



Finance-RM-2026-36

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

January 19, 2026

Regional Memorandum
No.36 s.2026

**PARTICIPATION OF SCHOOLS DIVISION FINANCE
PERSONNEL (CAVITE CLUSTER) IN THE QUARTERLY
WORKSHOP ON THE PREPARATION AND CONSOLIDATION
OF FINANCIAL ACCOUNTABILITY REPORTS (FAR)
NOS.1 AND 1A, CY 2025 (Q4)**

To: **Schools Division Superintendents**

1. In reference with the Memorandum No. OASF-2026-022 dated January 7, 2026, Hosting of the Quarterly Workshop on the Preparation and Consolidation of Financial Accountability Reports (FAR) Nos. 1 and 1A, CY 2025 (Q4), please advise the participation of Schools Division Offices Finance Personnel on January 20-23, 2026, inclusive of travel time at Hertz Hotels and Resorts Tagaytay located at Tagaytay-Nasugbu Hi-way, Kaybagal South, Tagaytay City.
2. SDOs Finance Personnel who will serve as the Protocol Officers of the assigned Region are requested to coordinate with the Finance Division, Regional Office Proper on the assistance and other necessary arrangements to be provided to assigned Region.
3. Expenses relative to this activity shall be charged against local funds 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 

ROFin4



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Republic of the Philippines
Department of Education
OFFICE OF THE DIRECTOR IV FOR FINANCE SERVICE

MEMORANDUM

FOR : **REGIONAL DIRECTORS**
CHIEF ADMINISTRATIVE OFFICERS, FINANCE DIVISION
REGIONAL BUDGET OFFICERS
ALL OTHERS CONCERNED

FROM : **ARMANDO C. RUIZ**
Director IV, Finance Service

SUBJECT : **ADVISORY ON THE QUARTERLY WORKSHOP ON THE PREPARATION AND CONSOLIDATION OF FINANCIAL ACCOUNTABILITY REPORTS (FAR) NOS. 1 AND 1-A, CY 2025 (Q4)**

DATE : **January 13, 2026**

This has reference to Memorandum No. OASF-2026-022 dated January 07, 2026, issued by the Office of the Undersecretary for Finance regarding the Quarterly Workshop on the Preparation and Consolidation of Financial Accountability Reports (FAR) Nos. 1 and 1-A, for the 4th Quarter of CY 2025.

1. The workshop is scheduled to be held from **January 20-23, 2026** at the **Hortz Hotels and Resorts Tagaytay**, located at Tagaytay-Nasugbu Hi-way, Kaybagal South, Tagaytay City.
2. All participants are required to register and submit their complete travel details using the following links:

Registration:	https://bit.ly/Reg_QwFARs
Travel Details:	https://bit.ly/TD_QwFARs

3. The number of participants for each region will be strictly limited to the allotted number of participants only.
4. Confirmed participants will have their respective room assignments. In the event of non-attendance or change in the list of confirmed participants, such should be properly communicated with the secretariat.
5. Check-in time on January 20, 2026 is 2:00 P.M. and the first meal to be served is P.M. snack.
6. The activity will commence on January 21, 2026, Wednesday at exactly 8:30 A.M.
7. Check-out time on January 23, 2026 is 12:00 noon and the last meal to be served is A.M. Snack.



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8. All regions must strictly comply with the submission of FAR Nos. 1 and 1-A using the modified templates as the workshop output. **The deadline for submission is January 22, 2026 at 5:00 P.M.**
9. Participants should bring their FAR Nos. 1 and 1-A data as of December 31, 2025, along with laptops and extension cords.
10. For any other concerns or queries, please coordinate with Ms. Mary Ann M. De Castro of the Budget Division – Central Office thru the contact no. (02)8637-4214.

Please be guided accordingly.



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MEMORANDUM

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FOR : REGIONAL DIRECTORS
CHIEF ADMINISTRATIVE OFFICERS, FINANCE DIVISION
REGIONAL BUDGET OFFICERS
CENTRAL OFFICE, BUDGET AND ACCOUNTING DIVISION PERSONNEL
ALL OTHERS CONCERNED

FROM : ATTY. EDSON BYRON K. SY
Assistant Secretary *EB*
Officer-in-Charge, Office of the Undersecretary for Finance
EB *AB* *MA*

SUBJECT : QUARTERLY WORKSHOP ON THE PREPARATION AND
CONSOLIDATION OF FINANCIAL ACCOUNTABILITY REPORTS (FAR)
NOS. 1 AND 1-A, CY 2025 (Q4)

DATE : January 07, 2026

The DepEd Central Office, Budget Division will be conducting the Quarterly Workshop on the Preparation and Consolidation of Financial Accountability Reports (FAR) Nos. 1 and 1-A, CY 2025 (Q4) within Region IV-A, from **January 20 to 23, 2026** (*inclusive of travel time*).

1. This activity aims to:
 - Address any issues and concerns related to the preparation of Financial Accountability Reports (FARs) using the Modified Templates by consolidating feedback from regional offices;
 - Collect and consolidate best practices shared by the regional offices in preparing FARs;
 - Establish and implement a standardized strategy for verifying reports at all levels of governance; and
 - Ensure the timely submission of the final SAAODB (FAR No. 1) and SAAODBOE (FAR No. 1-A), CY 2025 (Q4).
2. Participants include:
 - Finance ManCom Lead
 - Selected Finance Staff from the Central Office
 - Regional Budget Officers
 - Selected Finance Staff from the Regional Offices who are in-charge in the preparation of FAR Nos. 1 and 1-A



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3. Each region is allotted two (2) slots:
 - 1 – Budget Officer
 - 1 - FAR Nos. 1 and 1-A Preparer
4. The expenses of the Central Office participants shall be charged against GMS-Central Office funds.
5. Travelling expenses of the Regional and other participants shall be charged against respective local funds.
6. All regions are required to strictly comply with the submission of FAR Nos. 1 and 1-A using the modified templates as the workshop output. The deadline for the submission is on or before **January 22, 2026, 5:00 P.M.**
7. The CO-Budget Division will provide the modified templates that must be used, which will be sent out to regions once the Q4 updates are complete.
8. Participants are required to bring their own laptops and extension cords.
9. Participants must confirm their attendance by accomplishing the registration form thru this link https://bit.ly/Reg_QwFARs by **January 14, 2026 at 5:00 P.M.**
10. Participants are encouraged to fill-out their travel details via this link https://bit.ly/TD_QwFARs.
11. An advisory will be issued for any additional details.
12. For other concerns or queries, please coordinate with Ms. Mary Ann M. De Castro of CO-Budget Division thru contact no. (02)8637-4214.

Please be guided accordingly.