



DEPARTMENT OF EDUCATION
Schools Division of Biñan City
RECORDS SECTION

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

28 DEC 2021

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DIVISION MEMORANDUM

No. 554, s. 2021

**WORKSHOP ON THE PREPARATION FOR CONSOLIDATION OF FY 2021
FINANCIAL AND ACCOUNTABILITY REPORTS**

To : Assistant Schools Division Superintendent
Chief, School Governance and Operations Division
Chief, Curriculum Implementation Division
All Senior Bookkeepers

1. In connection with the Regional Year-End activity for the Consolidation of FY 2021 Financial and Accountability Reports, this office, through the Accounting and Budget Unit, announces the conduct of Workshop on the Preparation for Consolidation of FY 2021 Financial and Accountability Reports on January 3-4, 2022, at SDO 4th Floor, 8:00AM- 5:00PM.
2. Participants of this activity are the Senior Bookkeepers of Implementing Units.
3. All participants shall bring the necessary documents and data needed for the preparation of the reports.
4. Expenses incurred relative to the activity shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
5. For questions and clarifications, kindly contact Mr. Darwin S. Malapaya, Administrative Officer V @ darwin.malapaya001@deped.gov.ph and Ms. Olivia E. Miranda, Accountant III @ maolivia.miranda@deped.gov.ph
6. Immediate dissemination of this Memorandum is desired.

EDNA FAURA-AGUSTIN

Schools Division Superintendent

Encl: None

Reference: None

OSDS/ACCT / DM-Workshop on the Preparation for Consolidation of
4292 / FY 2021 Financial and Accountability Reports
12/28/2021



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