



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

Office of the Regional Director

8 May 2023

Regional Memorandum

No.244 s.2023

**FINANCE FIRST QUARTER ACCOMPLISHMENT REVIEW
CUM COORDINATION MEETING WITH SCHOOLS
DIVISION OFFICES**

To **Schools Division Superintendents**

1. The Finance Division will conduct the First Quarter Accomplishment Review Cum Coordination Meeting with Schools Division Offices on **May 29-30, 2023 (Host: Schools Division of Imus City)**, venue and other details to be announced on a separate regional advisory.
2. The objectives of this activity are as follows:
 - Assess the 1st quarter accomplishment reports of SDOs Finance personnel both in budget and accounting;
 - Provide a mechanism for Finance SDO personnel to fast-track utilization of funds in preparation for 2nd Quarter Accomplishment Report;
 - Update the SDOs Finance personnel on current finance issuances and policies and guidelines in processing finance-related transactions; and
 - Provide an opportunity to review and consider ways of addressing the gaps or overlaps encountered during the 1st quarter of FY 2023.
3. Participants in this activity are the Schools Division Offices Budget Officers, Accountants and selected Regional Office Finance personnel.
4. A registration fee of Four Thousand Pesos (P4,000.00) shall be charged for each participant chargeable against their respective local funds subject to the usual budgeting, accounting and auditing rules and regulations.
5. A separate coordination meeting will be conducted to all Senior Bookkeepers/School Accountants of secondary schools implementing units with the inclusion of new implementing units tentatively scheduled on 2nd week of June, 2023 after the Surveillance Audit of the Regional Office Proper. A separate regional memorandum will be issued on this activity.
6. Participants must confirm their attendance by accomplishing the registration form through a link to be provided by the Host SDO.



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone No.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph



Certificate No. PHP QMS
22 93 0085

7. For other concerns or queries, please coordinate with Ms. Laarni A. Evaristo, Budget Section, Finance Division through email laarni.evaristo@deped.gov.ph.
8. Please be guided accordingly.
9. For compliance.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

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