



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

January 6, 2025

DIVISION MEMORANDUM

No **008** s. 2025


**WORKSHOP ON THE PREPARATION AND COLLECTION OF
FY 2024 YEAR-END BUDGET REPORTS**

To: Public Secondary School Heads of Implementing Units
Accountants/Bookkeepers of Implementing Units
All Others Concerned

1. This office will conduct a two (2) – day **workshop on the preparation and collection of FY 2024 year-end budget reports** on **January 8, 2025 and January 9, 2025, 8:00 a.m. to 5:00 p.m.**, at the **Capiz Division Multi-Purpose Hall**.
2. The participants in this activity are the financial staff from each implementing unit in-charge of the preparation of budgetary reports. Attendance is a must. Participants will be divided into two (2) batches as shown in Enclosure No. 1. Please adhere to your respective schedule.
3. Participants are advised to bring their laptop, extension cords, 2024 BMS Program and copies of their SAROs, Sub-AROs and APSAs received for FY 2024.
4. A registration fee of **Five Hundred Fifty Pesos (P 550.00)** will be charged to each participant to cover expenses for food and training supplies. Registration fees and other allowable expenses of the participants are chargeable against the school MOOE subject to the usual accounting and auditing rules and regulations.
5. Immediate dissemination of and compliance with this Memorandum are desired.

FOR THE SCHOOLS DIVISION SUPERINTENDENT


LUZ U. BANSON EdD, CESE

OIC, Office of the Assistant Schools Division Superintendent
In-charge of the Division 

Encl.: None

Reference: As stated.

To be indicated in the Perpetual Index
under the following subject;

WORKSHOP REPORTS



Address: Banica, Roxas City
Contact Number: (036) 520 0696
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Enclosure No. 1 to DM No. 008, s. 2025

**WORKSHOP ON THE PREPARATION AND COLLECTION OF
FY 2024 YEAR-END BUDGET REPORTS**

| Date | List of School Participants |
|------------------------------|---|
| January 8, 2025 (Batch 1) | <ul style="list-style-type: none">• Arturo Jugo National High School• Bongsuan National High School• Cabug-cabug National High School• Camburanan National High School• Candelaria National High School• Capiz National High School• Casanayan National High School• Col. Patrocenio Artuz National High School• Commissioner Luis R. Asis National High School• Concepcion Castro Garcia National High School• Cuartero National High School• Dao National High School• David Moises Memorial High School (Balit National High School)• Don Felix Balgos Memorial National High School• Dr. Vicente V. Andaya, Sr. National High School• Dulangan National High School• Dimalag Central National High School• Estefania Montemayor National High School• Florentina Batoampo Degala National High School• Jose Diva Avelino National High School (Hipona NHS)• Ivisan National High School |



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| Date | List of School Participants |
|------------------------------|--|
| January 9, 2025 (Batch 2) | <ul style="list-style-type: none">• Jagnaya National High School• Jamindan National High School• Leodegario De Ocampo, Sr. National High School (formerly Capagao National High School)• Lucero National High School• Maayon National High School• Macario Delfin Bermejo National High School (Jaena Norte)• Maindang National High School• Malonoy National High School• Mambusao East National High School (Extension of David Moises Memorial High School)• Mambusao National High School (David Moises National High School - Mambusao West Extension)• Manuel F. Onato Memorial High School• Marciano Patricio National High School (formerly Pilar National High School)• Mayor Ramon A. Benjamin, Sr. Memorial High School• Panitan National High School• Pontevedra National High School• Putian National High School• San Nicolas National High School, Pilar• San Nicolas National High School, Tapaz• Sapián National High School• Tapaz National High School• Tuburan National High School - F. Degala National High School Extension |