



Republic of the Philippines  
**Department of Education**  
REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

**Office of the Schools Division Superintendent**



June 24, 2024

**Division Memorandum**

No. 331 s. 2024

**DIVISION MIDYEAR SEMINAR-WORKSHOP ON THE PREPARATION OF FINANCIAL  
ACCOUNTABILITY REPORTS AND FINANCIAL STATEMENTS  
FY 2024**

To: School Principals of JHS Implementing Units (with Agency Code  
Senior Bookkeepers of Implementing Unit (IU) Secondary Schools  
Division Accountant  
Planning Officer  
Budget Officer  
All Others Concerned

1. In view of the *Regional Midyear Financial Seminar-Workshop on July 10-12, 2024*, 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 2024** on **July 3-4, 2024** at **Top Plaza Hotel, Dipolog City**.
2. Among the objectives is to come up with an **accurate midyear report** aligned with the **PAPs and 2024 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. Travel and incidental expenses for division-based personnel and school-based personnel are chargeable against divisional local funds and school MOOE, respectively, subject to the usual accounting and auditing rules and procedures.
5. Immediate and widest dissemination of this memorandum is desired.

**ROY C. TUBALLA EMD, JD, CESO V**  
Schools Division Superintendent

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Budget Office/CJSP/FY2024 Pre Midyear SemWorkshop/ 6-24-24



Address: Capitol Drive, Estaka, Dipolog City 7100 Tel. No.: (065) 212- 5843

Email: [zn.division@deped.gov.ph](mailto:zn.division@deped.gov.ph)

Website: [www.depedzn.net](http://www.depedzn.net)

FB: DepEd Tayo- Schools Division of Zamboanga del Norte



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PARTICIPANTS (30 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. **RODA V. DRILON**
6. **ANA MAY G. GONZALES**
7. **BRYAN JEFFREY A. PREJOLES**

Budget Personnel:

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

19 Senior/Designate Bookkeepers of IU Secondary Schools:

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

Outgoing IU Senior Bookkeeper (for technical support/assistance):

29. **JOHN RAFH O. DAYAGANON** Siocon NSHS

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



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**MATRIX/SCHEDULE OF ACTIVITIES**

<b>TIME</b>	<b>Day 1 – July 3, 2024</b>	<b>Incharge</b>
8:00-9:00 AM 9:00 AM	Arrival/Registration/Breakfast <b>Preliminaries</b> Welcome Remarks and Roll Call of Participants Statement of Purpose SDS Inputs	<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>
12:00NN-1PM	Lunch Break/Room Check In	<i>Christian James Paco</i>
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	
	<b>Day 2 - July 4, 2024</b>	
8:00-9:00 AM	<b>Preliminaries</b>	
9:00AM	Opening Prayer, Recap, Ice Breaker	<i>Emcee/ Secretariat</i>
9:00-12:00NN	Continuation of Workshop	<i>IU Bookkeepers</i>
12:00NN- 1PM	Lunch Break/Room Check Out	<i>Secretariat</i>
1:00 – 2:00PM	Agreement/Resolutions	
2:00- 4:00PM	Submission of hard copies of Reports/Outputs	<i>Casemera V. Lunjas</i>
4:00-5:00PM	Awarding of Certificates EARLY DINNER AND HOMEWARD BOUND	<i>Emcee/ Secretariat</i>

Master of Ceremony: **KEVIN O. PASCO**