



December 30, 2025

**DIVISION MEMORANDUM**

No. 001 s, 2025

**WORKSHOP-CONFERENCE ON THE SUBMISSION OF CY 2025 BUDGET  
AND FINANCIAL ACCOUNTABILITY REPORTS (BFARs)**

TO: OIC-Assistant Schools Division Superintendent  
 All Secondary Implementing Units School Heads  
 All Senior/Designated Bookkeepers  
 All Budget Unit Staff  
 All Others Concerned

1. In preparation for the Regional Workshop on the Submission of CY 2025 Budget and Financial Accountability Reports (BFARs), this office, through the Budget Unit, will conduct a Division Workshop- Conference with all the Secondary Bookkeepers on **January 08, 2026, 9:00 AM** at **The Gabriela Hall, ECES Compound, Escalante City.**
2. The participants to this activity are all the Budget Unit Staffs and all Senior/Designated Bookkeepers III.
3. The participants are enjoined to bring laptops, extension cords and BFARs 1, 1A, and 1B as of December 31, 2025.
4. Old Poblacion National High School, being the host school for this activity, is responsible for the food and accommodation.
5. Food, travel and other incidental expenses are chargeable against School/Division MOOE subject to the usual accounting and budgeting rules and regulations.
6. Attendance is a must.
7. For immediate dissemination and compliance.

  
**PETER M. CALIMBA**  
 OIC, Schools Division Superintendent

Reference : As stated

Enclosure : Annex A

Allotment : Division Order No. 1, 2019

To be indicated in the perpetual index under the following subjects:

BUDGET EXECUTION DOCUMENTS

**KC - OSDS-Budget**

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