



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

January 2, 2025

DIVISION MEMORANDUM

No. 002, s. 2025

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

Year-end Preparation and Consolidation of 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 Year-end Preparation and Consolidation for the FY2024 Financial Reports in relation to the Implementation of **Project MACE** (**M**-entoring, **A**-dopting, **C**-apacity Building, **E**-mpowering) on January 6-7, 2025, starting 8:30 onwards at Sitio Lucia Resort Hotel and Training Center, Fidel De Jesus St., Pulong Buhangin, Sta. Maria, Bulacan.
2. The objective of this activity is to prepare the Consolidated Financial Statements and Budget Monitoring System for the year ended December 31, 2024.
3. All Senior Bookkeepers are required to bring soft and hardcopies of the complete set of Financial Statements with attachments for the Fiscal Year ended December 31, 2024. Participants are also advised to bring laptops and extension cables.
4. Meals and accommodation of the activity shall be charged against the SDO MOOE Funds while other related expenses are chargeable to local funds.
5. 100% attendance of all Senior Bookkeepers is required.
6. If in case the Senior Bookkeeper cannot attend, he/she shall be represented by another non-teaching personnel from the same school.



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7. Participants are required to wear business attire on January 7, 2025 during the Awarding Ceremony for the Most Outstanding Implementing Units in Financial Management.
8. This Memorandum serves as the Travel Authority of the participants.
9. Immediate and wide dissemination of this Memorandum is desired.


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

Accounting Unit
January 2, 2025 