



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

January 2, 2025

In compliance with DepEd Order (DO) No. 8, s. 2013
this advisory is issued not for endorsement per DO 28, s. 2001,
but only for the information of DepEd officials,
personnel/staff, as well as the concerned public.
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**VENUE ON THE CONDUCT OF SEMINAR-WORKSHOP ON
THE PREPARATION AND CONSOLIDATION OF CY 2024
YER-END FINANCIAL REPORTS**

In reference to Regional Memorandum No. 908, s. 2024 dated December 23, 2024, entitled Seminar-Workshop on the Preparation and Consolidation of CY 2024 Mid-Year Financial Reports, the venue for the said activity is Splendido Tagaytay Hotel Inc., Dayap Itaas, Laurel, Batangas on January 13-15, 2025.

Other provisions in the previous memorandum are still in effect except otherwise there are unexpected concerns from the Regional Office Finance Division.

For the information and guidance of all concerned.



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



Finance-RM-2024-908

23 December 2024

Regional Memorandum
No.908 s.2024

**SEMINAR-WORKSHOP ON THE PREPARATION AND
CONSOLIDATION OF CY 2024 YEAR-END
FINANCIAL REPORTS**

To **Schools Division Superintendents**
Secondary School Heads

1. The Finance Division will conduct the Seminar-Workshop on the Preparation and Consolidation of CY 2024 Year-End Financial Reports with the Finance Staff from the Regional and Schools Division Offices on January 13-15, 2025, venue to be determined in a separate Regional Advisory (Host: Schools Division of Bacoor City).
2. This activity aims to facilitate the following:
 - Discuss and address the issues and concerns relative to the preparation and consolidation of CY 2024 Year-End Financial Reports;
 - Discuss the uniform implementation of finance-related procedures and policies;
 - Consolidate and submit timely, complete and accurate year-end financial reports; and;
 - Update issuances for finance-related transactions.
3. Participants in this activity are the following:
 - SDO Accountants;
 - SDO Budget officers;
 - Selected Finance staff to be identified by the SDO; and;
 - Selected Finance staff from the Regional Office Proper Finance division
4. Registration fee of Two Thousand Pesos (Php 2,000.00) 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.
6. For the workshop, participants should bring their own laptops and extension cords.



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7. Participants shall confirm their attendance by accomplishing the registration form which will be provided by the Host SDO.
8. The Regional Office will issue an advisory once the venue and other details are confirmed to be communicated to the Host SDO.
9. For other concerns or queries, please coordinate with Ms. Laarni A. Evaristo of the Finance Division, Budget Section thru contact no. (02)8637-4214.
10. Please be guided accordingly


ATTY. ALBERTO T. ESCOBARTE, CESO II
 Regional Director