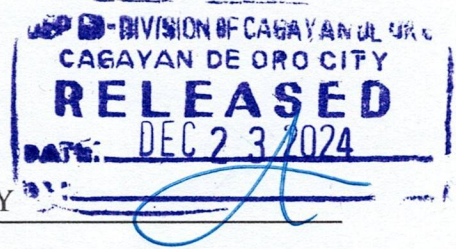




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

20 December 2024

OFFICE MEMORANDUM

No. 216 s.2024

TO: Arnel A. Calubag, CPA
Romiel S. Vallente
Vanessa Grace V. Amomonpon
Cenisa B. Baruel
Karen Bernadette B. Borres
Faith C. Cadavos
Edwin Carl N. Canios
John Errol P. Capinig
Jennifer B. Dadole
Christian Ray D. Dalos
Donnacelle F. Ernacio
Charisse C. Udang

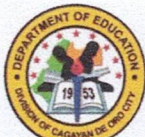
Accountant III
AO-V/ Budget Officer
ADAS III
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**REGIONAL WORKSHOP ON THE RECONCILIATION OF ACCOUNTS AND
PREPARATION OF CY 2024 YEAR-END FINANCIAL REPORTS**

1. You are hereby directed to attend the **Regional Workshop on the Reconciliation of Accounts and Preparation of CY 2024 Year-end Financial Reports** to be conducted by the Finance Division on **January 9-15, 2025**, hosted by the Division of El Salvador City at **Chali Resort and Conference Center**, Cugman, Cagayan de Oro City.
2. The expected participants of the activity are the Division Accountants, Division Budget Officers, Financial Staff assigned in the preparation and submission of the required reports, and bookkeepers of the 42 Secondary School IU's. Check-in is on January 9 at 2:00pm, while check-out is on January 15, after breakfast.
3. The participants' registration fee of **P12,000.00**, travel expenses, and other incidentals are chargeable against local funds, subject to the usual budgeting, accounting and auditing policies, rules and regulations.
4. For your information and compliance.

ROY ANGELO E. GAZO
Schools Division Superintendent

DM-002-OSDS-FIN-ACCTG-(JDB)



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