



Republic of the Philippines
Department of Education
Region XII
Division of Sarangani
Alabel



Division Memorandum
No. 18, s. 2015

TO : **School Heads of all Implementing Units**
Administrative Assistant III/ Bookkeepers

FROM : **ISAGANI S. DELA CRUZ, CESO V**
Schools Division Superintendent

DATE : January 19, 2015

SUBJECT : **PRE-WORKSHOP ON THE FINALIZATION OF CY 2014**
FINANCIAL REPORTS

Please be informed that there will be a pre-workshop relative to the conduct of THE Regional Finalization on CY 2014 Year-End Financial Reports on January 21, 2015, 8:00 in the morning at Roadhaus Hotel, General Santos City. Participants are all Bookkeepers, this Division.

In this light, all participants are required to bring their laptops and all necessary documents, data and reports for the preparation of CY 2014 Year-End reports thru electronic Budget Monitoring System (eBMS) and electronic Financial Reporting System (eFRS).

This is a live-in seminar. Travelling and other incidental expenses are chargeable against local funds subject to usual accounting and auditing rules and regulations

Immediate dissemination of this memorandum is desired.