

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



**Office of the Regional Director**

1 June 2023

**Regional Memorandum**  
No.303 s.2023

**FINANCE CLUSTER COORDINATION MEETING WITH  
SENIOR BOOKKEEPERS OF SECONDARY  
SCHOOLS IMPLEMENTING UNITS**

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

1. The Regional Office will conduct the Finance Cluster Coordination Meeting with Senior Bookkeepers of Secondary Schools Implementing Units June 8, 9, 13, 14 and 15, 2023. The Host Schools Division Offices are indicated by Cluster on the attached sheet for ready reference.
2. The objectives of this activity are as follows:
  - Assess the 1<sup>st</sup> quarter accomplishment reports of secondary schools implementing units both in budget and accounting;
  - Provide a mechanism for all implementing units to fast-track utilization of funds in preparation for 2<sup>nd</sup> Quarter Accomplishment Report;
  - Update the participants 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 1<sup>st</sup> quarter of FY 2023.
3. Participants in this activity are the Senior Bookkeeper of Secondary Schools Implementing Units, SDO Budget Officers and Accountants of the Host SDO as members of the Technical Working Group and selected Regional Office Finance personnel.
4. A registration fee of One Thousand Two Hundred Pesos (P1,200.00) shall be charged for each participant chargeable against their respective local funds subject to the usual budgeting, accounting and auditing rules and regulations.
5. Participants must confirm their attendance by accomplishing the registration form through a link to be provided by the Host SDO.




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Certificate No. PHP QMS  
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6. For other concerns or queries, please coordinate with Ms. Laarni A. Evaristo, Budget Section, Finance Division through email [laarni.evaristo@deped.gov.ph](mailto:laarni.evaristo@deped.gov.ph).
7. Please be guided accordingly.
8. For compliance.

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





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**Finance Cluster Coordination Meeting with Senior Bookkeepers of Secondary School IU's**

No.	SDO	No. of IU's	Schedule
1	Division of Batangas Province (With Sto. Tomas City)	57	<b>June 15, 2023 (Host SDO: Batangas Province)</b>
2	Division of Batangas City	9	
3	Division of Tanauan City	10	
4	Division of Lipa City	14	
	<b>Total, Batangas Cluster</b>	<b>90</b>	
5	Division of Cavite Province	39	<b>June 8, 2023 (Host SDO: Cavite Province)</b>
6	Division of Calamba City	13	
7	Division of Cavite City	4	
8	Division of San Pablo City	12	
9	Division of Bacoor City	4	
10	Division of Imus City	4	
11	Division of Dasmariñas City	10	
12	Division of Gen. Trias City	5	
	<b>Total, Cavite Cluster</b>	<b>91</b>	
13	Division of Laguna	32	<b>June 14, 2023 (Host: SDO of Biñan City)</b>
14	Division of Sta. Rosa City	8	
15	Division of Biñan City	7	
16	Division of Cabuyao	7	
17	Division of San Pedro City	5	
	<b>Total, Laguna Cluster</b>	<b>59</b>	
18	Division of Quezon	57	<b>June 13, 2023 (Host: SDO of Quezon)</b>
19	Division of Lucena City	6	
20	Division of Tayabas City	3	
	<b>Total, Quezon Cluster</b>	<b>66</b>	
21	Division of Rizal	50	<b>June 9, 2023 (Host: SDO of Antipolo City)</b>
22	Division of Antipolo City	12	
	<b>Total, Rizal Cluster</b>	<b>62</b>	

*Note: Including SDO Proper on the number of IU's*