

Finance-RM-2023-651

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

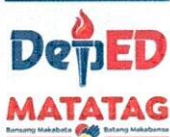
19 October 2023

Regional Memorandum
No.651 s.2023

**CONDUCT OF FINANCE END OF THE QUARTER ACTIVITIES
CUM COORDINATION MEETING OF SCHOOLS
DIVISION OFFICES AND SECONDARY
SCHOOLS IMPLEMENTING UNITS**

To **Schools Division Superintendents
Secondary School Heads**

1. In compliance with DBM Circular Letter No. 2022-14 dated October 28, 2022, Prescribing Guidelines for the Preparation and Submission of the Annual Budget Execution Plans Covering the Fiscal Year (FY) 2023 Budget and Thereafter, the Finance Division to conduct the End of the Quarter Activities Cum Coordination Meeting of Schools Division Offices and Secondary Schools Implementing Units on November 7-10, 2023, please see attached cluster schedule for your reference, Host: Schools Division of Batangas City.
2. The objectives of this activity are as follows:
 - 2.1 To synchronize the remaining activities of the Finance Division which include reconciliation of PSI-POP versus payroll disbursement and FY 2024 NEP; conduct of FY 2024 Monthly Disbursement Program (MDP); and coordination meeting on the utilization of finance-related activities;
 - 2.2 To prescribe the procedures in the finalization and submission of remaining financial reports, including deadlines and the appropriate forms to be used therefor; and
 - 2.3 To institutionalize the early submission of BEDs and expedite the timely release of funds upon affectivity of the General Appropriations Act (GAA).
3. Participants in this activity are the Schools Divisions Accountants, Budget Officers, Senior Bookkeepers/School Accountants of the Secondary Schools Implementing Units.
4. A registration fee of 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.




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Certificate No. PHP QMS
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5. Participants must confirm their attendance by accomplishing the registration through a link to be provided by the Host SDO.
6. Prior to the conduct of this activity, please be informed that there will be a Virtual Meeting on October 23 and 24, 2023 at 9:00AM onwards using MSteam platform same attendees for those who will be attending the cluster activity to finalize deadline of various reports of the Finance Division. Link will be sent through your respective email and post to the official GC of the Finance Division.
7. For other concerns, please coordinate with Ms. Laarni A. Evaristo, Budget Section, Finance Division through email finance.calabarzon@deped.gov.ph.
8. Immediate dissemination of this Memorandum is earnestly desired.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

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Schedule per Cluster

No.	1st Cluster	2nd Cluster	
	Nov. 7-8, 2023	Nov. 9-10, 2023	
1	Batangas	1	Cavite
2	Laguna	2	Quezon
3	Antipolo City	3	Rizal
4	Batangas City	4	Cavite City
5	Calamba City	5	Lucena City
6	Lipa City	6	Dasmariñas City
7	San Pablo City	7	Bacoor City
8	Tanauan City	8	Imus City
9	Santa Rosa City	9	Tayabas City
10	Biñan City	10	General Trias City
11	Cabuyao City		
12	San Pedro City		
13	Santo Tomas City		

Note: Including IU's