



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

June 03, 2026

DIVISION MEMORANDUM

No. 256, series 2026

**PREPARATION AND CONSOLIDATION OF THE 2ND QUARTER FY 2026
FINANCIAL REPORTS IN RELATION TO THE IMPLEMENTATION OF PROJECT
FORWARD
(F-INANCIAL, O-PERATIONS, R-REPORTING W-ITH A-NALYSIS, R-ECONCILIATION,
D-OCUMENTATION)**

To: Assistant Schools Division Superintendents
Division Chiefs (SGOD and CID)
Unit Heads
School Heads – Fiscal Autonomous Secondary Schools
Finance Personnel – Implementing Units
SDO Personnel
All Others Concerned

1. This Office announces the conduct of the Preparation and Consolidation of the 2nd 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 July 07-09, 2026, starting at 8:30 AM. On a venue to be announced.
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 2nd Quarter Consolidated Financial Reports and Budget Monitoring System for the Division of Bulacan.
3. All Senior Bookkeepers are required to bring the complete set of Financial Reports for the 2nd Quarter of FY 2026 in the reconciliation and consolidation. Participants are also advised to bring laptops, an internet connection, and extension cables.



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4. A registration fee of Five Thousand Two Hundred Pesos (Php5,200.00) per participant shall be charged to cover the expenses for food, venue, and accommodation. This must be paid to the SDO Cashier Section on or before June 22, 2026, with the check payable to **DEPED BULACAN TRUST FUND**.
5. Registration fees and travel expenses from Fiscally Autonomous Schools shall be charged against their respective **School MOOE**, while those of SDO Personnel shall be charged against the **Division MOOE**.
6. All expenses incurred in this activity shall be subject to the usual accounting and auditing rules and regulations.
7. 100% attendance is required for all Senior Bookkeepers.
8. This Memorandum serves as the Travel Authority of the participants.
9. Immediate and wide dissemination of this Memorandum is desired.

Budget Unit
June 03, 2026


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