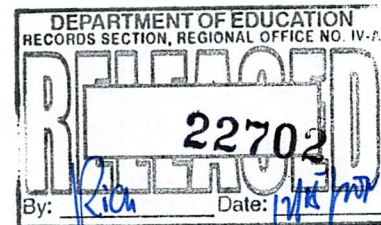




Republic of the Philippines
Department of Education
REGION IV-A CALABARZON



07 December 2022

Regional Memorandum

**SEMINAR-WORKSHOP ON THE PREPARATION AND
CONSOLIDATION OF FY 2022 YEAR-END
FINANCIAL REPORTS**

To **Schools Division Superintendents
Secondary School Heads**

1. The Finance Division will conduct the Seminar-Workshop on the Preparation and Consolidation of FY 2022 Year-End Financial Reports with the finance staff from the regional, schools division offices and secondary schools implementing units on January 9-13, 2023, venue to be determined in a separate Regional Advisory (HOST: SCHOOLS DIVISION OF QUEZON).
2. This activity aims to facilitate the following:
 - Discuss and address the issues and concerns relative to the preparation and consolidation of FY 2022 Year-End Financial Reports;
 - Discuss the uniform implementation of finance-related procedures and policies; and
 - Consolidation and submission of timely, complete and accurate year-end financial reports.

3. The participants are the following:

Attendees	Inclusive Date
SDO Accountants SDO Budget Officers SDO Encoders	January 9-13, 2023
Senior Bookkeepers (IU's) School Accountants	January 9-11, 2023


4. Registration fee of Two Thousand Pesos (Php 2,000.00) per day shall be charged for each participant chargeable against their respective local funds subject to the usual budgeting, accounting and auditing rules and regulations.
5. All schools division offices are required to strictly comply with the submission of Financial Reports using the modified templates as the workshop output.



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6. For the workshop, participants should bring their own laptops and extension cords.
7. Participants shall confirm their attendance by accomplishing the registration form which will be provided by the Host SDO.
8. The Regional Office will issue an advisory once the venue and other details are confirmed to be communicated to the Host SDO.
9. For other concerns or queries, please coordinate with Ms. Laarni A. Evaristo, Administrative Officer V through contact no. (02)86825773.
10. Please be guided accordingly


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

