



Republic of the Philippines
Department of Education
MIMAROPA Region
SCHOOLS DIVISION OF MARINDUQUE

Department of Education
Division of Marinduque

**RECORDS SECTION
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Name: 002905

Signature: [Signature]

Date: 16/10/2023

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

TO: **School Heads of Implementing Unit Schools (IUs)
Secondary Schools Bookkeepers of IUs
All Others Concerned**

FROM: **LYNN G. MENDOZA, EdD**
OIC, Schools Division Superintendent

SUBJECT: **DIVISION FINANCE WORKSHOP FOR THE CONSOLIDATION OF
CY 2023 YEAR-END BUDGET AND FINANCIAL ACCOUNTABILITY
REPORTS (BFARS)**

DATE: **16 October 2023**

1. DepEd Marinduque Schools Division Office (SDO), Budget and Accounting Sections will conduct a face-to-face Division Finance Workshop for the Consolidation of CY 2023 Year-End Budget and Financial Accountability Reports (BFARs) on December 21, 2023 at SDO Conference Hall.

2. This activity aims to:

- capacitate the Bookkeepers in timely, complete and accurate preparation of Budget and Financial Accountability Reports;
- review and consolidate budget and financial accountability reports, financial statements and schedules;
- discuss relevant issues and concerns associated to recent issuances of DepEd and other oversight agencies;
- submit timely, complete and accurate consolidated budget and financial accountability reports as of December 31, 2023.

3. The participants are the following:

- Secondary School Bookkeepers of IUs
- Budget and Accounting Personnel from the SDO

4. All implementing unit schools are required to strictly comply with the submission of BFARs (in prescribed format) on or before **December 28, 2023**.

5. Attached as Enclosure is the checklist of reports needed for consolidation.

6. Participants should bring their own laptops and extension cords.

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7. Participants are also expected to religiously observed minimum health protocols while attending the activity.
8. Expenses for this workshop will be charged against 2023 Division MOOE subject to the usual accounting and auditing rules.
9. Immediate and wide dissemination of the contents of this Memorandum is desired.

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