



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

**Office of the Schools Division
Superintendent**

DIVISION MEMORANDUM
ACCTG-2024-098

TO: **MARILYN M. GOTI-AY** - School Principal, Ubujan Elementary School
LORELEI G. ANORE - School Principal, Taloto Elementary School
MA. DIOSCORA H. SAYON - School Principal, Tiptip Elementary School

FROM: **WILFREDA D. BONGALOS PhD, CESO V**
Schools Division Superintendent

SUBJECT: **PREPARATION AND SUBMISSION OF 2024 REPORTS MID-YEAR FINANCIAL AND BUDGETARY REPORTS**

DATE: July 2, 2024

1. In line with the upcoming Regional Mid-Year Seminar Workshop on the Preparation of CY 2024 Mid-Year Financial and Budgetary Reports on July 10-12, 2024, Division of City Schools-Tagbilaran City will conduct its own Division Seminar Workshop on the Preparation of CY 2024 Mid-Year Financial Reports on July 1-5, 2024.
2. I would like to request **MR. CHRISTIAN JOHN L. CAPON** for the assistance in reconciling the Tax Remittances and Property, Plant and Equipment accounts for the preparation and submission of 2024 reports mid-year and budgetary reports from July 2-5, 2024. His expertise will be invaluable in ensuring accuracy and thoroughness in our financial reports.
3. For immediate dissemination and strict compliance.

WDB/BUDGET AND ACCOUNTING/EOA/rt



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