



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 39<sup>TH</sup> 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 39<sup>th</sup> 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 Escalantehanon, SIGE (Sustainable Initiatives Geared towards Excellence), Escalante, Sa SDO Escalante, May Kaagapay Ka!

Escalante City, Negros Occidental, Philippines  
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**Annex A**

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

School/Office	No. of Pax
<b>SDO (OSDS)</b>	
Budget	4
Accounting	7
Cash Unit	2
Procurement	2
Supply	4
<b>Schools</b>	
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
<b>Total</b>	<b>72</b>

**Annex B**

**Matrix**

<b>Day 1</b>		
<b>Time</b>	<b>Activity</b>	<b>Responsible Person</b>
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 <sup>th</sup> 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. Coniando 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
<b>Day 2</b>		
<b>Time</b>	<b>Activity</b>	<b>Responsible Person</b>
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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