



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



Finance-RM-2024-363

13 May 2024

Regional Memorandum

No.363 s.2024

URGENT COORDINATION MEETING WITH THE BUDGET OFFICERS AND ACCOUNTANTS OF SCHOOLS DIVISION OFFICES

To : **Schools Division Superintendents**

1. In compliance with DBM National Budget Circular No. 592 dated January 2, 2024, Guidelines on the Release of Funds for FY 2024, the Finance Division will conduct the Finance Emergency Coordination Meeting with Schools Division Offices Budget Officers and Accountants on May 21, 2023, 8:30AM to 5:00PM at the Bulwagan ng Karangalan, Karangalan, Cainta, Rizal.
2. The objectives of this activity are as follows:
 - 2.1 To synchronize the 2nd quarter activities of the Finance Division and readjustments of activities which were not conducted during the First Quarter of FY 2024 in terms of financial requirements;
 - 2.2 To address deficiencies encountered by the SDOs both in Allotment and Cash requirement in various PAPs;
 - 2.3 To finalize the data, templates (working papers) and timeline to be used for the request of allotment and cash requirement of schools division offices];
 - 2.4 To institutionalize the early submission of Budget Financial Accountability Reports before the timeline set by the oversight agencies.
3. Participants in this activity are the Schools Divisions Budget Officers, Accountants and selected Finance personnel in the Regional Office Finance Division. You may send representative in case an equal important activity has been scheduled or coincide with this date.
4. Food for each participants shall be charge against Regional Office Funds subject to the usual budgeting, accounting and auditing rules and regulations.



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5. For other concerns, please coordinate with Ms. Laarni A. Evaristo, Budget Section, Finance Division through email finance.calabarzon@deped.gov.ph.
6. Immediate dissemination of this Memorandum is earnestly desired.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director 

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