



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



Finance-RM-2025-453

June 17, 2025

**Regional Memorandum**  
No. 453 s. 2025

**REGIONAL SEMINAR-WORKSHOP ON THE PREPARATION  
AND CONSOLIDATION OF CY 2025 MID-YEAR  
FINANCIAL REPORTS**

To **Schools Division Superintendents**  
**Secondary School Heads**  
**Selected Finance Personnel (RO)**

1. The Regional Office Finance Division will conduct the Regional Seminar-Workshop on the Preparation and Consolidation of CY 2025 Mid-Year Financial Reports with the Finance personnel from the Regional, Schools Division Offices and Secondary Schools Implementing Units on July 9-11, 2025, venue to be determined on a separate advisory with Schools Division of Laguna as the Host SDO. Below is the schedule of the activity:

| Attendees   | Date            |
|---|-----------------|
| 1. Senior Bookkeepers /School Accountants of IU's               | July 9-10, 2025 |
| 2. SDOs Budget Officers, Accountants & selected preparers (SDO) | July 9-11, 2025 |
| 3. Selected Regional Office Personnel                           | July 9-11, 2025 |

2. This activity aims to facilitate the following:
  - Preparation, review, reconciliation and consolidation of financial reports, budget and financial accountability reports and schedule of accounts.
  - Discussion of relevant issues and concerns brought about by recent issuances of DepEd;
  - Updates on the current issuances of DepEd in the implementation of various programs, projects and activities;
3. Participants in this activity are the Schools Division Accountants, Budget Officers, Senior Bookkeepers/School Accountants and selected preparers of the reports to be identified by the SDO and selected Finance Staff of the Regional Office, Finance Division.

4. Registration fee of Two Thousand Pesos (₱2,000.00) per day shall be charged for each participant chargeable against local funds subject to the usual budgeting, accounting and auditing rules and regulations.
5. Participants must confirm their attendance by accomplishing the registration form through a link to be provided by the Host SDO.
6. For clarifications and other concerns, kindly coordinate with Ms. Laarni A. Evaristo, AO V, via email at [finance.calabarzon@deped.gov.ph](mailto:finance.calabarzon@deped.gov.ph).
7. All Schools Division Offices are required to strictly comply with the submission of all reports on time. The deadline for the submission will be communicated through the official group chat of the Finance upon release of the official issuance from DepEd Central Office.
8. Immediate dissemination of this Memorandum is desired.

  
**ATTY. ALBERTO T. ESCOBARTE, CESO II**  
Regional Director 