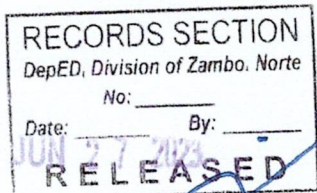




Republic of the Philippines  
**Department of Education**

REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Division Memorandum  
No. 248 S. 2023

To : **School Principals of JHS Implementing Units (Agency Code)  
Senior Bookkeepers of Implementing Unit (IU) Secondary Schools  
Division Accountant  
Planning Officer  
Budget Officer  
All others concerned  
This Division**

From : **ROY C. TUBALLA EMD, JD, CESO VI**  
Schools Division Superintendent

Subject: **Division Seminar Workshop on the Preparation of FY 2023  
Midyear Financial Reports**

Date : June 26, 2023

1. In view of the *Regional Memorandum No. 280 s. 2023*, this office informs all concerned for the conduct of the **Division Midyear Seminar-Workshop on the Preparation of Financial Accountability Reports and Financial Statements FY 2023 on July 4-6, 2023 at Top Plaza Hotel, Dipolog City.**
  2. Among the objectives is to come up with an **accurate midyear report** aligned with the **PAPs and 2023 Performance Targets thru the Financial Plan**, and the **draft Financial Statements** of Implementing Units (IUs) to be reviewed and checked by the Division Accountant and Budget Officer for consolidation.
  3. Participants are requested to bring their own laptops, printers, and other documents needed for the reports.
  4. Enclosed herewith are the list of participants and the matrix/schedule of activities.
  5. For information and guidance.
- For immediate dissemination and compliance.

Encl: As stated.

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Republic of the Philippines  
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SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

**PARTICIPANTS (35 PAX):**

1. **ARVIE M. OMPOY, CPA** -Division Accountant
2. **CASEMERA V. LUNJAS** -Division Budget Officer
3. **GIPAREL B. ELUMBA** – Division Planning Officer
4. **WILSON H. INDING** - Senior Education Program Specialist, SMME

**Accounting Personnel:**

5. **ANA RIVA S. ENDEREZ, CPA**
6. **RODA V. DRILON**
7. **ANA MAY GONZALES**
8. **MARLYN A. BANZUELA**
9. **BRYAN JEFFREY A. PREJOLES**
10. **DAN JESSIE B. BAYRON**

**Budget Personnel:**

11. **CHRISTIAN JAMES S. PACO**
12. **EDEN P. BUNA**

**19 Senior/Designate Bookkeepers of IU Secondary Schools:**

- |     |                                |                              |
|-----|--------------------------------|------------------------------|
| 13. | <b>ERLAN MONICA I. TORRES</b>  | Bacungan NHS                 |
| 14. | <b>AIRA RUTH A. GUERRERO</b>   | Dohinob NHS                  |
| 15. | <b>CHRISTIAN GLENN L. DAGA</b> | Gutalac NHS                  |
| 16. | <b>KAREN LISBOS</b>            | Julian Soriano MCHS          |
| 17. | <b>MARIZ E. LUGO</b>           | Katipunan NHS                |
| 18. | <b>OMAR A. PATAYON</b>         | Kipit Agro FHS               |
| 19. | <b>EVANGELINE E. BENGUA</b>    | President Manual A Roxas NHS |
| 20. | <b>GERMILA U. AMIT</b>         | Liloy NHS                    |
| 21. | <b>REINER B. PALIOTA</b>       | Manukan NHS                  |
| 22. | <b>MILROSE IVANNE M. AGUY</b>  | Piñan NHS                    |
| 23. | <b>EDELYN A. ORIÑO</b>         | Polanco NHS                  |
| 24. | <b>SHEILA MAE M. TAN</b>       | Salug NHS                    |
| 25. | <b>JOEMAR C. VILLASIS</b>      | Sergio Osmeña NHS            |
| 26. | <b>JOSE RONEL S. MALICAY</b>   | Sibutad NHS                  |
| 27. | <b>JOHN RAFH DAYAGANON</b>     | Siocon NHS                   |
| 28. | <b>JOSEVINIA C. BAYRON</b>     | Sindangan NAS                |
| 29. | <b>SILVA MARIE S. BALUD</b>    | Sindangan NHS                |
| 30. | <b>MA. JOVIJUNE JUMAWID</b>    | Tampilisan NHS               |
| 31. | <b>IVY M. LAGUDAS</b>          | Ubay NHS                     |

**Outgoing IU Senior Bookkeepers (for technical support/assistance):**

- |     |                            |                 |
|-----|----------------------------|-----------------|
| 32. | <b>RENANTE CALAGO</b>      | Liloy District  |
| 33. | <b>SHERYL MAE PASTURAN</b> | Siocon District |
| 34. | <b>MARGARITA CARDENAS</b>  | Rizal District  |

35. **One (1) Medical Support Personnel**





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**MATRIX/SCHEDULE OF ACTIVITIES**

<b>TIME</b>	<b>Day 1 – July 4, 2023</b>	<b>Incharge</b>
8:00-9:00 AM	Arrival/Registration/Breakfast	<i>Secretariat</i>
9:00 AM	<b>Preliminaries</b> Welcome Remarks and Roll Call of Participants Statement of Purpose Message	<i>Secretariat</i> <i>Casemera V. Lunjas</i>
9:30- 12:00 NN	Revisiting Budget Accountability Reports EBMS Walkthrough	<i>Arvie M. Ompoy, CPA</i> <i>SDS Roy C. Tuballa</i> <i>Casemera V. Lunjas</i>
12:00NN-1PM	Lunch Break/Room Check In	<i>Emcee/ Secretariat</i>
1:00PM-2:00PM	Open Forum/Clarification	<i>Casemera V Lunjas</i>
2:00 – 5:00PM	Inputs for the Next Day	
5:00-6:00PM	Dinner	
	<b>Day 2 - July 5, 2023</b>	
8:00-9:00 AM	Breakfast	<i>Emcee/ Secretariat</i>
9:00AM	<b>Preliminaries</b> Opening Prayer, Recap, Ice Breaker	<i>III Bookkeeper</i> <i>Secretariat</i>
9:00-12:00NN	Continuation of Workshop	
12:00NN-1PM	Lunch Break	<i>Secretariat</i>
1:00 – 5:00PM	Continuation of Workshop	
	<b>Day 3 - July 6, 2023</b>	
8:00-9:00 AM	Registration/Breakfast	<i>Emcee/ Secretariat</i>
9:00AM	<b>Preliminaries</b> Opening Prayer, Recap, Ice Breaker	<i>IU Bookkeeper</i> <i>Secretariat</i>
9:00-12:00NN	Continuation of Workshop	
12:00NN-1PM	Lunch Break/Room Check Out	<i>Casemera V. Lunjas</i>
1:00 – 2:00PM	Agreement/Resolutions	<i>Emcee/ Secretariat</i>
2:00- 4:00PM	Submission of hard copies of Reports/Outputs	
4:00-5:00PM	Awarding of Certificates EARLY DINNER AND HOMEWARD BOUND	

Lady of Ceremony: **EDEN P. BUNA**

