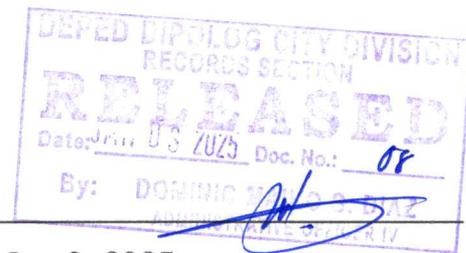




Republic of the Philippines
Department of Education
REGION IX – ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DIPOLOG CITY



Jan 3, 2025

DIVISION MEMORANDUM

No. 08, s. 2025

**SEMINAR-WORKSHOP ON THE PREPARATION AND RECONCILIATION OF
CY 2024 YEAR-END FINANCIAL REPORTS**

**TO: OIC- Assistant Schools Division Superintendent
IUs School Principal
SDO and Implementing Units Finance Staff
All Others Concerned**
This Division

1. In compliance with the Regional Memorandum No. 874 series of 2024 dated December 10, 2024“RE: REGIONAL SEMINAR WORKSHOP ON THE PREPARATION AND RECONCILIATION OF CY 2024 YEAR-END FINANCIAL REPORTS” the SDO Budget Office will conduct a **5-day Pre Seminar-Workshop** with the finance staff of the Six (6) Implementing Units on January 6-10, 2025, the venue is to be announced, to finalize and complete all documents in preparation to the Regional Seminar Workshop in Pagadian City on January 13-16, 2025.
2. The participants of this activity are the SDO Budget and Selected Accounting Personnel and Finance Staff of the Six (6) Implementing Units.
3. Please find the following enclosures attached for reference.
 - Enclosure No. 1: List of Participants
 - Enclosure No. 2: Activity Matrix
4. Immediate and wide dissemination of this memorandum is desired.

MA. LIZA R. TABILON, EdD, CESO V
Schools Division Superintendent

Encl: None
Ref: as stated



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Enclosure 1: List of Participants

Name	Position	School/ Office
Randyl A. Geraga	AO V- Budget	SDO- Budget Office
Ana Riva E. Lanat	Division Accountant III	SDO- Accounting Office
Jocel Mhae Enderez Bantoto	ADAS III	SDO- Budget Office
Carrah Mae Ulla	ADAS I	SDO- Budget Office
Fritzella Sam P. Sarande	ADAS III	SDO- Accounting Office
Rizza Mae A. Lorilla	ADAS II	SDO- Accounting Office
Agnis Mae V. Gallenero	ADAS III	SDO- Accounting Office
Princess Grace N. Llido	ADAS III	SDO- Accounting Office
Rosanna B. Capulan	ADAS III	SDO- Accounting Office
Sheenna H. Goyena	ADAS III	SDO- Accounting Office
Jane Suan	ADAS III	Punta NHS
Rod C. Magcanta	ADAS II	Punta NHS
Ofelia D. Sigasig	ADAS III	Galas NHS
Allaine Kristine Q. Rendora	ADAS II	Galas NHS
Flordeliz L. Flores	ADAS III	AQUMATSHS
Joy Christine Mainque	AO II	AQUMATSHS
Jessica Zamoras	ADAS II	AQUMATSHS
Blezzl Ann Magnonot	ADAS III	DCNHS
Lydith Marie Jumawan	ADAS III	DCNHS
Roselyn Go	AO II	Sicayab NHS
Tricia Teves	ADAS III	Sicayab NHS
Ma. Ellyn Beth E. Rios	ADAS III	ZNNHS
Jo Anne A. Abad	AO IV	ZNNHS
Jacline Meg F. Son	ADAS II	ZNNHS
Gomer Glen Bicbic	ADA IV	ZNNHS



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Enclosure No. 2: Activity Matrix

**SEMINAR-WORKSHOP ON THE PREPARATION AND ENCODING OF THE
PRESCRIBED ANNUAL BUDGET EXECUTION DOCUMENTS (BEDS) FY 2025 TO
THE DBM'S UNIFIED REPORTING SYSTEM (URS)**

Date/Time	Session/ Activity/ Topic Objectives	Responsible Person/ Unit
7:00 – 8:00 AM	<ul style="list-style-type: none">Arrival/Attendance/Settling of the Participants	IUs
8:30 – 9:00 AM	Opening Program <ul style="list-style-type: none">Singing of the Philippine National AnthemPrayerDipolog March	AUDIO-VISUAL PRESENTATION
	<ul style="list-style-type: none">Welcome RemarksPresentation of the Participants	RANDYL A. GERAGA, MPA AO V- Budget
	<ul style="list-style-type: none">Message	ANA RIVA E. LANAT, CPA Division Accountant III
9:30 AM – 12:00 NN	<ul style="list-style-type: none">Discussion on the preparation and the list of Year-End Financial Reports required by the Budget OfficeDiscussion on the preparation and the list of Year-End Financial Reports required by the Accounting Office	RANDYL A. GERAGA, MPA AO V- Budget ANA RIVA E. LANAT, CPA Division Accountant III
12:00 – 1:00 PM	<ul style="list-style-type: none">Lunch Break	
WORKSHOP COMMENCE 1:00 – 5:00 PM (January 6, 2025) 8:00 – 5:00 PM (January 7-10, 2025)	<ul style="list-style-type: none">Workshop on the Preparation and Reconciliation of CY 2024 Year-End Financial Reports	