



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
GATE 2, KARANGALAN VILLAGE
1900 CAINTA, RIZAL



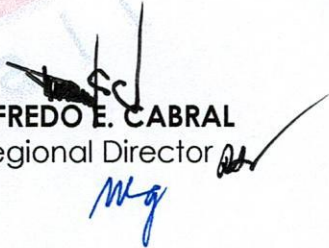
05 January 2021

Regional Memorandum

To **Schools Division Superintendents**
Secondary Schools Principals of Secondary Schools Implementing Units

**REGIONAL SEMINAR-WORKSHOP ON THE PREPARATION AND CONSOLIDATION OF FY
2020 YEAR-END FINANCIAL REPORTS**

1. The Finance Division will conduct a virtual Regional Year-End Preparation and Consolidation of FY 2020 Financial Reports with the finance staff from the regional, schools division offices and secondary schools implementing units on **January 13-15, 2020**.
2. The objective of this activity is to prepare, consolidate and validate financial reports to ensure accuracy and timely submission to Central Office, DBM and other oversight agencies. Participants to this activity are the SDOs Accountants, Budget Officers and selected Finance staff that will assist on the preparation and consolidation of financial reports.
3. A blended seminar-workshop (F2F and virtual) will be used in this activity. A minimum of 10 participants from the Finance Division will be at a separate venue on F2F manner while the others will be attending the virtual/online on a platform and link will be sent to the emails of the participants.
4. All Schools Division Offices may conduct your respective year-end preparation and consolidation activity following the health and safety protocol requirements from your respective SDOs. Further, we suggest that you can choose your venue together with the other participants during the blended seminar-workshop. Send your authority on the conduct of said activity to this Office for approval of the Regional Director.
5. For compliance.


WILFREDO E. CABRAL
Regional Director

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"EXCELLENCE is a CULTURE and QUALITY is a COMMITMENT"

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