



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF NEGROS ORIENTAL

**Office of the Schools Division
Superintendent**

04 OCT 2023

DIVISION MEMORANDUM

No. **714**, s. 2023

**2-DAY WORKSHOP ON THE PREPARATION AND CONSOLIDATION OF CY 2023 3RD QUARTER
FINANCIAL AND BUDGETARY REPORTS**

To: Assistant Schools Division Superintendent
Accountant III
Budget Officer III
Administrative Officer II
Administrative Assistant III

1. A 2-DAY WORKSHOP ON THE PREPARATION AND CONSOLIDATION OF CY 2023 3RD QUARTER FINANCIAL AND BUDGETARY REPORTS shall be conducted on October 4 & 5, 2023 starting at 8:00AM. Venue shall be announced on a later date.
2. This aimed to submit an accurate and timely consolidated Financial and Budgetary reports to DepEd Regional Office VII and other oversight agency.
3. Participants are requested to bring the following:
 - a. Laptop.
 - b. Extension wires.
4. Travelling expenses related to this activity shall be charged against Division /School MOOE funds with a registration fee of **P2,400.00 per participants** subject to the usual accounting and auditing rules and regulations.
5. The participants to the workshop are listed on the attached sheet.
6. This serves as your **TRAVEL ORDER/AUTHORITY TO TRAVEL**.
7. Please be guided accordingly.


NERI C. OJASTRO EdD, CESE
Schools Division Superintendent

10/2/23

SPP/JMA-MKP/FINANCE/lde
October 2, 2023



Address:Kagawasan Avenue, Capitol Area, Daro, Dumaguete City
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List of Participants for the **2-DAY WORKSHOP ON THE PREPARATION AND CONSOLIDATION OF CY 2023**
3RD QUARTER FINANCIAL AND BUDGETARY REPORTS on October 4 & 5, 2023

No.	Name	School/Position
1	LYDIA D. CACAS	BUDGET OFFICER III - SDO
2	LIZBETH R. VALENCIA	AO II - SDO
3	LOREFE S. VENTURA	AO II - SDO
4	KEVIN B. SAMSON	AO II - SDO
5	KAREN I. CUAJAO	AO II - SDO
6	MARIA SUZETTE N. CATUBAY	ADAS III - SDO
7	REZALYN M. REVIDAD	ADAS III - SDO
8	REGINE F. SALCEDO	ADAS III - SDO
9	NICKO P. TUBALLA	ADAS III - SDO



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