



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF LUCENA CITY

05 January 2024

DIVISION MEMORANDUM
OSD-2024-005

Division Consolidation and finalization of FY 2023 Year-End Financial Accountability Reports for SDO and Implementing Units

TO : OIC-Accounting Unit
Implementing Units Senior Bookkeepers
All Others Concerned

1. In reference to Sec. 60, Government Accounting Manual (Vol 1) shows the deadlines on submission of financial reports. All NGAs shall prepare and submit the quarterly financial statements and schedules to the COA Auditors and to the Regional Office ten days after the end of the quarter. And COA Circular No. 2017-001 and COA Circular No. 2015-005 tackle the financial reports which need to be submitted to COA on or before the set deadline.
2. As such, the Schools Division Office of Lucena City thru OSDS – Finance Services will conduct the **Division Consolidation and Finalization of FY 2023 Year-End Financial Accountability Reports for SDO and Implementing Units** to be held on January 11 & 12, 2024, from 8:00 am to 5:00 pm at the Library LCTECC Bldg., Lucena West I ES Compound, Brgy. Ilayang Iyam, Lucena City.
3. Attached are the list of participants, speakers and members of the technical working group for your reference.
4. For queries and other concerns, please contact Ms. Maria Katherine A. Panganiban, at the Budget Section – Finance Services Office (042) 421-4161, 421-4162 or 421-5137 loc. 239.
5. Immediate dissemination of this Memorandum is desired.


SUSAN DL. ORIBIANA, CESO V
Schools Division Superintendent

MKP-DM- Division Consolidation and finalization of FY 2023 Year-End FARS for SDO and IUs
004/05 January 2024



Address: Lucena West I ES Compound, M.L. Tagarao St. Brgy. Ilayang Iyam, Lucena City
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MATRIX OF ACTIVITY

TITLE OF ACTIVITY: Division Consolidation and finalization of FY 2023
Year-End Financial Accountability Reports for SDO and
Implementing Units

DATE OF ACTIVITY: January 11 & 12, 2024

TIME	TOPIC / ACTIVITY	PERSON RESPONSIBLE
8:30 AM – 9:00 AM	OPENING PROGRAM	
	Philippine National Anthem	AVP
	Opening Prayer	AVP
	SDO Lucena Hymn	AVP
	Presentation of Participants	Angelo P. Ibanez <i>Senior Bookkeeper, LDNHS</i>
9:30 AM – 10:00 AM	Budget Concerns	Maria Katherine A. Panganiban <i>AOV/Budget Officer III</i>
10:00 AM – 11:00 AM	Accounting Concerns	Reinalyn M. Albano <i>OIC-Accounting Unit</i>
11:00 AM – 12:00 PM	Presentation of FARS and Financial Statements per SDO and Implementing Units	Maria Katherine A. Panganiban Reinalyn M. Albano Arlene S. Macalibo Imelda E. Guerrero Richard P. Montellano Angelo P. Ibanez
12:00 PM – 1:00 PM	LUNCH BREAK	
1:00 PM – 5:00 PM	Break-Out Session/ Workshop Proper	Reinalyn M. Albano Maria Katherine A. Panganiban
DAY 2		
	Philippine National Anthem	AVP
	Opening Prayer	Richard P. Montellano
	Energizer	AVP
9:00 – 9:30	RECAP of DAY 1 Activities	Imelda E. Guerrero
9:30 – 12:00	Checking and Validation of Reports	
12:00 PM – 1:00 PM	LUNCH BREAK	
1:00 PM – 4:00 PM	Break-Out Session/ Workshop Proper	Reinalyn M. Albano Maria Katherine A. Panganiban
4:00 – 5:00 PM	Closing Remarks	

AILEEN R. NECIO
Master of Ceremony

LIST OF PARTICIPANTS

TITLE OF ACTIVITY: Division Consolidation and finalization of FY 2023
Year-End Financial Accountability Reports for SDO and
Implementing Units

DATE OF ACTIVITY: January 11 & 12, 2024

NO.	NAME	SEX	DESIGNATION	OFFICE / SCHOOL
1	MARIA KATHERINE A. PANGANIBAN	F	Budget Officer III	SDO
2	REINALYN M. ALBANO	F	OIC-Accounting	SDO
3	MIRELLA D. TALABONG	F	ADAS III	SDO
4	AILEEN R. NECIO	F	ADAS III	SDO
5	ARLENE S. MACALIBO	F	ADAS III	LCNHS
6	IMELDA E. GUERRERO	F	ADAS III	CNHS
7	RICHARD P. MONTELLANO	M	ADAS III	GGNHS
8	ANGELO P. IBANEZ	M	ADAS III	LDNHS