



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

January 22, 2025

Regional Memorandum
No. 58, s. 2025

**PARTICIPATION OF SCHOOLS DIVISION ACCOUNTANTS
AND BUDGET OFFICERS TO THE 38TH NATIONAL
SEMINAR-WORKSHOP ON THE PREPARATION
AND CONSOLIDATION OF CY YEAR-END
FINANCIAL REPORTS**

To: **Schools Division Superintendents**

1. In reference to the Regional Memorandum No. 909, s. 2024 dated December 23, 2024, Hosting of the 38th National Seminar-Workshop on the Preparation and Consolidation of CY 2024 Year-End Financial Reports, please advise the participation of all Schools Division Offices Accountants and Budget Officers on January 28-31, 2025, inclusive of travel time at Tanza Oasis Hotel, Tanza, Cavite on the said activity.
2. SDOs Accountants and Budget Officers as members of the Technical Working Group (TWG) who will serve as the Protocol Officers to the assigned Regions are requested to coordinate with the Finance Division, Regional Office Proper on the assistance and other necessary arrangements to be provided to your assigned Region.
3. Registration Fee of P4,000.00 (January 29 and 30, 2025) shall be charged for each attendee subject to the usual budgeting, accounting and auditing rules and regulations.
4. For other concerns, please coordinate with Ms. Laarni A. Evaristo, Budget Section, Finance Division through email finance.calabarzon@deped.gov.ph.
5. Immediate dissemination of this Memorandum is earnestly desired.

ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

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