



Department of Education




Region V
DIVISION OF CAMARINES SUR

Freedom Sports Complex, San Jose, Pili, Camarines Sur

Tele/Fax 477-33-54

DIVISION MEMORANDUM No. 320

To : Assistant Schools Division Superintendent - Secondary
School Principals of Fiscally Autonomous Schools
School Accountants and Bookkeepers of Fiscally Autonomous Schools
Others who will assist in the Preparation of CY 2016 Financial Reports

From :  **ARNULFO M. BALANE, CESO V**
Schools Division Superintendent *ae*

Subject : DIVISION CONFERENCE IN CONNECTION WITH THE
FORTHCOMING PREPARATION OF CY 2016 YEAR-END
FINANCIAL REPORTS

Date : December 5, 2016

Please be advised that there will be a conference on **December 8, 2016 8:00 AM – 5:00 PM** at the Rodriguez National High School Multi-Purpose Hall, Cadlan, Pili, Camarines Sur.

The objectives of this conference are as follows:

1. Re-orient the participants of the required Reports/Statements for submission to the Division Office, COA, and other oversight agencies as well as the deadlines.
2. Status of reports submitted by schools as of November 30, 2016
3. Common observations/findings of the COA on the reports/documents submitted.
4. Orient the newly-hired Senior Bookkeepers of their functions and duties.
5. Discuss the new forms and templates of reports mandated in the Government Accounting Manual (GAM).
6. Address other related issues and concerns.

Participants to the said conference are:

Principals of Fiscally Autonomous Schools – morning session only (8:00am-12:00 nn)
Accountants/Bookkeepers of Fiscally Autonomous Schools – 8:00 am – 5:00 pm
Other Personnel in the Division Office and Fiscally Autonomous Schools who are involved or will assist in the preparation of CY 2016 financial reports – 8:00 – 5:00 pm

Attendance is a must. Participants are advised to come on time.

Travelling and incidental expenses, if any, shall be charged against MOOE fund subject to the usual accounting and auditing rules and regulations.

For strict compliance.