO RAOUL GERVACIO B. LUBIO	ADAS III
13		ANAFE B. AMACAN	ADAS II
14	Concepcion Castro Garcia National High School	JULIUS C. AYOPELA JR	ADAS III
15	Cuartero National High School	ANNIE P. BASAMOT	ADAS III
16	Dao National High School	JUDYMAR D. BERBANIO	ADAS III
17	David Moises Memorial High School (Balit National High School)	HANNAH GRACE J. PAGAYONAN	ADAS III
18	Don Felix Balgos Memorial National High School	JEBLAY ROSE S. BEJO	ADAS III
19	Dr. Vicente V. Andaya, Sr. National High School	JEAN MAGARET D. FELLER	ADAS III



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	School	Name of Participants	Designation
20	Dulangan National High School	RANDY D. ALO	ADAS III
21	Dumalag Central National High School	GIRLIE C. AYOPELA	ADAS III
22		HADJEAN DELA CRUZ	ADAS II
23	Estefania Montemayor National High School	NIEVES C. JALLORINA	ADAS III
24	Florentina Batoampo Degala National High School	LORENA DEGALA	ADAS III
25		RENALIE KATE ALARCON	ADAS II
26	Jose Diva Avelino National High School (Hipona NHS)	LEONIDAS H. MALLILLIN	ADAS III
27	Ivisan National High School	JELLY B. VILLAGRACIA	Accountant I
28	Jagnaya National High School	Jenet Claudine Lago	Administrative Assistant III
29	Jamindan National High School	JUNA F. BEATIZULA	Administrative Assistant III
30		CYRON JADE M. PANUNCIO	Administrative Assistant II
31	Leodegario De Ocampo, Sr. National High School (formerly Capagao National High School)	MARY ROSE B. DORADO	Administrative Officer II
32	Lucero National High School	LYN V. ESPINO	Administrative Assistant III
33	Maayon National High School	ALDRIN DELEÑA	ADAS III
34		MA. BERNADETTE M. QUIACHON	ADAS II
35	Macario Delfin Bermejo National High School (Jaena Norte)	Karen N. Gabrido	Administrative Assistant III
36	Maindang National High School	HANNA F. SALAZAR	ADAS II
37		MEAZIEL E. PALMARES	



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	School	Name of Participants	Designation
38	Malonoy National High School	MA. RUBY E. BRINOSA	Administrative Assistant III
39		HERWINA P. DEL ROSARIO	ADAS II
40	Mambusao East National High School (Extension of David Moises Memorial High School)	MERYLL YOUNG	ADAS III
41	Mambusao National High School (David Moises National High School - Mambusao West Extension)	RANDY DE JUAN	ADAS III
42	Manuel F. Onato Memorial High School	FLORENCIO MONTEERO	ADAS III
43	Marciano Patricio National High School (formerly Pilar National High School)	CHONA B. BASINILLO	ADAS III
44	Mayor Ramon A. Benjamin, Sr. Memorial High School	MARY GRACE BAJON	ADAS III
45	Panitan National High School	JANET D. MALLILLIN	ADAS III
46	Pontevedra National High School	SHERYL C. VILLAMOR	ADAS III
47	Putian National High School	DEXTER O. FANTILAGA	ADAS II
48	San Nicolas National High School, Pilar	FAITH J. MANGUARDIA	ADAS III
49		LOREN B. DELA PEÑA	ADAS II
50	San Nicolas National High School, Tapaz	MARY GRACE G. GAPI	ADAS II
51	Sapian National High School	SARAH MAE P. PELAEZ	AO-I



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	School	Name of Participants	Designation
52	Tapaz National High School	JOY C. SENADOR	DESIGNATED BOOKKEEPER
53		GHILDA FANCUBILA	ADAS III
54	Tuburan National High School - F. Degala National High School Extension	MELVIN DERRAMAS	ADAS III



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Enclosure No. 2 – List of Program Management Team

Roles	Persons Involved
Overall Program Lead	Roel F. Bermejo Schools Division Superintendent Luz U. Banson Assistant Schools Division Superintendent
Training Managers	Cecil Joy D. Diocson Administrative Officer V – Budget Denmark L. Llanera Accountant III
Workshop Facilitators	Viene Dee D. Calizo Administrative Assistant III Jamie Rose C. Magsila Admin Aide I Marie Joe A. Alaba Administrative Assistant III Jenny Mae B. Bigcas Administrative Officer II Antonio A. Core, Jr. Administrative Assistant III Cerele Villagrancia Admin Aide VI
Registration	Marjorie A. Bayhon Administrative Officer IV Mercy Azarcon Administrative Assistant III