



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

Office of the Schools Division Superintendent



24 June 2025

DIVISION MEMORANDUM

No. 516 s.2025

REGIONAL WORKSHOP ON THE RECONCILIATION OF ACCOUNTS
AND THE PREPARATION OF CY 2025 CONSOLIDATED MIDYEAR
FINANCIAL REPORTS

TO: Arnel A. Calubag, CPA
Edwin Carl N. Canios
Donnacelle F. Ernacio
Christian Ray D. Dalos
Hazel Joy P. Zambrano
Jason A. Rabanes

1. Pursuant to the Regional Memorandum No.462, s. 2025 dated June 17,2025, Re: **Regional Workshop on the Reconciliation of Accounts and the Preparation of CY2025 Consolidated Midyear Financial Reports** on July 14-18,2025 at Panaon Misamis Occidental.
2. The expected participants of the activity are the division accountants, division budget officers, secondary IUs bookkeepers, and financial staff assigned in preparing and submitting the required reports. Check-in is on July 14, at 2:00pm., and the first meal to be served will be afternoon snacks. Check-out is on July 18, after lunch.
3. All SDOs shall strictly comply with the submission of all reports on time. The deadline for the submission is on July 17, 5:00pm.
4. Registration fee including travel expenses and other incidentals, is chargeable against local funds, subject to usual accounting and auditing rules and procedures.
5. In adherence to Equal Opportunity Principle (EOP), inclusive and fair treatment is accorded to all personnel regardless of disability, sexual orientation, gender, age, religion, and ethnicity.
6. For your information and compliance.

ROY ANGELO E. GAZO
Schools Division Superintendent



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Telephone: (088) 855-0044, (088) 855-0047, (088) 328-2142
Email Address: cagayandeoro.city@deped.gov.ph
Website: <https://depedcdo.net/>

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