



Republic of the Philippines
Department of Education
REGION IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

UPLOADED
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DM 1096-24

26 December 2024

DIVISION MEMORANDUM
DM No. 1096, s. 2024

DIVISION PRE-CONSOLIDATION OF FY 2024 YEAR-END FINANCIAL REPORTS

To: Assistant Schools Division Superintendents
Secondary School Heads of Implementing Units
Accountants and Senior Bookkeepers of Implementing Units
All Other Concerned

1. In preparation for Regional Seminar-Workshop on the Preparation of FY 2024 Year-End Financial Reports, this Office will conduct a pre-consolidation of financial reports on **January 2 - 7, 2025** at the Division Office - Accounting Section. The Accountants and Senior Bookkeepers of Implementing Units are scheduled per batch each day for the submission and checking of their reports.
2. This activity aims to:
 - a. discuss and address the issues and concerns relative to the preparation and consolidation of FY 2024 Year-End Financial Reports;
 - b. discuss the uniform implementation of finance-related procedures and policies; and
 - c. consolidate and submit timely, complete, and accurate year-end financial reports.
3. Participants are expected to **follow their schedule strictly**. Attendance is a must and representatives are not allowed. The detailed schedule per batch may be accessed through this QR code:



DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164,
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4. Participants are expected to bring their own laptop, calculator, CDs, and bond papers. They are also advised to bring printer/s and extension wire/s per batch.
5. Travelling expenses are chargeable to the respective school MOOE and subject to usual auditing rules and regulations.
6. Immediate dissemination and strict compliance with this Memorandum is desired.

ROMMEL C. BAUTISTA, CESO V.
Schools Division Superintendent

Accahm12/26/2024

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