



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



QAD-RM-2024-389

31 May 2024

Regional Memorandum
No. 389 s. 2024

**CAPACITY BUILDING CUM WORKSHOP OF BUDGET
ACCOUNTABILITY REPORT (BAR) PREPARATION
FOR SDO COUNTERPARTS**

To **Schools Division Superintendents**
All Others Concerned

1. Pursuant to DBM and COA Joint Circular No. 2019-1 dated January 1, 2019, on the "Updated Guidelines to Budget and Financial Accountability Reports (BFARs) Starting FY 2019", all agencies are mandated to regularly submit their Budget Accountability Report (BAR No. 1- Physical Report of Operation) to oversight agencies after the end of the quarter. In line with this, this Office through the Quality Assurance Division (QAD) announces the conduct of the **Capacity Building Cum Workshop of Budget Accountability Report (BAR) Preparation for SDO Counterparts** which will be held on **July 30-31, 2024** on a venue that will be announced in a separate advisory.
2. This activity aims to facilitate the following:
 - a. Identify common challenges faced by SDOs in preparation of BAR 1 and discuss practical solutions to overcome these issues;
 - b. Equip SDO M & E with the necessary skills and knowledge to effectively prepare and manage Budget Accountability Reports (BAR); and
 - c. Ensure that all SDOs follow a standardized process in preparing their Budget Accountability Reports (BAR), promoting consistency, accuracy, and reliability across different divisions.
3. The participants in this activity are the Schools Division Office (SDO) Senior Education Program Specialist in Monitoring & Evaluation, Regional Planning Officer III, and Quality Assurance Division (QAD) personnel.
4. All participants are requested to bring their laptops. Likewise, they must confirm their attendance by accomplishing the registration link <https://bit.ly/3KoJKFj> on or before **July 30, 2024**.
5. Expenses relative to the conduct of this activity shall be charged to regional office fund subject to the usual accounting and auditing rules and regulations.



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone No.: 02-8682-2114 local 450
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph



Certificate No. PHP QMS
22 93 0085

6. For clarifications, please contact Mr. Jeffrie F. Ditolan at 02-8682-2114 Local 450 or email at qad.calabarzon@deped.gov.ph.
7. Immediate and widest dissemination of this Memorandum is desired.



ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director 

05/ROQ7

Enclosure 1

**CAPACITY BUILDING CUM WORKSHOP OF BUDGET ACCOUNTABILITY
REPORT (BAR) PREPARATION FOR SDO COUNTERPARTS**

July 30-31, 2024

Venue:TBA

INDICATIVE ACTIVITIES

July 30, 2024 (Day 1)		
TIME	ACTIVITY	IN-CHARGE
8:00-9:00	Arrival of the Participants	Secretariat
9:00-9:30	Opening Program National Anthem Prayer CALABARZON March Quality Policy Statement	Secretariat (AVP)
	Welcome Remarks and Statement of Purpose	LUZ E. OSMENA Chief Education Supervisor
	Acknowledgment of the Participants	MA. LOURDES O. MANIMTIM Education Program Supervisor
	Presentation of Indicative Activities	JEFFRIE F. DITABLAN Education Program Supervisor
	Inspirational Message	ATTY. ALBERTO ESCOBARTE, CESO II Regional Director LOIDA A. NIDEA Assistant Regional Director
9:30-10:30	Overview of Budget Accountability Report (BAR 1)	JEFFRIE F. DITABLAN Education Program Supervisor
10:30-10:45	Break	
10:45-12:00	Session 1: Guidelines to Budget Accountability Report (BAR 1)	ADRIAN BULLO Planning Officer III, PPRD
12:00-1:00	LUNCH BREAK	
1:00-3:00	Cont.. (Session 1)	ADRIAN BULLO Planning Officer III, PPRD
3:00-3:15	Break	
3:15-4:45	Session 2 Writeshop on Accomplishing the BAR 1	ADRIAN BULLO Planning Officer III, PPRD
4:45-5:00	Announcement on the Day 2 Activities	JEFFRIE F. DITABLAN Education Program Supervisor
BUENALYN M. MANUEL Master of Ceremonies		
July 31, 2024 (DAY 2)		
8:00-8:30	Management of Learning (MOL)	QAD/TWG Personnel
8:30-10:30	Presentation of Output/Critiquing	ADRIAN BULLO Planning Officer III, PPRD
10:30-10:45	Break	
10:45-12:00	Cont... Presentation of Output/Critiquing	ADRIAN BULLO Planning Officer III, PPRD
12:00-1:00	Lunch Break	
1:00-3:00	Cont... Presentation of Output/Critiquing	ADRIAN BULLO Planning Officer III, PPRD

3:00-3:15	Break	
3:15-3:45	Question and Answer	LOIDA G. TOMELDEN Education Program Supervisor
3:45-4:15	Wrap-Up/Synthesis/Agreement	ELENA L. LOPEZ Education Program Supervisor
4:15-5:00	Closing Program	QAD/TWG Personnel
EMELIA M. AYTONA Master of Ceremonies		