



Republic of the Philippines  
Department of Education  
REGION IV-A CALABARZON  
CITY SCHOOLS DIVISION OF BIÑAN CITY

DEPARTMENT OF EDUCATION  
Schools Division of Biñan City  
RECORDS SECTION

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**DIVISION MEMORANDUM**

No. 297, s. 2023

**CONDUCT OF DIVISION PREPARATION AND CONSOLIDATION FOR CY 2023  
MID-YEAR REPORTS**

To: OIC - Assistant Schools Division Superintendent  
Chief, School Governance and Operations Division  
Chief, Curriculum Implementation Division  
All Implementing Units' Senior Bookkeepers

1. In compliance with the Regional Memorandum No. 329 s. 2023, the Finance Section, will conduct the Division Preparation and Consolidation for CY 2023 Mid-Year Reports on July 5-6, 2023. Venue to be announced on a separate memorandum.
2. The activity aims to:
  - a. Prepare, review, reconcile, and consolidate the Financial Reports of the Division Office.
  - b. Discuss issues and concerns regarding the preparation of the Financial Reports of the Implementing Units.
  - c. To ensure the timely submission and accurate presentation of SDO Biñan City's Financial Reports to the Commission on Audit, Regional Offices, and other overseeing bodies.
3. The participants in this said activity are all Implementing Units' Senior Bookkeepers.
4. Participants are expected to bring a laptop, extension cord, and relevant documents.
5. Registration fee of Four Thousand Pesos (P4,000.00) shall be charged against Division and School Maintenance and Other Operating Expenses (MOOE) subject to the usual budgeting, accounting, and auditing rules and regulations.
6. For inquiries and other concerns, kindly coordinate with Mr. Darwin S. Malapaya, Administrative Officer V- Budget Officer III @ [darwin.malapaya001@deped.gov.ph](mailto:darwin.malapaya001@deped.gov.ph) and Ms. Olivia E. Miranda, Accountant III @ [maolivia.miranda@deped.gov.ph](mailto:maolivia.miranda@deped.gov.ph)



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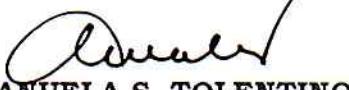
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7. Immediate and widest dissemination of this Memorandum is desired.

  
**MANUELA S. TOLENTINO, CESO V**  
Schools Division Superintendent

Encl: None

Reference: As stated

OSDS/ACCT / MOEM / ECM / DM – Conduct of Division Preparation and Consolidation for CY 2023 Mid-Year Reports  
/ 06/26/2023



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