



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF AKLAN

July 29, 2022

DIVISION MEMORANDUM

No. 358, s. 2022

SEMI-ANNUAL WORKSHOP ON THE PREPARATION OF FINANCIAL ACCOUNTABILITY REPORTS WITH THE IMPLEMENTING UNIT (IU) SCHOOLS

TO: Public Schools District Supervisors
School Heads of Secondary Implementing Unit Schools (IU-Schools)
Finance Staff/Accountants/Bookkeepers and Disbursing Officer of Secondary IU-Schools

1. The Schools Division of Aklan will be conducting a three (3) day Semi-Annual Workshop on the Preparation of Financial Accountability Reports with the Implementing Unit Schools on **August 10 - 12, 2022** scheduled below.

Date	Venue
August 10 and 12 (face to face)	Aklan State University College of Industrial Technology - Andagao, Kalibo, Aklan
August 11 (virtual)*	Respective School/Office

*The link for the virtual meeting will be emailed to the participants' registered email addresses before the conduct of the said activity.

2. This activity aims to address the gaps identified in the submission of reports and to discuss various topics on financial matters relative to the operations of school.
3. The participants of this activity are the following:
 - a. Selected Division Office personnel,
 - b. Accountants, Bookkeepers/Designated Bookkeepers and Disbursing Officers of forty-six (46) Implementing Unit Schools (2 representatives per school)
4. Each participant (one per school) must bring a laptop, extension cord and pocket wifi on the first and last day of the activity. Please bring softcopies of e-FRS and BMS reports as of July 2022.
5. Proper health and safety protocols shall be strictly observed during the conduct of this activity.
6. Expenses incurred by the participants relative to the conduct of this activity shall be charged to local funds subject to the usual accounting and auditing rules and regulations.
7. Immediate dissemination of this Memorandum is desired

FELICIANO C. BUENAFE JR. CESO VI
Schools Division Superintendent

MAJ/ARLN



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358

Enclosure to DivMemo No. _____ s. 2022

Republic of the Philippines
 Department of Education
 Region VI – Western Visayas
DIVISION OF AKLAN
 Pob., Numancia, Aklan

SEMI-ANNUAL WORKSHOP ON THE PREPARATION OF FINANCIAL ACCOUNTABILITY REPORTS WITH THE IMPLEMENTING UNIT (IU) SCHOOLS
 August 10 - 12, 2022

Training Matrix

DAY 0	DAY 1 - August 10 (Aklan State University College of Industrial Technology - Andagao, Kalibo, Aklan)		DAY 2 - August 11 Virtual (Respective School/Office)		DAY 3 - August 12 Aklan State University College of Industrial Technology - Andagao, Kalibo, Aklan	
Preparation of training materials	7:45 - 9:00 AM	Registration	8:30 - 9:00 AM	Opening Program	8:30 - 9:00 AM	Opening Program
	9:01 - 10:00 AM	Opening Program	9:01 - 10:00 AM	Updated Guidelines on the Utilization of School MOOE/Other Concerns (Ms. MARISSA A. JIZMUNDO)	9:01 - 12:00NN	Workshop Proper
Walkthrough activities	10:01 - 11:00am	Ms. Ericka D. Remetio Acting Treasury Operations Officer III Bureau of Treasury - Kalibo	10:01 - 12:00NN	Workshop Proper - Discussion only		
Meeting with facilitators/ working committees	11:01 - 12:00NN	Admin Concerns (Ms. MARLYN T. BEREBER)				
	12:01 - 1:15 PM	Lunch Break	12:01 - 1:15 PM	Lunch Break	12:00 - 1:15 PM	Lunch Break
	1:16 - 1:30 PM	Afternoon Preliminaries	1:16 - 1:30 PM	Afternoon Preliminaries	1:16 - 1:30 PM	Afternoon Preliminaries
	1:31 - 2:30 PM	Review on the proper encoding of FAR 4 (Monthly Report of Disbursements) (Ms. HELEN G. FABILLANO)	1:00 - 2:30 PM	Release Documents and Budget Monitoring System (BMS) (Ms. Charissa Z. Sajise)	1:31 - 2:30 PM	Continuation of Workshop
	2:31 - 3:00PM	Question and Answers	2:31 - 3:00PM	Question and Answers	2:31 - 3:30 PM	Submission/Presentation of Outputs
	3:01 - 4:00 PM	Important Reminders in the Preparation of Financial Reports (Ms. RHODORA T. DE GUZMAN)	3:01 - 4:00 PM	Unified Reporting System (URS) and Other Concerns (Ms. ANN RAYSHELLE L. NADUA)	3:31 - 4:30PM	Closing Program
	4:01 - 4:30 PM	Question and Answers	4:01 - 4:30 PM	Question and Answers		End of Training
	End of Day 1		End of Day 2			

HOST:
 Ms. Anthea Chrizyll S. Tonel

FACILITATORS:
 Mr. Kenneth G. Iglesias, Mr. Leo Jan M. Fulgencio, Ms. Geovelyn D. Isedenia