



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

11 JUN 2025

DIVISION MEMORANDUM

No. 1263-s. 2025

**TRAINING - WORKSHOP ON THE PREPARATION, RECONCILIATION,
COLLECTION AND CONSOLIDATION OF MID-YEAR 2025
FINANCIAL AND BUDGETARY REPORTS**

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

1. To ensure the timely submission of accurate and complete consolidated Mid-Year financial and budgetary reports to all oversight agencies/offices, this Office shall conduct a **training - workshop on the preparation, reconciliation, collection and consolidation of mid-year 2025 financial and budgetary reports** on **July 2-4, 2025**. The venue will be announced later.
2. The participants in this activity are the financial staff from each implementing unit responsible for the preparation of financial and budgetary reports. Attendance is mandatory.
3. The following are attached to this memorandum.
 - a. Enclosure No. 1 – List of participants
 - b. Enclosure No. 2 – List of Program Management Team
4. Participants should bring with them the following:
 - a. Laptops and portable wi-fi;**
 - b. Financial Reports - Accounting:**
 - b.1 Pre-Closing Trial Balance as of June 30, 2025
 - b.2 Detailed Statement of Financial Position - as of June 30, 2025
 - b.3 Statement of Financial Position (Condensed) -as of June 30, 2025
 - b.4 Detailed Statement of Financial Performance - as of June 30, 2025
 - b.5 Statement of Financial Performance (Condensed) – as of June 30, 2025
 - b.6 Statement of Changes in Net Assets/Equity - as of June 30, 2025
 - b.7 Statement of Cash Flow - as of June 30, 2025
 - b.8 Receipt of NCA/Subsidy from National Government – as of June 30, 2025
 - b.9 Statement of NCAs Received - as of June 30, 2025



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- b.10 Statement of Management's Responsibility for Financial Statements - as of June 30, 2025
- b.11 Status of Tax Remittance Advice (TRA) issued (per allotment class)

c. For Budget Reports:

- c.1 Soft copy of BMS
- c.2 Printed copy of SAROs and Sub-AROs Received for FY 2025
- c.3 Printed copy of BMS Generated Annex A, Quick Status and FAR 1 (Current and Continuing)
- c.4 Enhanced Flash Report (encoded in the MS link)

5. To cover expenses for food and accommodation, a registration fee of **Four Thousand Six Hundred Pesos (P4,600.00)** shall be collected from each participant, chargeable against their local funds and subject to the usual accounting and auditing rules and regulations. Meanwhile, expenses for food and accommodation by SDO personnel involved in the activity shall be charged to the Division MOOE.

6. Travel and incidental expenses of participants may be charged against their respective local funds and are likewise subject to the usual accounting and auditing rules and regulations.

7. This memorandum serves as the Authority to Travel of the participants.

8. Immediate dissemination of and compliance with this Memorandum are desired.

ROEL F. BERMEJO

Schools Division Superintendent

Encl.: None

Reference: As stated.

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

WORKSHOP

REPORTS



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Enclosure No. 1 – List of Participants

	School	Name	Designation
1.	Arturo Jugo National High School	Melanie E. Paras	T-III/Designated Bookkeeper
2.	Bongsuan National High School	John Albern V. Sorolla	Administrative Assistant III
3.	Cabug-cabug National High School	Jose Ronaldo B. Golero	Administrative Assistant III
4.		Ma. Rita C. Golero	Administrative Assistant II
5.	Camburanan National High School	Joseph E. Dela Torre	T-III/Designated Bookkeeper
6.	Candelaria National High School	Jasmin V. Chu	Administrative Assistant II
7.	Capiz National High School	Alberth Justine D. Balgos	Accountant I
8.	Casanayan National High School	Renil A. Beria	Administrative Assistant III
9.	Col. Patrocenio Artuz National High School	Rosie Jean Fusin	Administrative Assistant III
10.	Commissioner Luis R. Asis National High School	Dino Raoul Gervacio B. Lubio	Administrative Assistant III
11.		Anafe Amacan	Admin Aide III
12.	Concepcion Castro Garcia National High School	Julius C. Ayopela Jr.	Administrative Assistant III
13.	Cuartero National High School	Annie P. Basamot	Administrative Assistant III
14.	Dao National High School	Judymar D. Berbanio	Administrative Assistant III
15.	David Moises Memorial High School	Zia Camille D. Alejaga	Administrative Assistant II
16.	Don Felix Balgos Memorial National High School	Jebalay Rose S. Bejo	Administrative Assistant III
17.	Dr. Vicente V. Andaya, Sr. National High School	Jean Margaret D. Feller	Administrative Assistant III
18.	Dulangan National High School	Randy D. Alo	Administrative Assistant III
19.	Dumalag Central National High School	Scarlette Anne A. Salazar	Administrative Officer II
20.	Estefania Montemayor National High School	Nieves C. Jallorina	Administrative Assistant III



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21.	Florentina Batoampo Degala National High School	Lorena Degala	Administrative Assistant III
22.	Jose Diva Avelino National High School (Hipona NHS)	Leonidas H. Mallillin	Administrative Assistant III
23.	Ivisan National High School	Jelly B. Villagrancia	Accountant I
24.	Jagnaya National High School	Jenet Claudine L. Lago	Administrative Assistant III
25.	Jamindan National High School	Juna F. Beatizula	Administrative Assistant III
26.	Leodegario De Ocampo, Sr. National High School	Mary Rose B. Dorado	Administrative Assistant III
27.	Lucero National High School	Lyn V. Espino	Administrative Assistant III
28.	Maayon National High School	Aldrin D. Deleña	Administrative Assistant III
29.	Macario Delfin Bermejo National High School	Karen N. Gabrido	Administrative Assistant III
30.	Maindang National High School	Cendy M. Soliman	Administrative Assistant III
31.	Malonoy National High School	Ma. Ruby E. Brinosa	Administrative Assistant III
32.	Mambusao East National High School	Merryll C. Young	Administrative Assistant III
33.	Mambusao National High School	Randy A. De Juan	Administrative Assistant III
34.	Manuel F. Onato Memorial High School	Florencio L. Montero	Administrative Assistant III
35.	Marciano Patricio National High School	Chona B. Basinillo	Administrative Assistant III
36.	Mayor Ramon A. Benjamin, Sr. Memorial High School	Mary Grace S. Bajon	Administrative Assistant III
37.	Panitan National High School	Janet D. Mallillin	Administrative Assistant III
38.	Pontevedra National High School	Sheryl C. Villamor	Administrative Assistant III
39.	Putian National High School	Dexter O. Fantilaga	Administrative Assistant II
40.	San Nicolas National High School, Pilar	Faith J. Manguardia	Administrative Assistant III
41.	San Nicolas National High School, Tapaz	Raidez G. Lacro	Administrative Assistant III



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42	Sapian National High School	Sarah Mae P. Pelaez	Administrative Assistant II
43	Tapaz National High School	Romelyn G. Martinete	Administrative Assistant III
44	Tuburan National High School	Melvin Derramas	Administrative Assistant III



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Enclosure No. 2 – List of Program Management Team

Roles	Persons Involved
Overall Program Lead	Roel F. Bermejo Schools Division Superintendent Luz U. Banson OIC, Office of the Assistant Schools Division Superintendent
Training Managers	Cecil Joy D. Diocson Administrative Officer V – Budget Denmark L. LLanera Accountant III
Workshop Facilitators	Viene Dee D. Calizo Administrative Assistant III Jamie Rose C. Magsila Admin Aide I Antonio A. Core, Jr. Administrative Assistant III Cerelo A. Villagrancia Admin Aide VI
Registration	Marjorie A. Bayhon Administrative Officer IV – Cash
Attendance and Certificates	Marie Joe A. Alaba Administrative Assistant III
Documentation and Venue	Arnel D. Bentazal Administrative Assistant III