



Republic of the Philippines
Department of Education
REGION VIII

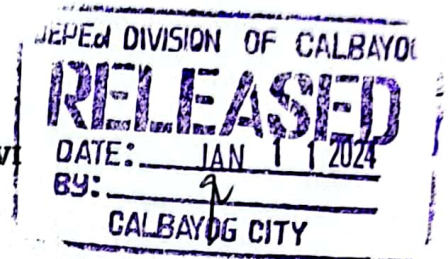
SCHOOLS DIVISION OF CALBAYOG CITY

DIVISION MEMORANDUM

No. 004-A s. 2024

TO: Public Schools District Supervisors
SDO, District, and School Financial Staff
All Others Concerned

FROM: **MARGARITO A. CADAYONA JR. Ph.D, CESO VI**
OIC- Schools Division Superintendent



SUBJECT: **PARTICIPATION OF DIVISION, DISTRICT AND SCHOOL
FINANCIAL STAFF IN THE REGIONAL WORKSHOP ON THE
PREPARATION, RECONCILIATION, AND SUBMISSION OF CY 2023
YEAR-END FINANCIAL REPORTS**

Date: January 5, 2024

1. In reference to RM Nos. 1182 and 1244 s. 2023, this Office hereby announces to the concerned that **school, district, and division financial staff** shall participate in the **Regional Workshop on the Preparation, Reconciliation, and Submission of CY 2023 Year-End Financial Reports** which will be hosted by the Schools Division of Calbayog City on **January 8 to 12, 2024** at the **Red Iron Hotel, Calbayog City**.
2. As host division for this year, this office is tasked to facilitate the conduct of the activity to the best of our ability in order for the participants to come up with their expected output which are the Year-End Financial Reports for CY 2023.
3. Expenses of the TWG relative to the conduct of the hosting activities shall be charged to their respective school MOOE. Subject to the usual government accounting & auditing rules and regulations.
4. Immediate dissemination of and compliance with this memorandum are desired.