



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION
 SCHOOLS DIVISION OFFICE OF CITY OF VALENZUELA

**WORKSHOP FOR PREPARATION AND CONSOLIDATION OF
 FINANCIAL REPORTS**
 January 14-15, 2026

PROGRAM OF ACTIVITIES

Time	Activities	In-Charge
DAY 1		
8:00 – 8:30 am	Registration	Technical Working Group
8:30 – 9:00 am	Preliminaries <ul style="list-style-type: none"> ● Nationalistic Song ● Ecumenical / Interfaith Prayer ● DEPED Quality Policy Statement ● Acknowledgment of Participants ● Message 	Host
9:00 – 12:00 nn	Statement of Purpose	Ernest Joseph C. Cabrera Officer-in-Charge Office of the Assistant Schools Division Superintendent
	SDS Message	Noel D. Bagano Schools Division Superintendent
	Presentation on the Status of Submission of the 4th Quarter BFARs Presentation on the Status of Submission of the CY 2025 Financial Statements and Supporting Schedules	Jennifer L. Co Administrative Aide III Michelle M. Francisco Accountant III
LUNCH BREAK		



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1:00-3:00pm	Workshop to Reconcile and Finalize the 4th Quarter Budget and Financial Accountability Reports (BFARs)	Lani D. Agmata Budget Officer III
3:00-5:00pm	Workshop on the Reconciliation and Finalization of the CY 2025 Financial Statements and Their Supporting Schedules	Michelle M. Francisco Accountant III
DAY 2 8:00 – 9:00 am	Preliminaries <ul style="list-style-type: none">● Nationalistic Song● Ecumenical / Interfaith Prayer● DEPED Quality Policy Statement● Energizer	Host
9:00-12:00 nn	Continuation on the Workshop on the Reconciliation and Finalization of the CY 2025 Financial Statements and Their Supporting Schedules	Michelle M. Francisco Accountant III
LUNCH BREAK		
1:00-2:00 pm	Presentation of Outputs <ul style="list-style-type: none">● 4th Quarter BFARs● CY 2025 Financial Statement and Supporting Schedules	Jennifer L. Co Administrative Aide III Michelle M. Francisco Accountant III
2:00-3:00 pm	Closing <ul style="list-style-type: none">● Closing Remarks● Awarding of Certificates● Photo-Opportunity	Lani D. Agmata Budget Officer III



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TECHNICAL WORKING GROUP

NAME	ASSIGNMENT
Melissa Jane C. Alemania	Attendance and Accomplishment Report
Shirley S. Tuyogon	Venue and Food
Levirizha Manuel	Certificate and Materials
Christian N. Isaac	Program Facilitator



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LIST OF PARTICIPANTS

	Name (First Name, M.I., Surname)	Position	School/Office
SDO-OSDS			
1	Noel D. Bagano	SDS	SDS OFFICE
2	Ernest Joseph C. Cabrera	ASDS	ASDS OFFICE
3	Michelle M. Francisco	ACCOUNTANT III	OSDS OFFICE
4	Lani D. Agmata	BUDGET OFFICER III	OSDS OFFICE
5	Melissa Jane C. Aleman	ADAS III	OSDS OFFICE
6	Shirley S. Tuyogon	ADAS III	OSDS OFFICE
7	Levirizha Manuel	ADAS III	OSDS OFFICE
8	Jennifer L. Co	ADA III	OSDS OFFICE
9	Christian N. Isaac	MOOE-CLERK	OSDS OFFICE
SECONDARY SCHOOL-IUS			
10	BERNADETTE B. YANSON	ADAS III	BIGNAY NHS
11	Rency B. Ortiz	ADAS III	CARUHATAN NHS
12	Maria Kristine S. Mendoza	ADAS III	DALANDANAN NHS
13	ROSELYN E. PALADA	ADAS III	GEN T DE LEON NHS
14	ELENITA ANAJAO	ADAS III	LAWANG BATO NHS
15	ROSENDA B. FRIAS	ADAS III	MALINTA NHS
16	APRIL ROSE B. ILASIN	ADAS III	MAPULANG LUPA NHS
17	MOSUL P. VICTORIA	ADAS III	MAYSAN NHS
18	OLIVIA T. VILLASENOR	ADAS III	PARADA NHS
19	RAYMOND E. ESTEBAN	ADAS III	POLO NHS
20	CHARICE FAITH M. AGRAAN	ADAS III	VALENZUELA NHS