



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON



June 13, 2022

Regional Memorandum

**REGIONAL SEMINAR-WORKSHOP ON THE PREPARATION
AND CONSOLIDATION OF CY 2022 MID-YEAR FINANCIAL
REPORTS**

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

1. The Regional Office Finance Division will conduct the Regional Seminar-Workshop on the Preparation and Consolidation of Mid-Year Financial Reports on July 5-8, 2022 inclusive of travel time with Schools Division of Rizal as host. The venue will be announced in a separate advisory.
2. This activity aims to facilitate the following:
 - a. Preparation, review, reconciliation and consolidation of financial reports, budget and financial accountability reports and schedule of accounts;
 - b. Discussion of relevant issues and concerns brought about by recent issuances of DepEd; and
 - c. Updates on the current issuances of DepEd for in the implementation of various programs, projects and activities.
3. Participants to this activity are the Schools Division Accountants, Budget Officers, Senior Bookkeepers/School Accountants, and selected Finance Staff of the Regional Office.
4. Registration fee of Eight Thousand Pesos (P 8,000.00) shall be charged for each participant chargeable against SDOs MOOE/Local Funds subject to the usual budgeting, accounting and auditing rules and regulations. For clarifications and other concerns, kindly coordinate with Ms. Laarni A. Evaristo, AO V, via email at finance.calabarzon@deped.gov.ph.



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5. All Schools Division Offices are required to strictly comply with the submission of all reports on time. The deadline for the submission will be on July 8, 2022 to give enough time for RO validation and consolidation.
6. Immediate dissemination of this Memorandum is desired.


FRANCIS CESAR B. BRINGAS
Regional Director

Incl.: As stated

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