



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



June 23, 2025



Regional Memorandum
No.459 s.2025

**FINANCE VIRTUAL COORDINATION MEETING WITH
SCHOOLS DIVISION OFFICES ACCOUNTANTS
AND BUDGET OFFICERS**

To : **Schools Division Superintendents**

1. In compliance with DBM National Budget Circular No. 595 dated January 20, 2025, Guidelines on the Release of Funds for FY 2025, the Finance Division will conduct a Virtual Coordination Meeting with Schools Division Offices Accountants and Budget Officers on June 24, 2025, 1:00PM onwards via online platform. Link will be sent to the email of the participants by the Regional Office.
2. The objectives of this activity are as follows:
 - 2.1 To synchronize the 2nd quarter activities of the Finance Division and readjustments of activities which were not conducted during the First Quarter of FY 2025 in terms of financial requirements;
 - 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; and
 - 2.4 To institutionalize the early submission of Budget Financial Accountability Reports before the timeline set by the oversight agencies.
3. Participants in this online activity are the Schools Divisions Budget Officers, Accountants and selected Finance personnel in the Regional Office Finance Division.
4. Immediate dissemination of this Memorandum is earnestly desired.


ATTY. ALBERTO T. ESCOBARTE, CESO II

 Regional Director 

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Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone No.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph



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