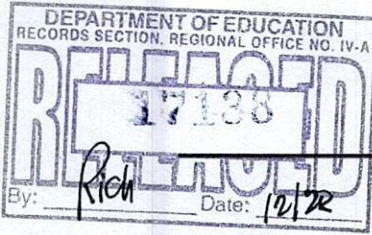




Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON



Finance-RM-2023-754



22 December 2023

Regional Memorandum
 No.754 s.2023

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

To **Schools Division Superintendents**
Secondary School Heads

- The Finance Division will conduct the Seminar-Workshop on the Preparation and Consolidation of CY 2023 Year-End Financial Reports with the finance staff from the regional, schools division offices and secondary schools implementing units on January 16-19, 2024, venue to be determined in a separate Regional Advisory (Host: Schools Division of Cavite Province). Below is the schedule of activity:

ATTENDEES	DATE
1. Senior Bookkeepers/School Accountants of IU's	January 16-17, 2024
2. SDOs Budget Officers and Accountants	January 16-18, 2024
3. Regional Office Attendees (Finance Division)	January 16-19, 2024

- This activity aims to facilitate the following:
 - Discuss and address the issues and concerns relative to the preparation and consolidation of CY 2023 Year-End Financial Reports;
 - Discuss the uniform implementation of finance-related procedures and policies;
 - Consolidation and submission of timely, complete and accurate year-end financial reports; and
 - Update the issuances.
- Participants in this activity are the following:
 - SDO accountants
 - SDO budget officers
 - School accountants/senior bookkeepers of secondary schools implementing units.
 - Selected finance staff to be identified by the SDO
 - Selected finance staff of the ROP




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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4. Registration fee of Two Thousand Pesos (Php2,000.00) per day shall be charged for each participant chargeable against their respective local funds subject to the usual budgeting, accounting and auditing rules and regulations.
5. All schools division offices are required to strictly comply with the submission of Financial Reports using the modified templates as the workshop output. Participants should bring their own laptops and extension cords.
6. Participants shall confirm their attendance by accomplishing the registration form which will be provided by the Host SDO.
7. For other concerns or queries, please coordinate with Ms. Laarni A. Evaristo of the Finance Division, Budget Section thru contact no. (02)8637-4214.
8. Please be guided accordingly



ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

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