



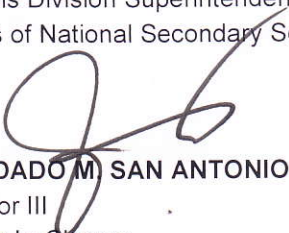
Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
**REGION IV-A CALABARZON**  
Gate 2, Karangalan Village, Cainta Rizal  
Email: [deped\\_ro4a@yahoo.com](mailto:deped_ro4a@yahoo.com) Fax: (02)682-2114

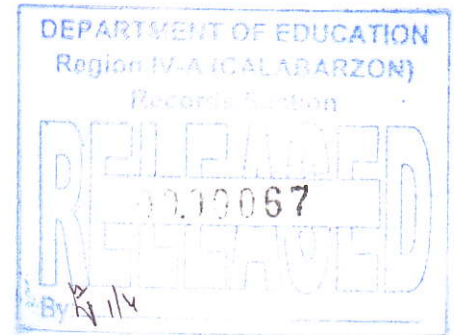


December 27, 2013

**MEMORANDUM**

**TO :** Schools Division Superintendents  
Heads of National Secondary Schools with Fiscal Autonomy

**FROM:**   
**DIOSDADO M. SAN ANTONIO**  
Director III  
Officer-In-Charge  
Office of the Regional Director



**SUBJECT: WORKSHOP FOR THE CONSOLIDATION OF FY 2013 YEAR-END FINANCIAL STATEMENTS**

1. The regional workshop for the consolidation of the FY 2013 Year-End Financial Statements will be held on **January 15-17, 2014** at the **Graceland Estates and Country Club, Tayabas, Quezon**, to be hosted by the **Division of Lucena City**. This activity aims to facilitate the preparation and on time - submission of regional consolidated financial statements and related reports to the Department of Budget and Management (DBM), DepEd Central Office (DepEd CO), Commission on Audit (COA) and other concerned agencies.
2. To ensure that the workshop will run smoothly, participants must bring the necessary equipment and supplies for their own use. It is also required to bring own laptop/computer unit and extension cord.
3. Participants to this workshop are the Division Accountants/Bookkeepers and School Accountants/Bookkeepers, deadline for the confirmation of participants is on **January 9, 2014** to be sent directly to the Division of Lucena City, thru **Telefax#(042)-6604471** or email add **rheagallano@yahoo.com**, attention **Ms. Rhea**.
4. A registration fee of **Three Thousand Six Hundred Pesos (Php 3,600.00)** to cover cost of meals, lodging, supplies, materials and honoraria of resource speakers will be collected from each participant chargeable against local funds subject to the usual accounting and auditing rules and regulations. DepEd RO shall be responsible for the travel expenses of DBM, COA and DepEd CO representatives.
5. Immediate dissemination of this Memorandum is desired.

Received: Joseph  
1/4/14  
4552

GRACELAND ESTATES AND COUNTRY CLUB  
Tayabas, Quezon

**WORKSHOP FOR THE CONSOLIDATION OF FY 2013 YEAR-END FINANCIAL STATEMENTS**  
**January 15-17, 2013**

**Day 1 - January 15, 2013**

7:00am to 8:30am	Arrival and Registration Check in for Room Accommodation
8:30am to 9:00am	Opening Program
9:00am to 10:00am	Budgetary Issues and Concerns (DBM IV-A)
10:00am to 11:00am	Accounting Issues and Concerns (DepEd Regional Office)
11:00am to 12:00nn	Open Forum
12:00nn to 1:30pm	LUNCH Check in for Room Accommodation
1:30pm to 5:30pm	Reconciliation of Fund Transfer Review of Financial Statements Finalization of Financial Statements Division Consolidation of Financial Statements

**WORKSHOP**

**Day 2 - January 16, 2013**

8:30am to 5:00pm	<b>CONTINUATION OF WORKSHOP</b>
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**Day 3 - January 17, 2013**

8:30am to 12:nn	Submission of Outputs
12:00nn to 1:00pm	LUNCH Closing Program
1:00pm to 2:00pm	Check Out

**GOD BLESS US ON OUR WAY HOME !!!**

**WORKSHOP FOR THE CONSOLIDATION OF FY 2013 YEAR-END FINANCIAL STATEMENTS  
GRACELAND ESTATES AND COUNTRY CLUB**

Tayabas, Quezon

January 15-17, 2014

Day 1

**PART 1**

**REGISTRATION OF PARTICIPANTS**

**OPENING PROGRAM**

8:30am - 9:00am	DOXOLOGY	.....	Mr. Jonard S. Mangalindan
	NATIONAL ANTHEM	.....	DepEd Regional IV-A
	WELCOME REMARKS	.....	SDS - Division of Lucena City
	INTERMISSION NUMBER	.....	Selected Teachers Division of Lucena City
	PRESENTATION OF PARTICIPANTS	.....	Ms. Parafin Cardenas Administrative Officer V
	INSPIRATIONAL MESSAGE	.....	Dir. Diosdado M. San Antonio Director III OIC- Office of the Regional Director
	Statement of Purpose	.....	Ms. Marites L. Gloria Chief Administrative Officer - Budget & Finance Div
9:00am - 10:00am	Issues and Concerns (DBM RO IV-A)	.....	Ms. Macrina Peñamante Chief, Budget & Mgt. Specialist (DBM) Ms. Hannah Dapula Sr. Budget & Mgt Specialist (DBM)
10:00am - 11:30am	Accounting Issues and Concerns (DepEd Regional Office)	.....	Ms. Marites L. Gloria Chief Administrative Officer - Budget & Finance Div Ms. Nancy Z. Dizon Regional Accountant Ms. Parafin T. Cardenas Administrative Officer V
11:30am - 12:00nn	Open Forum		
1:30pm - 5:30pm	Finalization of Financial Statements Division Consolidation of Financial Statements	.....	Ms. Nancy Z. Dizon Regional Accountant and Accounting Staff

**PART II**

**WORKSHOP**

**HOST  
DIVISION OF LUCENA CITY**