



Republic of the Philippines  
**Department of Education**  
REGION X- NORTHERN MINDANAO  
DIVISION OF MALAYBALAY CITY

DM 2023-06-242  
DEPED MALAYBALAY CITY DIVISION  
RELEASED  
DATE: 6/29/23 TIME: 10:31  
BY:

**DIVISION MEMORANDUM**

NO. 242, s. 2023

TO: Implementing Units Staff  
Accounting and Budget Unit  
All Others Concerned

FROM:   
**CHERRY MAE L. LIMBACO-REYES**  
Schools Division Superintendent

DATE: June 27, 2023

SUBJECT: **DIVISION WORKSHOP ON THE PREPATION, RECONCILIATION AND SUBMISSION OF MY 2023 MID-YEAR FINANCIAL REPORTS**

1. To ensure timely submission of all required and accurate financial reports, the Office of the Schools Division Superintendent through the Finance Services shall conduct a workshop on **July 3-4, 2023 8:00am** at *Buzzstop Catering Services, Casisang Malaybalay City Bukidnon*.
2. The expected participants of the activity are the 3 Secondary Implementing Units financial staff together with the Accounting and Budget Unit personnel of the Division Office.
3. The objectives of this activity are the following:
  - i. Facilitate the preparation, review, and submission of Consolidated CY 2023 Mid-Year Financial and Budgetary Reports utilizing the EFRS and EMBS Consolidators respectively;
  - ii. Serve as a venue to discuss the uniform implementation of significant procedures and policies among those involved in the management of financial resources for efficient implementations of DepEd programs and project; and
  - iii. Address other related financial issues.
4. Travelling expenses of the participants shall be charged against the School MOOE subject to the existing accounting and auditing policies, rules and regulations.
5. For compliance.

Enclosure: Official List of Participants



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**Enclosure No. 1 - Official List of Participants**

<b>NO.</b>	<b>FULL NAME</b>	<b>SCHOOL/STATION</b>	<b>POSITION</b>
<b>Participants</b>			
1	Gerardo C. Pasia, Jr.	Bangcud NHS	Administrative Assistant III
2	Feonna J. Casinabe	Bangcud NHS	Administrative Assistant II
3	Normelyn C. Lumile	Bangcud NHS	Administrative Assistant II
4	Lorna Bethel Rae M. Lapeciros	Bukidnon NHS	Administrative Officer II
5	Led Elizabeth L. Decoran	Bukidnon NHS	Administrative Assistant III
6	Anna Angela C. Saplot	Bukidnon NHS	Administrative Assistant II
7	Ruel T. Brigole	Managok NHS	Administrative Officer II
8	Meshelle L. Cadangan	Managok NHS	Administrative Assistant III
9	Jecel L. Tugade	Managok NHS	Administrative Assistant II
10	Rhysa Cyle C. Rosalejos	Division Office - Accounting Unit	Accountant III
11	Roxel G. Oplenaria	Division Office - Accounting Unit	Administrative Assistant III
12	Waldemar D. Padla	Division Office - Accounting Unit	Administrative Assistant III
13	Janice M. Bautista	Division Office - Accounting Unit	Administrative Assistant III
14	Merafel Cris B. Maque	Division Office - Accounting Unit	Administrative Assistant III
15	Junnie Von B. Tandayag	Division Office - Accounting Unit	Administrative Assistant III
16	Henry M. Cipriano, Jr.	Division Office - Accounting Unit	Administrative Assistant III
17	Lourenil M. Lim	Division Office - Accounting Unit	Administrative Assistant III
18	Cherry Faye T. Peligrino	Division Office - Accounting Unit	Administrative Assistant II
19	Nelvin H. Armeclin	Division Office - Accounting Unit	Administrative Assistant II
20	Norain N. Patara	Division Office - Accounting Unit	Trainee/Intern
21	Sibyl L. Maputi	Division Office - Budget Unit	Administrative Officer V
22	Mayela Lou A. Mellomida	Division Office - Budget Unit	Administrative Assistant III
23	Darry M. Tuminao	Division Office - Budget Unit	Administrative Assistant I