



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



Office of the Regional Director

July 16, 2021

Regional Memorandum

**NATIONAL SEMINAR/WORKSHOP ON THE PREPARATION AND CONSOLIDATION
OF CY 2021 MID-YEAR FINANCIAL REPORTS**

To **Schools Division Budget Officers
Senior Bookkeepers/School Accountants
Regional Office Finance Division Personnel Concerned**

1. DepEd CALABARZON Finance Division will be hosting the of 36th National Seminar/Workshop on the Preparation and Reconciliation of CY 2021 Mid-Year Financial Reports on July 28-30 on a digital platform.
2. With this hosting, the CITY DIVISION OF IMUS has been identified to assist the Regional Office Proper on the preparation on the conduct of one of the major activity of the Finance Division for CY 2021.
3. All Schools Division Offices Finance personnel which includes budget officers, accountants, implementing units and selected staff from SDOs are requested to join this virtual activity.
4. Link will be sent to your email addresses by the Finance Division.


FRANCIS CESAR B. BRINGAS
Regional Director

Incl.: As stated

fd/lanie



"EXCELLENCE is a CULTURE and QUALITY is a COMMITMENT"

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Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR FINANCE

MEMORANDUM
OUF-2021-0497

TO : DEPED CENTRAL OFFICE - FINANCE SERVICE
REGIONAL DIRECTORS
ASSISTANT REGIONAL DIRECTORS
REGIONAL FINANCE SERVICE
ALL OTHERS CONCERNED

FROM : ANNALYN M. SEVILLA
Undersecretary for Finance


RAMON FIEL G. ABCEDE
Assistant Secretary for Finance

SUBJECT : ADVISORY ON THE NATIONAL WEBINAR/WORKSHOP ON THE
PREPARATION OF CY 2021 MID-YEAR FINANCIAL REPORTS

DATE : July 19, 2021

1. This has reference to the unnumbered memorandum issued by this Office, dated June 22, 2021, regarding the National Webinar/Workshop on The Preparation of CY 2021 Mid-Year Financial Reports.

Please be informed that it will be held on **July 28-30, 2021, via Zoom**. The link to the event was sent to the participants' e-mail addresses. They may also click <https://bit.ly/MidYearNationalWorkshop> or type it on the internet browser to join. Instructions on how to use Zoom is attached as Annex A.

2. The program for the 3-day event is also attached as Annex B. Note that on July 29, 2021, Thursday, a breakout session will follow after the plenary. A separate link will be provided on the day of the event.
3. Kindly be reminded of the following protocols:
 - i) All participants may start entering the Zoom meeting using the link above at 8:15 AM on each of the session days on July 28-30, 2021.
 - ii) Use earphones with a microphone to minimize feedback.
 - iii) Those who will participate using a mobile phone are advised to bring a power bank.

- iv) All participants must turn off their video for better connection and initially turn their microphones on "Mute" mode and turn it on only when asked to speak.
 - v) Only the presiding officers and guest speakers are asked to speak during the webinar/conference. During the Q&A portion, a participant who would like to raise a question must click on the icon hand 🖐️ (raising of hand) and wait to be acknowledged by the presiding officer.
 - vi) Other etiquette in virtual meetings is attached as **Annex C**.
4. A **Certificate of Participation** will be provided after submitting the completed evaluation form (link to the Google forms will be provided on the last day of the event, July 30, 2021).
 5. For any clarification and inquiries, please get in touch with **Ms. Neliza G. Advincula**, Accounting Division, Consolidated Reports and Other Concerns Section, via fs.ad.crocs@deped.gov.ph or (02) 8633-7201.

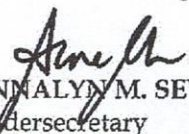
For your guidance.

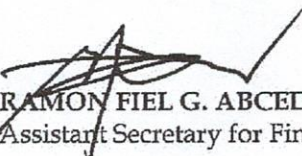


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MEMORANDUM

TO : DEPED CENTRAL OFFICE - FINANCE SERVICE
REGIONAL DIRECTORS
ASSISTANT REGIONAL DIRECTORS
REGIONAL FINANCE SERVICE
All Others Concerned

FROM : 
ANNALYN M. SEVILLA
Undersecretary


RAMON FIEL G. ABCEDE
Assistant Secretary for Finance

SUBJECT : NATIONAL SEMINAR/WORKSHOP ON THE PREPARATION OF CY 2021
MID-YEAR FINANCIAL REPORTS

DATE : June 22, 2021

The DepEd Central Office, Accounting and Budget Divisions will be conducting the 36TH National Seminar/Workshop on the Preparation of CY 2021 Mid-Year Financial Reports on July 26-30, 2021 hosted by DepEd-Region IV-A CALABARZON on a digital platform. Link to the said Webinar/Workshop will be sent immediately before said date.

1. This activity aims to facilitate the following:
 - Workshop on the preparation, review and consolidation of financial reports, budget and financial accountability reports, and schedule of accounts;
 - Presentation and discussion of relevant issues and concerns associated with financial management brought about by recent issuances of Department and oversight Agencies.
2. The participants are the following:
 - a. Selected Finance Staff of the Central Office
 - b. Resource Persons
 - c. Chief Administrative Officers or Supervising Administrative Officers, Budget Officers, Accountants and Selected Finance Staff from the Regional Office.
 - d. Each Region is allowed to send ten (10) participants.
 - e. Selected ADEFPI Officers



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3. Participants are required to confirm their attendance on or before **July 12, 2021, Monday** through the link provided: <https://bit.ly/3xEDz7I>
4. Participants are advised to log-in/join the virtual meeting room through **DepEd Microsoft Teams account**.
5. **All Regions are required to strictly comply with the submission of all reports on time.** The deadline for the submission will be on **July 30, 2021, 5:00 PM**. Please refer to the attached list of reports to be submitted.
6. For questions or clarifications, please coordinate with Ms. Neliza G. Advincula of Consolidated Reports and Other Concerns Section (CROCS), FS- Accounting Division via e-mail address: fs.ad.crocs@deped.gov.ph.
7. Wide dissemination of this memorandum is desired.