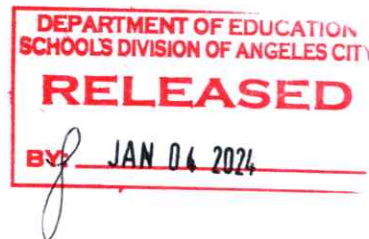




Republic of the Philippines  
**Department of Education**  
Region III  
Schools Division of Angeles City



January 4, 2024

**DIVISION MEMORANDUM**

No. 004 S. 2024

**DIVISION SEMINAR-WORKSHOP ON THE RECONCILIATION AND CONSOLIDATION OF CY 2023 YEAR-END FINANCIAL REPORTS**

To: Heads of Public Secondary Schools with Fiscal Autonomy  
Division Accountant  
Division Budget Officer

1. The Department of Education Division of Angeles City will conduct a Division Seminar-Workshop on the Reconciliation and Consolidation of Calendar Year (CY) 2023 Year-End Financial Reports on January 8-9, 2024 at the Hotel Seoul, Clark Freeport Zone, Angeles City.
2. The objectives of the activity are:
  - a. to facilitate the review, reconciliation, and consolidation of CY 2023 Year-end Financial Reports; and
  - b. to keep participants abreast of the relevant issues and concerns associated with Financial Management on the recent issuances of the Department and Oversight Agencies.
3. The participants are the School Bookkeeper, Division Accountant, and Budget Officer together with selected Finance Staff in charge of the preparation, reconciliation, and consolidation of Financial Reports who shall bring their respective laptops and standby pocket Wi-Fi.
4. Meals and other expenses of the participants from the Division Office shall be charged against Division MOOE funds while traveling expenses of school bookkeepers shall be charged against their respective School MOOE funds.
5. Meanwhile, all School Bookkeepers are directed to comply with the submission of all consolidated financial reports on time. The deadline for the submission shall be on January 9, 2024.
6. This Memorandum also serves as the Authority to Travel of the participants.
7. The attendance and active participation of all concerned is desired.

*[Signature]*

**RONALDO A. POZON, PhD, CESO V**  
Schools Division Superintendent

CBO/AO V/January 4, 2024



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