

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



14 June 2023

Regional Memorandum

No.329 s.2023

**REGIONAL SEMINAR-WORKSHOP ON THE PREPARATION
AND CONSOLIDATION OF CY 2023 MID-YEAR
FINANCIAL REPORTS**

To **Schools Division Superintendents**

1. The Regional Office Finance Division will conduct the Regional Seminar-Workshop on the Preparation and Consolidation of Mid-Year Financial Reports on July 12-14, 2023 with Schools Division of Dasmariñas City as host. Venue to be announce on a separate advisory.
2. This activity aims to facilitate the following:
 - Preparation, review, reconciliation and consolidation of financial reports, budget and financial accountability reports and schedule of accounts;
 - Discussion of relevant issues and concerns brought about by recent issuances of DepEd;
 - Updates on the current issuances of DepEd for in the implementation of various programs, projects and activities;
3. Participants in this activity are the Schools Division Accountants, Budget Officers, selected preparers of the reports to be identified by the SDO and selected Finance Staff of the Regional Office.
4. Registration fee of Six Thousand Pesos (₱6,000.00) shall be charged for each participant chargeable against your respective support fund 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.
6. For clarifications and other concerns, kindly coordinate with Ms. Laarni A. Evaristo, AO V, via email at finance.calabarzon@deped.gov.ph.





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



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7. 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 14, 2023 to give enough time for RO validation and consolidation.
8. Immediate dissemination of this Memorandum is desired.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director 

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