

Finance-RM-2024-754

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

October 15, 2024

Regional Memorandum
No.754 s.2024

**FINANCE QUARTERLY 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 Quarterly Coordination Meeting with the Budget Officers and Accountants of Schools Division Offices on October 22, 2024; 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 3rd and 4th quarter activities of the Finance Division and readjustments of activities which were not conducted during the First and Second Quarters of FY 2024 in terms of financial accomplishments;
 - 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 per 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.
4. Food for each participant shall be charged 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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