



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS

June 17, 2026

DIVISION MEMORANDUM
No. 291, s. 2026

WORKSHOP ON THE PREPARATION AND CONSOLIDATION OF CY 2026 MID-YEAR BUDGET AND FINANCIAL ACCOUNTABILITY REPORTS (BFARs)

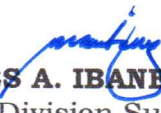
TO: Assistant Schools Division Superintendents
Public Schools District Supervisors
Public Secondary School Heads – Implementing Units
All Others Concerned

1. In compliance with Regional Memorandum No. 375, s. 2026, dated June 9, 2026, the SDO Batangas Finance Unit – Budget Section will conduct the Division Workshop on the Preparation and Consolidation of CY 2026 Mid-Year Financial Reports on July 8–9, 2026, at Batangas Country Club, Bolbok, Batangas City.
2. This activity aims to facilitate the preparation, review, and consolidation of the Budget and Financial Accountability Reports (BFARs); discuss and address relevant issues and concerns arising from recent issuances of the Department and oversight agencies; and provide updates on issuances related to financial transactions.
3. Participants in this activity shall be the Administrative Assistant III personnel of all Junior High School Implementing Units. No representatives shall be allowed. Participants are advised to bring their laptop or desktop computer with the Budget Monitoring System (BMS) installed.
4. All participants are expected to be at the venue by exactly 8:30 AM. A registration fee of Four Thousand Pesos (Php 4,000.00) shall be charged to each participant to cover meals and accommodation. All expenses related to this activity shall be charged against Division/School MOOE, subject to the usual budgeting, accounting, and auditing rules and regulations.
5. This memorandum serves as the Travel Order of the participants listed in Enclosure I.



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6. Immediate dissemination of and strict compliance with this memorandum are earnestly desired.


MARITES A. IBANEZ, CESO V
Schools Division Superintendent *m*

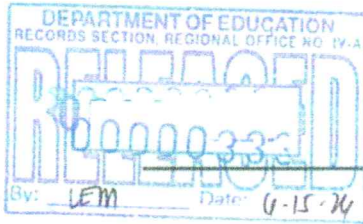
LDO/ WORKSHOP ON THE PREPARATION AND CONSOLIDATION OF CY 2026 MID-YEAR BUDGET AND FINANCIAL ACCOUNTABILITY REPORTS (BFARs)/R2-152952/06/17/2026

**WORKSHOP ON THE PREPARATION AND CONSOLIDATION OF CY 2026 MID-YEAR BUDGET AND FINANCIAL
ACCOUNTABILITY REPORTS (BFARs)**

July 8-9, 2026

Batangas Country Club, Bolbok, Batangas City

	Name of School	Name of Participants	Designation
1	Alalum NHS	Rowena M. Holgado	Administrative Assistant III
2	Alitagtag NHS	YOLANDA L. GUTIERREZ	Administrative Assistant III
3	Anselmo A. Sandoval MNHS	ANGELINA A. CASTILLO	OIC-ADAS III
4	Balas Buco Sta. Maria NHS	HEIZEL D. SOTTO	Administrative Assistant III
5	Balayan NHS	BENEDICT B. AFRICA	Administrative Assistant III
6	Balete NHS	JORHEL LYNE D. CIRUELAS	Administrative Assistant III
7	Banilad NHS	Sherlyn R. Conde	Administrative Assistant III
8	Banoyo NHS	JOYLETH G. ACASIO	Administrative Assistant III
9	Bauan Nat. Agri. & Voc HS	VIRALYN C. MATIRA	Administrative Assistant III
10	Bauan Technical High School	VENI LIZZA S. MACARAIG	Administrative Assistant III
11	Baybayin NHS	RAMIR JOHN CAMATIS	Administrative Assistant III
12	Bayorbor NHS	MAY S. ATIENZA	Administrative Assistant III
13	Bilaran NHS	KIMMY KRISKA B. ELLIOREG	Administrative Assistant III
14	Buhay na Sapa NHS	LOVELY M. MARAMOT	Administrative Assistant III
15	Calatagan NHS	IMEE E. BAUYON	Administrative Assistant III
16	Calubcub 1.0 NHS	RINA C. BADAJOS	OIC-ADAS III
17	Coral na Munti NHS	AUREA H. ENRIQUEZ	Administrative Assistant III
18	Dagatan NHS	MICHELLE ANGELA C. PEREZ	Administrative Assistant III
19	Don Leon Mercado Sr., NHS	JEREMY U. DEL CARMEN	Administrative Assistant III
20	Dr. Crisogono B. Ermita Sr. MNHS	RHEA ROSE N. DE SAGUN	Administrative Assistant III
21	Dr. Juan A. Pastor MNHS	DIANE LOUISE M. ELMIDO	Administrative Assistant III
22	Fermin La Rosa NHS	ALONA O. MARCOS	Administrative Assistant III
23	Gov. F. Leviste MNHS	Norabel S. De Roxas	Administrative Assistant III
24	Jose Lopez Manzano NHS	MA. RENETTE R. DE LOS REYES	Administrative Assistant III
25	Laiya NHS	ANNELICA F. BARCELONA	Administrative Assistant III
26	Lian NHS	DEXTER B. LEYNES	Administrative Assistant III
27	Looc NHS	BABYLYN M. VILLAFLOR	Administrative Assistant III
28	Lucsuhin NHS	Shiela Marie Enriquez	Administrative Assistant III
29	Lumbangan NHS	CONTESSA M. RODRIGUEZ	Administrative Assistant III
30	Maabud NHS	ROGER S. PANALIGAN	Administrative Assistant III
31	Malvar NHS	MERYLEEN R. CLARO	Administrative Assistant III
32	Masaguisit Banalo NHS	OLIVER P. DELICA	Administrative Assistant III
33	Mataas na Kahoy NHS	VICTORIA C. TAÑEDO	Administrative Assistant III
34	Padre Garcia INHS	YBETTE KRISTINE E. ESGUERRA	Administrative Assistant III
35	Palahanan NHS	MARY ANDRELOU E. ENDAYA	Administrative Assistant III
36	Pansol INHS	PRINCESS JUVY A. TOLENTINO	Administrative Assistant III
37	Payapa NHS	CHRISTIAN MARK M. GAGALAC	Administrative Assistant III
38	Rosario NHS	JHONA C. REYES	Administrative Assistant III
39	San Pascual NHS	MAUREEN D. MALALUAN	Administrative Assistant III
40	Sico 1.0 NHS	MARINELO LIRIO E. CORONEL	Administrative Assistant III
41	Sta. Monica NHS	MARICRIS M. DESEMBRANA	Administrative Assistant III
42	Sta. Teresita NHS	JENALYN S. DE VILLA	Administrative Assistant III
43	Taal NHS	MALOU M. PASILAN	Administrative Assistant III
44	Tala NHS	LEAVI C. IGANA	Administrative Assistant III
45	Taysan NHS	LICERIA D. CHUA	Administrative Assistant III
46	Tingloy NHS	VANESSA RIZELLE D. MACUHA	OIC-ADAS III
47	Tipas NHS	TRISHIA JOY C. MENDOZA	Administrative Assistant III
48	Wenceslao Trinidad MNHS	HERMINIO A. ENDAYA	Administrative Assistant III
49	SDO	Donabel E. Herrera	Administrative Officer II
50	SDO	Christabel Gale M. Del Mundo	Administrative Officer II
51	SDO	Layne D. Ortega	Administrative Officer V

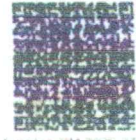


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DepEd-Division
of Batangas

ICT SECTION

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Date: 06/17/2026
Time: 07:45 AM
By: ICT JL

09 June 2026

Regional Memorandum
No. 375 s. 2026

**SEMINAR-WORKSHOP ON THE PREPARATION AND
CONSOLIDATION OF CY 2026 MID-YEAR
FINANCIAL REPORTS**

To **Schools Division Superintendents**
Others Concerned

1. The DepEd Region IV through the Finance Division will conduct the Seminar-Workshop on the Preparation and Consolidation of CY 2026 Mid-Year Financial Reports with the Finance Staff from the Regional and Schools Division Offices on July 13-15, 2026, venue to be determine in a separate Regional Advisory (Host: Schools Division of Imus City).
2. This activity aims to:
 - Facilitate the preparation, review and consolidation of Financial Statements, Financial Accountability Reports and Schedule of Accounts;
 - Discuss and address relevant issues and concerns brought about by recent issuances of Department and Oversight Agencies;
 - Consolidation and submission of timely, complete and accurate year-end financial reports.
 - Update on issuances related to finance transactions.
3. Participants in this activity are the following:
 - SDO Accountants;
 - SDO Budget officers;
 - Selected Finance staff to be identified by the SDO; and
 - Selected Finance staff from the Regional Office Proper Finance division
4. Registration fee of Two Thousand Pesos (Php 2,000.00) per day shall be charged for each participant chargeable against their respective local funds subject to the usual budgeting, accounting and auditing rules and regulations.
5. All schools division offices are required to strictly comply with the submission of Financial Reports using the modified templates as the workshop output.
6. For the workshop, participants are advised to bring their own laptops and extension cords.



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Website: depedcalabarzon.ph



Certificate No. PHP GMS
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7. Participants shall confirm their attendance by accomplishing the registration form which will be provided by the Host SDO.
8. The Regional Office will issue an advisory once the venue and other details are confirmed to be communicated to the Host SDO.
9. For other concerns or queries, please coordinate with Ms. Laarni A. Evaristo of the Finance Division, Budget Section thru contact no. (02) 8637-4214.
10. Please be guided accordingly


CARLITO D. ROCAFORT
Director IV

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