



Republic of the Philippines  
**Department of Education**  
REGION III  
SCHOOLS DIVISION OF BULACAN

October 3, 2024

DIVISION MEMORANDUM

No. 431, s. 2024

To: Assistant Schools Division Superintendents  
Division Chiefs (SGOD and CID)  
Unit Heads  
Secondary IUs School Heads/Principals  
Accounting and Budget Unit Personnel  
Administrative Assistant III Concerned  
All Others Concerned

Preparation and Consolidation of the 3<sup>rd</sup> Quarter FY2024 Financial Reports in relation to the Implementation of **Project MACE** (**M**-entoring, **A**-dopting, **C**-apacity Building, **E**-mpowering)

1. This Office announces the conduct of the Preparation and Consolidation of the 3<sup>rd</sup> Quarter FY2024 Financial Reports in relation to the Implementation of **Project MACE** (**M**-entoring, **A**-dopting, **C**-apacity Building, **E**-mpowering) on October 8-9, 2024, starting 8:30 onwards at Sitio Lucia Resort Hotel and Training Center, Fidel De Jesus St., Pulong Buhangin, Sta. Maria, Bulacan.
2. The objectives of this activity are:
  - a. To enhance the proficiency of the finance personnel from IUs and staff from Accounting and Budget on the financial reporting process in the agency, including the tools and systems used during the reporting process;
  - b. To ensure that the participants understand the reporting requirements, including all the updates and changes in the regulations;
  - c. To reiterate the overall responsibility and accountability of Senior Bookkeepers; and
  - d. To prepare and submit the FY 2024 3<sup>rd</sup> Quarter Consolidated Financial Statements of the Division of Bulacan to the Regional Office.
3. Attached herewith is Enclosure no. 1 – Program Matrix
4. All Senior Bookkeepers are required to bring soft and hardcopies of the complete set of Financial Statements with attachments for the 3<sup>rd</sup> Quarter of FY 2024 in the reconciliation and consolidation. Participants are also advised to bring laptops and extension cables.





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5. Meals and accommodation of all the participants and transportation of the participants from the Division Office are to be charged against the Division MOOE. Only the transportation of the participants from the Implementing Units shall be charged against their respective school MOOE subject to the usual accounting and auditing rules and regulations.
6. 100% attendance of all Senior Bookkeepers are required.
7. If in case the Senior Bookkeeper cannot attend, he/she shall be represented by another non-teaching personnel from the same school.
8. This Memorandum serves as the Travel Authority of the participants.
9. Immediate and wide dissemination of this Memorandum is desired.

Accounting Unit  
October 3, 2024

  
NORMA P. ESTEBAN, EdD., CESO V  
Schools Division Superintendent 



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Enclosure No. 1 to Office Memorandum no. 431 s. 2024  
 Program Matrix

<b>DAY 1</b>		
<b>PROGRAM PROPER</b>		
8:30am to 9:00am (30 mins.)	Opening Prayer	Arlene B. Caparas <i>Administrative Assistant III</i> <i>Emcee</i>
	Philippine National Anthem	
	DepEd Bulacan Hymn	
	Checking of attendance and Ice Breaker	
	Opening Remarks	Norma P. Esteban, EdD., CESO V <i>Schools Division Superintendent,</i> <i>SDO Bulacan</i>
<b>ORIENTATION/WORKSHOP PROPER</b>		
<b>DISBURSEMENT PROCESS</b>		
<b>Schedule</b>	<b>Topics</b>	<b>Resource Person</b>
9:00am to 12:00noon	Books of Accounts and Registries: a. Journals (GJ, CRJ, CDJ, CKDJ) b. Ledgers (General, SL) c. Registries (RANCA and RAOD)  Basic Requirements for Disbursements and Required Certifications  Mode of Disbursements (ADA & MDS)  Authority to Disburse/Pay  Disbursement Voucher/Payroll  Reports of Checks Issued (RCI), List of Due and Demandable Accounts Payable – ADA (LDDAP-ADA)  Maintenance of Records  Reporting of Disbursements	Agnes M. Seifnezhad, CPA <i>Division Accountant</i>  Cecilia Protestante and Ivy Cabañan <i>ADASes III from Cashier Unit</i>



**Address:** Provincial Capitol Compound, Brgy. Guinhawa,  
City of Malolos, Bulacan

**Website:** <https://bulacandeped.com>

**Email:** [bulacan@deped.gov.ph](mailto:bulacan@deped.gov.ph)



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12:00nn to 1:00pm	LUNCHBREAK	
1:00pm to 1:15pm	ICE BREAKER	Arlene B. Caparas <i>Administrative Assistant III</i> Emcee
1:15pm to 5:00pm	Status Budget Utilization and Disbursements per Implementing Unit including SDO Proper	Alvin V. Suriben <i>Budget Officer</i>
6:00pm to 7:00pm	<b>DINNER</b>	
<b>DAY 2</b>		
8:30am to 9:00am (30 mins.)	Prayer	Arlene B. Caparas <i>Administrative Assistant III</i> Emcee
	Nationalistic Song	
	DepEd Bulacan Hymn	
	Checking of attendance and Ice Breaker	
9:00am to 12:00noon	Presentation of Outputs per Team Leader	<b>PANEL OF REACTORS</b> Angelita S. Manio, CPA <i>Regional Chief Administrative Officer</i>  Agnes M. Seifnezhad, CPA <i>Division Accountant</i>  Alvin V. Suriben <i>Budget Officer</i>
12:00 noon to 1:00pm	<b>LUNCH BREAK</b>	
1:00pm to 1:15pm	ICE BREAKER	Arlene B. Caparas <i>Administrative Assistant III</i> Emcee
1:15pm to 3:30 pm	Continuation of Presentation of Outputs per Team Leader	<b>PANEL OF REACTORS</b> Angelita S. Manio, CPA <i>Regional Chief Administrative Officer</i>  Agnes M. Seifnezhad, CPA <i>Division Accountant</i>  Alvin V. Suriben <i>Budget Officer</i>



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3:30pm to 3:15pm	HEALTH BREAK	
3:15pm to 4:30pm	Other Matters	
4:30pm to 5:00pm	Open Forum/ Ways Forward/ Agreements	