



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION
SCHOOLS DIVISION OF ESCALANTE CITY



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 accomodation.
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 J. GALIMBA
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