



Republic of the Philippines  
**Department of Education**  
REGION III  
SCHOOLS DIVISION OFFICE OF BATAAN

**DIVISION MEMORANDUM**

No. 345, s. 2023

SEP 25 2023

**Changes in Division Memorandum No. 342, S. 2023 Titled:  
"3RD QUARTER DIVISION CONSOLIDATION OF CY 2023 FINANCIAL  
ACCOUNTABILITY REPORTS"**

To: Senior Bookkeepers – Fiscally Autonomous Schools  
Accountant I – Bataan School of Fisheries  
Accountant III  
SDO Finance Team  
All Others Concerned

1. This Office informs all Senior Bookkeepers and Accountant I that a **3<sup>rd</sup> Quarter Division Consolidation of FY 2023 Financial Accountability Reports will be held at Division Office – Bulwagan ng mga Bayani at Banal on October 3 to 5, 2023 at 8:00 am to 5:00 pm.**

DATE	ACTIVITY
OCTOBER 3, 2023	Checking and Finalization of individual Financial Reports and supporting schedules, BMS.
OCTOBER 4, 2023	Submission of individual Financial Reports & FARS and all supporting schedules, BMS & URS.
OCTOBER 5, 2023	Consolidation of Reports

2. This activity aims:

- to adapt the highly technical way of presentation and consolidation of Financial Reports and supporting schedules that will help the agency in monitoring the performance;



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- to ensure that financial integrity will be obtained upon proper presentation of the reports;
  - to ensure timely submission of the division consolidated 3<sup>rd</sup> quarter financial and budgetary reports and schedules to the Regional Office; and
  - to develop a good and harmonious working relationship among finance personnel.
3. **Meals** of One Thousand Two Hundred pesos (Php 1,200.00) for 3 days are required to cover meals and venue chargeable against SCHOOL MOOE (IU's).
4. Additional participant/s:

	NAME	POSITION	DISTRICT
1	KRIZA L. LOYOLA	ADAS III/SENIOR BOOKKEEPER	MORONG NHS

5. The Division Memorandum will serve as Authority to Travel of the Participant/s.
6. Coming on time and complete attendance is required.

**CAROLINA S. VIOLETA, EdD, CESO VI**  
Schools Division Superintendent

Reference:

To be indicated in the Perpetual Index  
under the following subjects:

PERFORMANCE	RECORDS
SCHOOLS	DATA