



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

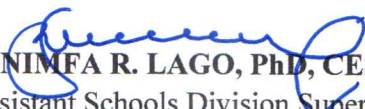
June 23, 2025

UNNUMBERED MEMORANDUM

PREPARATION AND SUBMISSION OF THE CY 2025 MIDYEAR FINANCIAL REPORTS

TO : School Head
Administrative Officer II
Administrative Assistant III
Implementing Unit Schools

1. In view of the hosting of the Division of Ozamiz City of the Regional Workshop on the Reconciliation of Accounts and the Preparation of CY 2025 Consolidated Midyear Financial Reports and to ensure the timely submission of accurate and relevant reports, you are hereby directed to prepare the reports enumerated under Regional Memorandum 462 Series 2025 by June 30, 2025.
2. With this, you are expected to wrap up transactions for the month at an earlier date so as to start with the reports preparation.
3. The Administrative Officer II and Administrative Assistants III are to attend the Workshop on the Liquidation of Cash Advances for School Maintenance and Other Operating Expenses (MOOE) and Other Program Funds cum Coordination Meeting on July 2, 2025 at BE Palace Hotel, Ozamiz City for finalization and submission of the required reports.
4. For queries, you may coordinate with Ms. Charity Baguio, Administrative Office II and/or Ms. Maricel D. Avila, Accountant III.


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