



Republic of the Philippines
Department of Education
REGION III
TARLAC CITY SCHOOLS DIVISION

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2 January 2025

DIVISION MEMORANDUM
No. **001**, s. 2025

**DIVISION WORKSHOP ON THE RECONCILIATION AND CONSOLIDATION OF
CALENDAR YEAR 2024 YEAR-END FINANCIAL REPORTS**

To: Asst. Schools Division Superintendent
Division Chiefs
School Heads of Implementing Units
All Others Concerned

1. This is to inform the field on the Division Workshop on the Reconciliation and Consolidation of CY 2024 Year-End Financial Reports on January 6, 2025, Monday, 9:00 A.M. to 5:00 P.M. at Ilang-Ilang Conference Hall, Division Office.
2. The objective of the activity is to facilitate the review, reconciliation, and consolidation of the CY 2024 year-end financial reports.
3. Participants of this activity are the Division Accountant, Division Budget Officer, Finance Staff, and Senior Bookkeepers of Implementing Units who shall be equipped with laptop, strong internet connection and extension.
4. For any clarification or inquiry, contact Sacred-hail H. Medina, Administrative Officer V of the Budget Unit through email at sacredhail.medina@deped.gov.ph or at telephone number (045) 982-4514 loc. 1001.
5. Immediate and wide dissemination of this Memorandum is enjoined.

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MA. IRELYN P. TAMAYO, PhD, CESO V
Schools Division Superintendent

Encl: Activity N o n e
Reference: N o n e
To be indicated in the Perpetual Index
under the following subjects:
BUDGET, FUNDS
OSDS-BUDGET/SHM/January 2, 2025



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