



Republic of the Philippines  
**Department of Education**  
REGION V  
SCHOOLS DIVISION OF SORSOGON

January 09, 2022

**Division Memorandum**  
No. 04, s. 2022

**YEAR END WORKSHOP ON THE PREPARATION OF CY 2021 FINANCIAL REPORTS**

To: Schools Heads of Secondary Schools with Fiscal Autonomy  
School Accountants/Bookkeepers of Secondary Schools with Fiscal Autonomy  
Schools Division Office – Accounting Section Personnel  
Schools Division Office – Budget Section Personnel  
All Others Concerned

1. Relative to the Unnumbered Regional Memorandum entitled: Regional Seminar/workshop on the preparation of CY 2021 Year-End Financial Reports dated December 21, 2021, a (3) day Live Out Seminar/Workshop via zoom application will be held at the Bulwagan ng Karunungan Hall, Schools Division Office, DepEd Division of Sorsogon, Sorsogon City on January 12-14, 2022.
2. The participants to this workshop are the following:
  - a. Division Accountant
  - b. Division Budget Officer
  - c. School Accountants/Bookkeepers of Secondary Schools with Fiscal Autonomy
  - d. Division Office Finance Unit personnel who handle the preparation of Financial Reports
  - e. Other financial staff who will assist in the preparation and consolidation of Financial Reports.
3. The three (3) day workshop primarily aims to facilitate and ensure the updated preparation, reconciliation, and submission of consolidated financial and budgetary reports as of December 31, 2021.
4. No registration fees will be collected while travel and other incidental expenses of the participants will be charged against School MOOE Fund subject to the usual accounting and auditing rules and regulations.
5. For strict compliance.

  
**JOSE L. DONCILLO, CESO V**  
Schools Division Superintendent