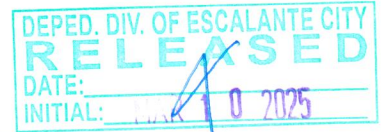


FILE



Republic of the Philippines  
**Department of Education**  
REGION VI – WESTERN VISAYAS  
**SCHOOLS DIVISION OF ESCALANTE CITY**



March 10, 2025

**DIVISION MEMORANDUM**

No. 160 s, 2025

**WORKSHOP-CONFERENCE FOR THE SUBMISSION OF 1st QUARTER BUDGET AND FINANCIAL ACCOUNTABILITY REPORTS (BFARs)**

TO: OIC- Assistant Schools Division Superintendent  
Secondary IUs School Heads  
Administrative Assistant III (Senior Bookkeeper) in IUs  
Budget Section Personnel  
All Others Concerned

1. The Office of the Schools Division Superintendent, through the Budget Section, will conduct a **Workshop - Conference for the Submission of 1st Quarter Budget and Financial Accountability Reports (BFARs)** on **April 7, 9:00 AM at Escalante National High School, Brgy. Alimango, Escalante City.**
2. The participants to this activity are the **Budget Section Personnel** and **Secondary Senior Bookkeepers/Designated Bookkeeper.**
3. Participants are expected to bring the following:
  - a. FAR 1 as of March 31, 2025;
  - b. FAR 1A as of March 31, 2025;
  - c. FAR 1 B as of March 31, 2025;
  - d. APSAs and LROs received;
  - e. Laptop;
  - f. Extension Wire; and
  - g. Wifi Modem
4. Escalante National High School, being the host school for this activity is responsible for the food and accomodation while other incidental expenses shall be chargeable against respective School/Division MOOE/local funds subject to the usual accounting and auditing rules and regulations.
5. For immediate dissemination and compliance.

**PETER J. GALIMBA**  
OIC, Schools Division Superintendent

Reference : As stated  
Enclosure : As stated  
Allotment : Division Order No. 1, 2019  
To be indicated in the perpetual index under the following subjects:  
BUDGET AND FINANCIAL ACCOUNTABILITY REPORTS  
**KC - OSDS-Budget**

Para sa Kampeon na Escalantehanon, SIGE (Sustainable Initiatives Geared towards Excellence), Escalante, Sa SDO Escalante, May Kaagapay Ka!

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