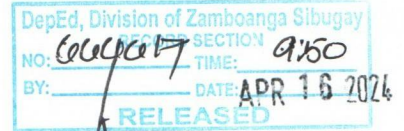




Republic of the Philippines
Department of Education
REGION IX
SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY



15 April 2024

DIVISION MEMORANDUM

No. 192, s. 2024

**UPDATES AND REORIENTATION/WORKSHOP
FOR BOOKKEEPERS AND DISBURSING OFFICERS
OF IMPLEMENTING UNITS**

To: Assistant Schools Division Superintendent
School Heads
Bookkeepers of IUs
All Others Concerned
This Division

1. In compliance to Government Accounting Manual (GAM) and for exigency in the submission of monthly, quarterly and annual financial reports, a two-day workshop will be conducted to reorient and update the bookkeepers on April 25-26, 2024, 8:00 AM to 5:00 PM, at Conference Room, Division Office.
2. This workshop aims to achieve and address the following:
 - a. Accounting Entries;
 - b. Comparison of balances among the following monthly/quarterly reports:
 - i. Trial Balance
 - ii. NCA Received/Utilization
 - iii. Summary of TRA
 - iv. FAR 4 – Monthly Report of Disbursements
 - v. FAR 5 – Quarterly Report of Revenue and Other Receipts
 - vi. Status of Service Fees Collected and Deposited to BTr
 - vii. Report on Cash-Treasury Agency/Deposit, Regular
 - c. Timely submission of monthly accounting reports;
 - d. Prior year restatement of a Comparative Trial Balance; and
 - e. Prior year restatement of a Comparative Statement of Changes in Net Assets/Equity
 - f. SAOB
 - g. Flash Report
 - h. FAR's (1, 1-A, 1-B) – BMS, Manual & URS
 - i. Agency Performance Report Review (APRR)
 - j. Requirements for request of NCA, Sub-ARO & SARO
3. Selected participants are required to bring laptop, extension wire, soft copies of Accounting Reports including RADAI and RCI, bank's Statement of





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Accounts, and other related financial data.

4. Travelling, meals and other incidental expenses shall be charged to school local funds/MOOE subject to usual accounting, budgeting and auditing rules and regulations.
5. The list of participants is attached herewith.
6. For immediate dissemination and compliance.

VIRGILIO P. BATAN JR., CESO V
Schools Division Superintendent

Reference: GAM

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

OFFICIALS	WORKSHOP
EMPLOYEES	ORIENTATION

ZS-DM-OSDS-ACCTG-2024-04-041-0
MGL20240415





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SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY

Enclosure A to Division Memorandum No. _____, s. 2024

List of Participants

Name	School
1. Merka Alsree	Alicia NHS
2. Mae D. Cercado	Alicia NHS
3. Analiza C. Demiar	Francisco Ramos NHS (Buayan NHS)
4. Davison L. Austria	Francisco Ramos NHS (Buayan NHS)
5. Jonalou S. Nadal	Diplahan NHS
6. Romulo T. Miro	Diplahan NHS
7. Arlene Cuadras	Imelda NHS
8. Gizelle D. Cercado	Imelda NHS
9. Grace R. Erasmo	Ipil NHS
10. Lulu C. Presidente	Ipil NHS
11. Jane Malou B. Deiparine	Kabasalan NHS
12. John Vimelou B. Danda	Kabasalan NHS
13. John Bob Teves	Malangas NHS
14. Marklhoel P. Cabilangan	Malangas NHS
15. Iren Hapona	Naga NHS
16. Jenelyn P. Payag	Naga NHS
17. Melvin Conturno	Olutanga NHS
18. Jovelyn H. Cotillar	Olutanga NHS
19. Vel Anthony Sumignan	Siay NHS
20. Judylyn M. Eguia	Siay NHS
21. Jenny Maquilan	Sta. Clara NHS
22. Bernandita Guinit	Sta. Clara NHS
23. Jasmin Porras	Surabay NHS
24. Marissa C. Sisican	Surabay NHS
25. Rodrigo Majorinos, Jr.	Talusan NHS
26. Jerriel B. Miñao	Talusan NHS
27. Aquiles Araneta	Titay NHS
28. Maryglou B. Enriquez	Titay NHS
29. Jocelyn Auza	Tungawan NHS
30. Jocelyn Andales	Tungawan NHS
31. Jenelyn T. Dacula	Zamboanga Sibugay NHS
32. Darlene Ivy Regula	Zamboanga Sibugay NHS

