



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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Certificate No. PHP QMS  
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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 