



Republic of the Philippines
Department of Education
REGION II – CAGAYAN VALLEY
SCHOOLS DIVISION OF NUEVA VIZCAYA

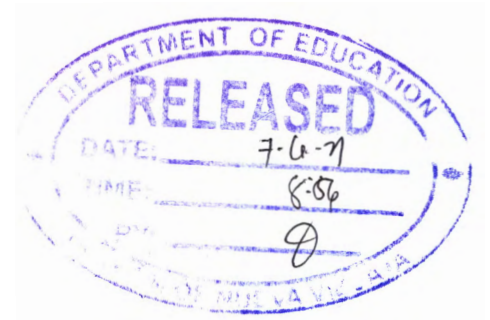
UNNUMBERED MEMORANDUM

To: **Assistant Schools Division Superintendent
Chiefs (CID, SGOD)
SEPSs (HRD, SMME)
Implementing Units
All Other Concerned**

From: **RACHEL R. LLANA, PhD, CESO VI**
Officer-in-Charge
Office of the Schools Division Superintendent

Date: July 7, 2021

Subject: **COORDINATION MEETING ON THE PREPARATION,
RECONCILIATION AND SUBMISSION OF CY 2021 MID-YEAR
FINANCIAL REPORTS.**



1. The Division Finance Unit shall conduct Coordination Meeting on the Preparation, Reconciliation and Summary of CY 2021 Mid-Year Financial Reports on July 07, 2021 at 8:00 AM to 5:00 PM at SDO Conference Hall, Bayombong, Nueva Vizcaya.
2. The objectives of this activity are the following:
 - To facilitate the preparation, review, and submission of Consolidated CY 2021 Mid-Year Financial and Budgetary Reports utilizing the EFRS and EBMS Consolidators, respectively.
 - To serve as a venue to discuss uniform implementation of significant procedures and policies among those involved in the management of financial resources.
 - To promote awareness on the updated rules and regulations involving financial management.
 - Address other related financial issues.



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3. The participants are the following:

OIC, Schools Division Superintendent	1
OIC, Assistant Schools Division Superintendent	1
Division Chiefs	2
Administrative Officer V	1
SEPS – HRD	1
SEPS – SMME	1
Supply Officer	1
Budget Officer	1
Accountant III	1
Administrative Officer IV (Cashier)	1
Accountant I (Implementing Units)	6
Administrative Officer I/II	7
Administrative Assistant II/III	23
Administrative Aide II/III/IV/VI	5
TOTAL	50

- Expenses to this activity shall be charged against Division HRTD Fund subject to the usual accounting and auditing rules and regulations.
- All Implementing Units are required to strictly comply with the submission of all reports on time. Deadline of submission shall be on July 07, 2021.
- Immediate dissemination of this memorandum is desired.



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