



Department of Education
Region VI – Western Visayas
DIVISION OF AKLAN
Kalibo, Aklan



DIVISION MEMORANDUM
No. 3122 s. 2019

TO: SECONDARY SCHOOL HEADS (Implementing Units, Guadalupe NHS and Ibajay NHS)

FROM: MIGUEL MAC ^{MAC} D. APOSIN, EdD, CESO V
Schools Division Superintendent *[Signature]*

SUBJECT: 3-DAY TRAINING WORKSHOP ON THE PREPARATION OF YEAR-END FINANCIAL ACCOUNTABILITY REPORTS (FARs)

Date: October 17, 2019

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1. Please be informed that there will be a three-day Training Workshop on the Preparation of Year-End Financial Accountability Reports (FARs) on October 23-25, 2019 to be held at Ati-atihan Festival Hotel, Kalibo, Aklan at 8 o'clock in the morning.
 2. Participants to this workshop are the Accountants and Bookkeepers of the forty six (46) Secondary Schools (Implementing Units and two (2) Non-Implementing Units). They are required to bring copies of their FY 2019 vouchers, GAA (NEP) for FY 2019 and 2020, SAROs, LROs, NCAs received for CY 2019, laptop and extension cord.
 3. Food, venue, accommodation and other relative expenses shall be charged against Division MOOE while travelling expenses of the participants are chargeable against their respective MOOE funds subject to the usual accounting and auditing rules and regulations.
 4. For compliance.