



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  
No. 005, s. 2025

January 2, 2025

**CORRIGENDUM TO DIVISION MEMORANDUM NO. 881, s.2024**  
**RE: Preparation and Submission of Year-End Financial and Budgetary Reports**

To : Assistant Schools Division Superintendent  
Chiefs of Functional Divisions  
All Finance Personnel  
Public Elementary and Secondary School Heads  
Others Concerned

1. This Office hereby announces the changes of the schedule of Division Seminar Workshop on the Preparation of CY 2024 Financial Reports on January 6-10, 2025.
2. All other provisions of Division Memorandum No. 881, s.2024 not consistent with this memorandum shall remain in effect.
4. Immediate and wide dissemination of this Memorandum is directed.

**WILFREDA D. BONGALOS PhD CESO V** *wfy*  
Schools Division Superintendent  
Office of the Schools Division Superintendent

WDB/JAL/ACCTG/MBTS/mibts



H. Zamora St., Dampas, Tagbilaran City, Bohol  
(038)427-1702; (038)427-2506  
tagbilarancity.division@deped.gov.ph