



Republic of the Philippines
Department of Education
 REGION II – CAGAYAN VALLEY
 SCHOOLS DIVISION OF NUEVA VIZCAYA

March 25, 2026

DIVISION MEMORANDUM

No. 145 s. 2026

DEADLINE OF SUBMISSION OF HARDCOPIES OF FINANCIAL STATEMENTS FOR THE 1ST QUARTER OF F.Y. 2026

To: Assistant Schools Division Superintendent
 Chief Education Supervisor, School Governance and Operations Division
 OIC, Chief Education Supervisor, Curriculum Implementation Division
 Public Secondary IUs School Principals/ School Heads
 IUs Accountants/ Senior Bookkeepers
 All Others Concerned

1. This Office informs all IU Accountants and Senior Bookkeepers of the sixteen (16) Implementing Units (IUs) and SDO Proper to submit to the Accounting Unit the hardcopies of the following reports on or before the specified deadlines:

Quarterly Reports	Deadlines
Monthly Report of Disbursement	On or before March 30, 2026
1st Quarter 2026 Financial Statements for Regular and Trust Fund	On or before April 1, 2026

2. The same deadlines shall apply to the uploading of the softcopies of the Financial Statements to the link provided on your group chat.

3. Those who are unable to comply within the prescribed deadlines are requested to complete the preparation of their Financial Statements at the SDO Conference Hall, with hands-on assistance from **Mr. Emerson B. Balut, CPA** and **Ms. Kristine Jocel M. Nicanor**.

4. Immediate and wide dissemination of this Memorandum is desired.

ORLANDO E. MANUEL PhD, CESO V
 Schools Division Superintendent

