

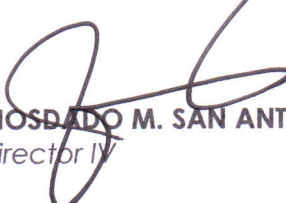


Republic of the Philippines  
Department of Education  
**REGION IV-A CALABARZON**  
Gate 2, Karangalan Village, Cainta Rizal



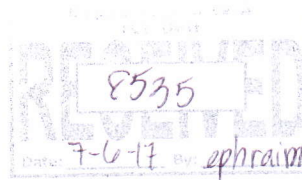
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**TO :** **SCHOOLS DIVISION SUPERINTENDENTS**  
**(Attention: ALL SCHOOL DIVISION ACCOUNTANTS, BUDGET OFFICERS and SELECTED ENCODERS IN THE SDOs)**

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

**SUBJECT :** **REGIONAL SEMINAR-WORKSHOP ON THE PREPARATION OF CY 2017 MID-YEAR FINANCIAL REPORTS**

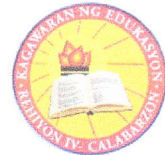
**DATE :** July 3, 2017



The Regional Office Finance Division will conduct the Regional Seminar-Workshop on the Preparation of CY 2017 Mid-Year Financial Reports to be hosted by the City Division of Imus on July 10-13, 2017. The venue for this activity is Hotel Dominique, Tagaytay City.

- 1) The activity aims to facilitate the following:
  - The reconciliation of reciprocal accounts and downloaded allotment thru Sub-ARO;
  - The preparation, review and consolidation of financial reports and schedules of accounts prior to submission to oversight agencies (DBM, COA and DepEd Central Office); and
  - Thresh-out relevant issues and concerns relative to the improvement of the financial processes.
- 2) The participants are the following:
  - Selected Finance Staff of the Regional Office Proper
  - SDOs Accountants and Budget Officers
  - Selected encoders to be identified by the SDOs
- 3) A registration fee of Four Thousand Eight Hundred Pesos (P4,800.00) shall be charged for each participant chargeable against local funds subject to the usual accounting and auditing rules and regulations. Strict compliance on the number of participants shall be observed and each division and required to submit through fax its confirmation of to the Host Division 3 days before the scheduled date for each cluster. Attached is the indicative number of participants for each SDOs.





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- 4) Strict compliance on the submission of all reports will be observed. All SDOs will submit the consolidated reports on **July 13, 2017 without extension** before the end of the activity.

All participants shall bring the necessary documents with Laptop, Pocket Wi-Fi and Extension Cords.

Please be guided accordingly.

**INDICATIVE NUMBER OF PARTICIPANTS PER DIVISION**

No.	School Division Office	# of Participant
1	Antipolo City	4
2	Bacoor City	3
3	Batangas	8
4	Batangas City	4
5	Calamba City	4
6	Cavite	6
7	Cavite City	4
8	Dasmariñas City	4
9	Imus City	5
10	Laguna	7
11	Lipa City	4
12	Lucena City	4
13	Quezon	8
14	Rizal	7
15	San Pablo City	4
16	Sta. Rosa City	4
17	Tanauan City	3
18	Tayabas City	4
19	Binan City	2
	<b>ROP</b>	8
	<b>Total, 4A</b>	<b>97</b>