

Finance-RM-2023-558

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

18 September 2023

Regional Memorandum
No. 558 s. 2023

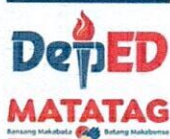
**FINANCE THIRD CLUSTER COORDINATION MEETING WITH
SENIOR BOOKKEEPERS OF SECONDARY
SCHOOLS IMPLEMENTING UNITS**

To **Schools Division Superintendents**

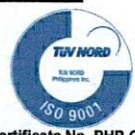
1. The Regional Office will conduct the Finance Third Cluster Coordination Meeting with Senior Bookkeepers of Secondary Schools Implementing Units on October 6, 9 and 11-13, 2023, the Host Schools Division Offices are indicated by Cluster as follows:

| SDO | Date | Host SDO |
|------------------|------------------|----------------------|
| Batangas Cluster | October, 6, 2023 | SDO of Batangas City |
| Laguna Cluster | October 9, 2023 | SDO of Laguna |
| Cavite Cluster | October 11, 2023 | SDO of Bacoor City |
| Rizal Cluster | October 12, 2023 | SDO of Rizal |
| Quezon Cluster | October 13, 2023 | SDO of Tayabas City |

2. The objectives of this activity are as follows:
 - Assess the 3rd 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 4th Quarter Accomplishment Report;
 - Updates 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 on the 1st to 2nd quarters 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.





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Certificate No. PHP QMS
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5. Participants must confirm their attendance by accomplishing the registration form through a link to be provided by the Host SDO.
6. For other concerns or queries, please coordinate with Ms. Laarni A. Evaristo, Budget Section, Finance Division through email finance.calabarzon@deped.gov.ph.
7. Please be guided accordingly.
8. For compliance.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director 

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