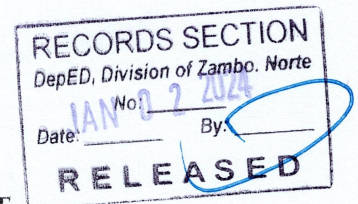




Republic of the Philippines
Department of Education
REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Division Memorandum
No. 06 S. 2023

To : **School Principals of JHS Implementing Units (Agency Code)**
Senior Bookkeepers of Implementing Unit (IU) Secondary Schools
Division Accountant
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**
Yearend Financial Reports

Date : January 2, 2024

1. In view of the *Regional Memorandum No. 670 s. 2023*, this office informs all concerned for the conduct of the **Division Yearend Seminar-Workshop on the Preparation of Financial Accountability Reports and Financial Statements FY 2023** on **January 4-5, 2023** at **Top Plaza Hotel, Dipolog City**.
2. Among the objectives is to come up with an **accurate yearend 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.

Page 1 of 3

Budget Office/CJSP/FY2023 Pre Yearend SemWorkshop/ 1-2-24



Address: Capitol Drive, Estaka, Dipolog City 7100

Email: zn.division@deped.gov.ph

FB: DepED Tayo- Schools Division of Zamboanga del Norte

Tel. No.: (065) 212- 5843

Website: www.depedzn.net



Republic of the Philippines

Department of Education

REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

PARTICIPANTS (35 PAX):

1. **ARVIE M. OMPOY, CPA** -Division Accountant
2. **CASEMERA V. LUNJAS** -Division Budget Officer

Accounting Personnel:

3. **ANA MAY GONZALES**
4. **RODA V. DRILON**
5. **MARLYN A. BANZUELA**
6. **BRYAN JEFFREY A. PREJOLES**
7. **DAN JESSIE B. BAYRON**

Budget Personnel:

8. **CHRISTIAN JAMES S. PACO**
9. **KEVIN O. PASCO**

19 Senior/Designate Bookkeepers of IU Secondary Schools:

- | | | |
|-----|------------------------------------|------------------------------|
| 10. | ERLAN MONICA I. TORRES | Bacungan NHS |
| 11. | MARY JESSIE ROSE B. ANGUIT | Dohinob NHS |
| 12. | CHRISTIAN GLENN L. DAGA | Gutalac NHS |
| 13. | KAREN E. LISBOS | Julian Soriano MCHS |
| 14. | MARIZ E. LUGO | Katipunan NHS |
| 15. | OMAR A. PATAYON | Kipit Agro FHS |
| 16. | IRISH MAE T. OSORIO | President Manual A Roxas NHS |
| 17. | GERMILA U. AMIT | Liloy NHS |
| 18. | AGNES ANDALAHAO | Manukan NHS |
| 19. | MILROSE IVANNE M. AGUY | Piñan NHS |
| 20. | CRYSTEL VANICE C. DAYUNOT | Polanco NHS |
| 21. | JOHANNA G. CABARDO | Salug NHS |
| 22. | JOEMAR C. VILLASIS | Sergio Osmeña NHS |
| 23. | JOSE RONEL S. MALICAY | Sibutad NHS |
| 24. | JOHN RAFH DAYAGANON | Siocon NHS |
| 25. | ACHUKA MARIE DARE B. BERNUS | Sindangan NAS |
| 26. | SILVA MARIE S. BALUD | Sindangan NHS |
| 27. | MA. JOVIJUNE JUMAWID | Tampilisan NHS |
| 28. | JUMILYN B. DAGUPLO | Ubay NHS |

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





Republic of the Philippines
Department of Education

REGION IX
 SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

MATRIX/SCHEDULE OF ACTIVITIES

TIME	Day 1 – January 4, 2024	Incharge
8:00-9:00 AM 9:00 AM	Arrival/Registration/Breakfast Preliminaries Welcome Remarks and Roll Call of Participants Statement of Purpose Message	<i>Secretariat</i> <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> <i>Christian James Paco</i>
12:00NN-1PM	Lunch Break/Room Check In	
1:00PM-2:00PM	Open Forum/Clarification	<i>Emcee/Secretariat</i>
2:00 – 5:00PM	Inputs for the Next Day	<i>Casemera V. Lunjas</i>
5:00-6:00PM	Dinner	
	Day 2 – January 5, 2024	
8:00-9:00 AM 9:00AM	Registration/Breakfast Preliminaries Opening Prayer, Recap, Ice Breaker	<i>Emcee/Secretariat</i> <i>IU Bookkeeper</i> <i>Secretariat</i>
9:00-12:00NN	Continuation of Workshop	
12:00NN-1PM	Lunch Break/Room Check Out	
1:00 – 2:00PM	Agreement/Resolutions	<i>Casemera V. Lunjas</i>
2:00- 4:00PM	Submission of hard copies of Reports/Outputs	<i>Emcee/Secretariat</i>
4:00-5:00PM	Awarding of Certificates EARLY DINNER AND HOMEWARD BOUND	

