



Republic of the Philippines  
**Department of Education**  
Region XII  
Schools Division Office of Tacurong City

April 24, 2026

DIVISION MEMORANDUM  
OSDS- 2026 - 079

**ONLINE DIVISION SEMINAR-WORKSHOP ON THE PREPARATION OF 1<sup>ST</sup>  
QUARTER FINANCIAL REPORTS 2026**

To: Assistant Schools Division Superintendent  
IUs School Heads  
IUs Bookkeepers  
IUs Disbursing Officers  
This Office

1. The Schools Division Office of Tacurong City shall conduct an Online Division Seminar-Workshop on the Preparation of 1st Quarter Financial Reports on April 29, 2026 (Wednesday), from 8:00 a.m. to 5:00 p.m. via Google Meet.
2. The agenda of the activity are as follows:
  - a. Submission of Financial Reports (please refer to Annex A for the checklist)
  - b. Presentation of Unified IUs Finance Personnel IPCRF
  - c. Other matters
3. The participants to this activity are the following:
  - a. IUs Finance Personnel
  - c. Accounting Personnel
  - d. Budget Personnel
4. Attached herewith is the Matrix of Activities. (Annex B) for reference.
5. For the information, guidance, and compliance of all concerned.

  
**GILDO G. MOSQUEDA, CEO VI**  
Schools Division Superintendent

Enclosures: None.  
Reference:  
Allotment: none  
To be included in the perpetual Index under

REPORTS RECORDS  
JGS/OSDS/DM/ Online Division Seminar-Workshop on the preparation of 1st Quarter Financial Reports / April 24, 2026



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Annex B.

**Matrix of Activities**

Date: April 29, 2026

Time	Activity	In-charge
8:00 – 8:30 a.m.	Preliminaries	Ruby Lyn L. Alconera
8:30 – 8:45 a.m.	Attendance Checking	Ruby Lyn L. Alconera
8:45 a.m. – 9:00 a.m.	Statement of Purpose	Jeralden L. Paladin
8:45 a.m. – 10:45 a.m.	Accounting Matters 1. Transfer to LBP 2. New Issuances	Jonel G. Solomon
10:45 a.m. – 12:00 noon	Presentation of IUs Unified IPCRF	Belinda B. Gabiazon (Bookkeeper)  Rodelyn Guerrero (Disbursing Officer)
12:00 noon – 1:00 p.m.	LUNCH BREAK	
1:00 p.m. – 4:00 p.m.	Finalization of Financial Reports	IUs Finance personnel
4:00 p.m. – 4:50 p.m.	Status of Submission of Outputs	Ruby Lyn L. Alconera
4:50 p.m. – 5:00 p.m.	Closing Message	Jonel G. Solomon

**RUBY LYN L. ALCONERA**  
Host



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Annex A.

Checklist of 1<sup>st</sup> Quarter Financial Reports

1. Status of MOOE Downloading (link)
2. Status of Collection of Service Fees (link)
3. Submission of JEV and Certification from BOTr
4. FAR 4 Monthly Report of Disbursement (MRD) link & hardcopy
5. Status of Supply Ledger Card & Semi-Epxendable Ledger Card
6. Status of AOM 2025



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