



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

December 26, 2025

Regional Memorandum
No. 1 s. 2026

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

To **Schools Division Superintendents**

1. The Finance Division will conduct the Seminar-Workshop on the Preparation and Consolidation of CY 2025 Year-End Financial Reports with the Finance Staff from the Regional and Schools Division Offices on January 13-16, 2025 at a venue to be determined and issued in a separate Regional Advisory with the Schools Division of Cavite Province as host.
2. This activity aims to facilitate the following:
 - Discuss and address the issues and concerns relative to the preparation and consolidation of CY 2025 Year-End Financial Reports;
 - Discuss the uniform implementation of finance-related procedures and policies; and
 - Facilitate consolidation and submission of timely, complete and accurate year-end financial reports.
 - Update issuances for finance-related transactions.
3. Participants in this activity are the following:
 - SDO Accountants;
 - SDO Budget officers;
 - Senior Bookkeepers/School Accountants of Secondary Schools Implementing Units
 - Selected Finance staff to be identified by the SDO; and
 - Selected Finance staff from the Regional Office Proper Finance division
4. The participants and schedule of the activity are as follows:

Participants	Date
• Secondary Schools Implementing Units/School Accountants of Secondary Schools IU's	January 12-13, 2026
• Schools Division Offices Accountants and Budget Officers and Additional Finance Staff	January 13-16, 2026

5. A 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.
6. All Schools division offices are required to strictly comply with the submission of Financial Reports using the modified templates as the workshop output.
7. For the workshop, participants should bring their own laptops and extension cords.
8. Participants shall confirm their attendance by accomplishing the registration form which will be provided by the Host SDO.
9. The Regional Office will issue an advisory once the venue and other details are confirmed to be communicated to the Host SDO.
10. For other concerns or queries, please coordinate with Ms. Laarni A. Evaristo of the Finance Division, Budget Section thru contact no. (02)8637-4214.
11. Please be guided accordingly.


ATTY. ALBERTO T. ESCOBARATE, CESO II
 Regional Director 