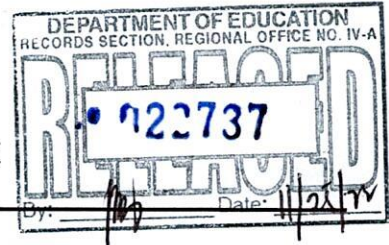




Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON



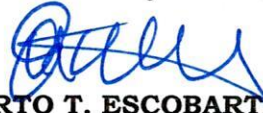
21 November 2022

**Regional Memorandum**  
No. 773 s. 2022

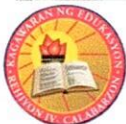
**CONDUCT OF FY 2022 FINANCE YEAR-END ASSESSMENT  
AND PRE-CLOSING ACTIVITY**

To **Schools Division Superintendents**  
**Secondary School Heads of Implementing Units**

1. The Regional Office Finance Division will conduct the Year-End Assessment and Pre-closing activity to all Schools Division Offices and secondary schools implementing units on December 14-15, 2022, inclusive of travel time, venue to be announced on a separate issuance from this Office (Host: Schools Division of Batangas City).
2. This activity aims to evaluate on a continuing basis, the quantitative and qualitative measures of agency performance of schools division offices and implementing units as reflected in the identified performance indicators of agency performance, including the standard and actual utilization of funds and to identify measures to ensure achievement of targets/commitments.
3. Participants in this activity are the Schools Divisions Budget Officers, Accountants, Senior Bookkeepers/School Accountants of Secondary Schools Implementing Units. Please send through email the list of participants not later than December 2, 2022 to [finance.calabarzon@deped.gov.ph](mailto:finance.calabarzon@deped.gov.ph).
4. Registration fee of Two Thousand Eight Hundred Pesos (P 2,800.00) shall be charged for each participant subject to the usual budgeting, accounting and auditing rules and regulations.
5. For other concerns, please coordinate with Ms. Laarni A. Evaristo, AO V, Finance Division through contact number (02)-86825772.
6. Immediate dissemination of this Memorandum is earnestly desired.

  
**ATTY. ALBERTO T. ESCOBARTE, CESO II**  
Regional Director

fd/lae



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Finance-RM-2022-773

