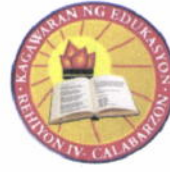




Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
**REGION IV-A CALABARZON**  
Gate 2, Karangalan Village, Cainta Rizal



**REGIONAL MEMORANDUM**

No. 211 s, 2016

0-10041

**TO :** SCHOOLS DIVISION SUPERINTENDENTS  
**Attention:** SDO Accountants, Budget Officers, School Accountants/Senior Bookkeepers of Implementing Units and Selected Regional Office Finance Staff

**FROM :** DIOSDADO M. SAN ANTONIO  
*Director IV*

**SUBJECT :** REGIONAL MID-YEAR SEMINAR/WORKSHOP ON THE PREPARATION AND CONSOLIDATION OF CY 2016 MID-YEAR FINANCIAL REPORTS

**DATE :** July 5, 2016

The Finance Division will conduct its regular activity on the conduct of Regional Mid-Year Seminar-Workshop on the Preparation and Consolidation of CY 2016 Mid-Year Financial Reports to be held on **July 12-14, 2016** at Pontefino Hotel, Batangas City (HOST: DIVISION OF BATANGAS).

The objectives of the activity are as follows:

- Facilitate the preparation, reconciliation and review of financial reports of all School Division Offices prior to submission of consolidated financial reports to oversight agencies such as Central Office, DBM, COA and other oversight agencies;
- Resolve all issues related to the preparation of Financial Accountability Reports;
- Discuss the uniform implementation of procedures and policies;
- Address other finance-related issues.

Expected participants to this seminar-workshop are the SDO Accountants, Budget Officers, School Accountants/Senior Bookkeepers of Implementing Units; and selected Regional Office Finance Staff.

A registration fee of Four Thousand Five Hundred Pesos (**P4,500.00**) shall be charged each participant chargeable against your respective local funds subject to the usual accounting and auditing rules and regulations.

For other concerns or queries, please coordinate with Ms. Eden Alon, SDO Accountant of the Division of Batangas at telephone number (043) 722-0564.

Immediate dissemination of and compliance with this Memorandum is desired.

