



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



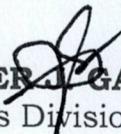
January 21, 2026

DIVISION MEMORANDUM
No. 032 s, 2026

**FINANCE STAFF CONFERENCE AND ONLINE
ENGAGEMENT TO THE 39TH NATIONAL SEMINAR WORKSHOP
ON THE CONSOLIDATION OF FINANCIAL YEAR-END
REPORTS (CY 2025)**

TO: OIC-Assistant Schools Division Superintendent
All School Heads
All Finance Staff Personnel
All Others Concerned

1. In participation with the live broadcast of the 39th National Seminar-Workshop on the Consolidation of Financial Year-End Reports (CY 2025), this office, through the Budget Office, is pleased to announce the conduct of the above-titled activity on January 28-29, 2026, at the Gabriela Hall, Old SDO Compound.
2. This activity will help enhance the capabilities of finance personnel in preparing and consolidating financial reports and keeping them updated on relevant financial management issues and allowing them to discuss concerns with experts from various government agencies.
3. Attached are the list of participants and the seminar-workshop matrix.
4. Participants are advised to bring the following:
 - a. Laptop and
 - b. Extension Cord
5. A Registration Fee of P 1,000.00 shall be collected from each secondary implementing unit to augment the funds pre-collected from the non-implementing units.
6. Food, travel and other incidental expenses are chargeable against School/Division MOOE subject to the usual accounting and budgeting rules and regulations.
7. Attendance is mandatory.


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:
FINANCE STAFF CONFERENCE
KC - OSDS-Budget

Para sa Kampeon na Escalanahanon, SIGE (Sustainable Initiatives Geared towards Excellence), Escalante, Sa SDO Escalante, May Kaagapay Kal

Escalante City, Negros Occidental, Philippines

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Annex A

**PARTICIPANTS TO FINANCE STAFF CONFERENCE AND ONLINE
 ENGAGEMENT TO THE 39TH NATIONAL SEMINAR WORKSHOP
 ON THE CONSOLIDATION OF FINANCIAL YEAR-END
 REPORTS (CY 2025)**

School/Office	No. of Pax
SDO (OSDS)	
Budget	4
Accounting	7
Cash Unit	2
Procurement	2
Supply	4
Schools	
Administrative Officers II	26
Project Development Officers I(PDO-I)	5
Finance Staffs in:	
Buenavista NHS	4
Dian-ay NHS	4
Escalante NHS	4
Mabini NHS	4
Old Poblacion NHS	3
Tamlang NHS	3
Total	72

Annex B

Matrix

Day 1		
Time	Activity	Responsible Person
7:30 – 8:00	Registration	Accounting Office
8:00 – 8:30	Preliminaries	Nerrisel L. Mahidlawon Administrative Officer II
8:30 – 9:00	Statement of Objectives and Purpose	Kathy S. Cinco Administrative Officer V (Budget)
9:00 – 12:00	Participation in the 39 th National Workshop on the Consolidation of Financial Year-End Reports	All Participants
12:00 – 12:45	Health Break	
12:45 – 1:00	MOL	Escalante NHS, Dian-ay NHS and Tamlang NHS Finance Staffs

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1:00 – 2:30	Accounting Office: Reports, Challenges, and Key Concerns	Leizzamar V. Bayadog Accountant III
2:30 – 3:00	Open Forum	Moderator: Jennifer C. Coniendo Administrative Assistant III
3:00 – 4:30	Supply Office Matters: Recent Updates and Developments	Desiree L. Miano Administrative Officer IV (Supply)
4:30 – 5:00	Open Forum	Moderator: Lilibeth C. Moboayen Administrative Aide VI
Day 2		
Time	Activity	Responsible Person
7:30 – 8:00	Registration	Supply Office
8:00 – 8:30	MOL	Project Development Officers
8:30 – 10:00	Updates, Challenges, and Matters of Concern in the Budget Office	Kathy S. Cinco Administrative Officer V (Budget)
10:00 – 10:30	Open Forum	Moderator: Honeylie L. Hermosada Administrative Assistant III
10:30 – 12:00	Impact of ICT on Financial Reporting and Compliance	Jesrom John Shemhameforash P. Pasilan Administrative Assistant I
12:00 – 12:45	Health Break	
12:45 – 1:00	MOL	Mabini NHS, OPNHS and Buenavista NHS Finance Staffs
1:00 – 2:30	Final Overview of RA 12009	Atty. Finserglenn Choclit P. Lopez Legal Officer
2:30 – 3:00	Open Forum	Moderator: Mercy Grace S. Alegado
3:00 – 3:45	Cash Unit: Updates and Concerns	Harry John C. Jarina Administrative Officer IV (Cash)
3:45 – 4:00	Open Forum	Moderator: Jugine L Pugales Administrative Assistant III
4:00 – 5:00	Closing Ceremony	Cluster I Administrative Officers

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