



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

March 30, 2026

Division Memorandum  
No. 165, series 2026

To: Assistant Schools Division Superintendent  
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 1<sup>st</sup> Quarter FY 2026 Financial Reports in relation to the implementation of **Project FORWARD** (**F**-inancial, **O**-perations, **R**-eporting **W**-ith **A**-naysis, **R**-econciliation, **D**-ocumentation)

1. This Office announces the conduct of the Preparation and Consolidation of the 1<sup>st</sup> Quarter FY 2026 Financial Reports in relation to the Implementation of **Project FORWARD** (**F**-inancial, **O**-perations, **R**-eporting **W**-ith **A**-naysis, **R**-econciliation, **D**ocumentation) on April 07-08, 2026, starting at 8:30 AM, at 8 Waves Hotel, San Rafael, Bulacan.
2. The objectives of this activity are:
  - a. To scrutinize and review any unusual accounts in the Financial Statements, particularly in the recent audit findings from COA.
  - b. To make the necessary adjusting journal entries, supported by appropriate documentation, to correct errors in the books; and
  - c. To prepare and submit the accurate FY 2026 1<sup>st</sup> Quarter Consolidated Financial Reports for the Division of Bulacan.
3. All Senior Bookkeepers are required to bring soft the complete set of Financial Reports for the 1<sup>st</sup> Quarter of FY 2026 in the reconciliation and consolidation. Participants are also advised to bring laptops, internet connection and extension cables.
4. Meals and accommodation for all participants, as well as transportation of participants from the Division Office, are to be charged against the Division's 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.



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5. 100% attendance is required for all Senior Bookkeepers.
6. In case the Senior Bookkeeper cannot attend, he/she shall be represented by another non-teaching personnel from the same school.
7. This Memorandum serves as the Travel Authority of the participants.
8. Immediate and wide dissemination of this Memorandum is desired.

Budget Unit  
March 30, 2026

  
**CECILIA E. VALDERAMA, PhD, CESO VI**  
Schools Division Superintendent **A**