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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  
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28 DEC 2021

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28 Dec 2021

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 4<sup>th</sup> 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](mailto:darwin.malapaya001@deped.gov.ph) and Ms. Olivia E. Miranda, Accountant III @ [maolivia.miranda@deped.gov.ph](mailto: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  
FY 2021 Financial and Accountability Reports  
4292 / 12/28/2021

  
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