



Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON

December 1, 2022

DIVISION MEMORANDUM
No. 231 s. 2022

**SEMINAR/WORKSHOP ON THE PREPARATION OF CY 2022
YEAR-END FINANCIAL REPORTS**

TO:

SDO Accountant
SDO Administrative Officer V (Budget)
School Heads of Implementing Units
Selected SDO Accounting Personnel
School Accountants
Senior Bookkeepers of Implementing Units
All Other Concerned

1. The Division Seminar/Workshop on the Preparation of CY 2022 Year-End Financial Reports spearheaded by the Association of Accountants and Senior Bookkeepers of DepEd Sorsogon Implementing Units, Inc. will be held on December 19-20, 2022. The venue will be announced later through an advisory.
2. The 2-Day activity aims to:
 - a. Ensure the updated and timely preparation and submission of budgetary and financial reports as of December 31, 2022, to be consolidated by the Division Office;
 - b. Provide Technical Assistance to the newly appointed Senior Bookkeepers in preparation of Year-End Reports;
 - c. Discuss DBM Circular Letter No. 2022—15 dated November 17, 2022 and other relevant issuances by the oversight agencies relative to the consolidation and submission of Year-End Financial Reports;



Sorsogon Sports Complex, Brgy. Balogo, Sorsogon City, Sorsogon 4700
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- d. Address other related financial issues and concerns.
3. The target participants from the Division Office and IU's are as follows;

Participants	No. of pax
Division Office	
• Schools Division Superintendent	1
• SDO Accountant III	1
• SDO Administrative Officer V (Budget)	1
• SDO Accounting and Budget Personnel	4
Secondary Implementing Units	
• Accountant I and Senior Bookkeepers	27
• Others	5
TOTAL	39

4. Participants are instructed to bring their laptops, New USB Flash Drive, Extension wires, External Hard Drive (back-up) and all necessary documents needed in the preparation of financial reports.
5. Enhanced Financial Reporting System (EFRS), Budget Monitoring System (BMS) and Unified Reporting System (URS) reports as of December 31, 2022 are expected to be submitted at the end of the workshop on December 20, 2022.
6. Travel expenses and a registration fee of Four thousand (P 4,000.00) pesos per participant, which shall cover the board and lodging, meals, training materials and other expenses relative to the workshop shall be charged to local funds subject to usual accounting and auditing rules and regulations.
7. The workshop will start at 8:00AM of December 19. Participants are expected to come on time. The First meal to be served is snacks on Day 1 while last meal is lunch on Day 2.
8. For other details, please contact Lowie N. Villa, association President at mobile number (0951)7598060 or email at lowie.villa@deped.gov.ph.





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9. For information, guidance, and compliance of all concerned. Immediate dissemination of this Memorandum is earnestly desired.


JOSE L. DONCILLO, CESO V
Schools Division Superintendent 



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Enclosure No. 2:

LIST OF EXPECTED GUESTS & PARTICIPANTS

No.	Name	Position	Station
Regional Office			
1	Teresa Aycayera	Chief Admin Officer	FD, DepED ROV
2.	Ilya Vargas	Administrative Officer IV	FD, DepED ROV
3.	Janella Losito	Administrative Officer II	FD, DepED ROV
Division Office			
4	Jose L. Doncillo	Schools Division Superintendent	SDO Sor
5	Paul Andy Deblois	Accountant III	SDO Sor
6	Valentina Hugo	Administrative Officer V	SDO Sor
7	Jose Rome Digo	Admin Officer II(Budget)	SDO Sor
8	Kathleen Velasco	Admin Officer II (Budget)	SDO Sor
9	Eilen Bachiller	AO II (Accounting)	SDO Sor
10	Orlando Duka Jr	AO II (Accounting)	SDO Sor
11	Loida Deladia	OIC, Div PSU	SDO Sor
Implementing Units			
12	Lowie Villa	Sr. Bookkeeper	Abucay NHS
13	Allan Extremera	Sr. Bookkeeper	Barcelona NHS
14	Marvin Jeresano	Sr. Bookkeeper	Biriran NHS
15	Oliver Escobedo	Sr. Bookkeeper	Buhang NHS
17	Alex Gillego	Accountant I	Bulan NHS
18	Michelle Escandor	Sr Bookkeeper	Bulusan NHS
19	Karen Collera	Sr. Bookkeeper	Casiguran TVS
20	Welmina Bercasio	Sr. Bookkeeper	Castilla NHS
21	Neptali Bercasio	Sr. Bookkeeper	Cumadcad NHS
22	Cherry Buendia	Sr. Bookkeeper	Dinapa NHS
23	Krisia Mae Cruces	Accountant I	Donsol NCHS
24	Charisse Baltazar	Sr. Bookkeeper	Donsol VHS
25	Reyzela Lasap	Sr. Bookkeeper	Gabao NHS
26	Jose Mari Magdaong	Sr. Bookkeeper	Gallanosa NHS
27	Eva Jane Hagos	Administrative Assistant	Gallanosa NHS
28	Luz Estares	Accountant I	Gubat NHS
29	Dennis Jardiolin	Administrative Assistant	Gubat NHS
30	Cindy Noble	AO II/Bookkeeper Designate	Juban NHS
31	Virginia Buelo	Sr. Bookkeeper	Macalaya NHS
32	Mercedes Gabuyo	Sr. Bookkeeper	Magallanes NHS

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33	Vincent John Freo	Accountant I	Magallanes NVHS
34	Maliette Jasareno	Sr. Bookkeeper	Matnog NHS
35	Genesis Lumberio	Administrative Assistant II	Pilar NCHS
36	Ribb Garces	Sr. Bookkeeper	Pto Diaz NHS
37	Alena Parcia	Sr. Bookkeeper	Salvacion NHS
38	Ma Gina Guelas	Sr. Bookkeeper	San Francisco NHS
30	Nonilon Frando	Administrative Assistant II	Sta Magdalena NHS
40	Lerma Guarino	Disbursing Officer II	Sta Magdalena NHS
41	Grace Bercasio	Administrative Assistant II	Talaonga NHS
Technical Working Group			
42	Eury Hezyl Jasareno	Administrative Assistant II	Abucay NHS
43	Ma Fe Entac	Administrative Assistant II	Biriran NHS
44	Ma Theresa Galindes	Administrative Assistant II	Biriran NHS
45	Gerard Escobar	Administrative Assistant II	Bulusan NHS
46	Reil Elpos	Disbursing Officer II	San Isidro NHS
47	Mary Rose Caraballo	Cashier I	Pilar NCHS
48	Michelle Gabionza	Cashier I	Talaonga NHS

Enclosure No. 3:

TECHNICAL WORKING COMMITTEES

Sorsogon Sports Complex, Brgy. Balogo, Sorsogon City, Sorsogon 4700
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LOWIE N. VILLA
Over-All Chairman

Registration

Chairman: Joan Manalo
Members: Riel Elpos
Eury Hezyl Jasareno
Lerma Guarino

Certificates and Documentation

Chairman: Karen Collera
Members: Ma Fe Entac
Ma Theresa Galindes
Gerard Escobar

Sounds and Stage Preparation

Chairman: Oliver Escobedo
Members: Dennis Jardiolin
Nonilon Frando
Allan Extremera

Program

Chairman: Genesis Lumberio
Members: Mary Rose Caraballo
Michelle Gabionza
Charisse Baltazar

Ways and Means

Chairman: Jose Mari Magdaong
Members: Eva Jane Hagos
Ribb Garces
Virginia Buelo

Fellowship Night

Chairman: Alex Gillego
Members: Marvin Jeresano
Alena Parcia
Vincent John Freo

June 24, 2022

GILBERT T. SADSAD
Regional Director
DepEd Regional Office V
Rawis, Legazpi City

Sorsogon Sports Complex, Brgy. Balogo, Sorsogon City, Sorsogon 4700
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Sir:

The Division of Sorsogon will hold its Seminar/ Workshop on the Preparation of CY 2022 Mid-Year Financial Reports on July 4-6, 2022 at Stardust Resort, Sta Isabel, Matnog, Sorsogon.

Relative to this, may we request the following Region V Finance Personnel to discuss the uniform implementation of FAR-related procedures and policies.



1. **TERESA C. ARCAYERA** – Chief Administrative Office, Finance Division
2. **ILYA O. VARGAS**- Administrative Officer IV
3. **JANELA L. LOSITO** - Administrative Officer II

The output of the said workshop will be used during the Regional Workshop on the Preparation of FARs Nos. 1 and 1-A for 2nd Quarter of CY 2022 on July 6-8, 2022 as per Unnumbered Regional Memorandum dated June 22, 2022.

We believe that their technical assistance will surely improve our Financial Reporting System for timely submission of reports.

Thank you.

Very truly yours,


JOSE L. DONCILLO, CESO V
Schools Division Superintendent 

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