



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF OZAMIZ CITY

DIVISIONAL MEMORANDUM

No. 003 , s. 2025

TO : Assistant Schools Division Superintendent
Accountant III
Budget Officer III
Division Finance Personnel
Senior Bookkeepers, Implementing Units
All Others Concerned

SUBJECT : **DIVISIONAL WORKSHOP ON RECONCILIATION OF
ACCOUNTS AND PREPARATION OF CY 2024 YEAREND
FINANCIAL REPORTS**

DATE : **January 3, 2025**

1. To ensure timely compliance on the submission of relevant and accurate yearend financial reports, this office, through the Finance Services, will conduct a 3-day Divisional Workshop on Reconciliation of Accounts and Preparation of CY 2024 Year Financial Reports on **January 6 to 8, 2025**. The venue will be at the **Board Room, Division of Ozamiz City**.
2. The activity is aimed at achieving the following:
 - a. Undertake the reconciliation of fund releases downloaded to the implementing units (IUs)
 - b. Prepare, review, and consolidate financial reports and schedule of accounts.
3. The expected participants of the activity are the Division Accountant, Budget Officer, Finance Personnel assigned to the preparation and consolidation of the required reports, and bookkeepers of three (3) implementing units.
4. All participants shall strictly comply with the submission of all the reports on time. The deadline for the submission is on **January 8, 2025 not later than 5:00 o'clock in the afternoon**. Please refer to the attached list of reports to be submitted.



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5. No registration fee shall be collected from the participants. Participants shall be responsible for their provisions on January 6 to 8, 2025.
6. For concerns and queries, kindly coordinate with Mrs. Maricel D. Avila, CPA, Accountant III, Finance Unit of Division of Ozamiz City.
7. Please ensure prompt dissemination of this memorandum.

NIMFA R. LAGO, PhD, CESO VI
Assistant Schools Division Superintendent
OIC-Assistant Schools Division Superintendent



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