

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



June 29, 2026

In compliance with DepEd Order (DO) No. 8, s. 2013
this advisory is issued not for endorsement per DO 28, s. 2001,
but only for the information of DepEd officials,
personnel/staff, as well as the concerned public.
(Visit depedcalabarzon.ph)

**VENUE ON THE CONDUCT OF SEMINAR-WORKSHOP ON
THE PREPARATION AND CONSOLIDATION OF CY 2026
MID-YEAR FINANCIAL REPORTS**

Relative to Regional Memorandum No. 375, s. 2026 dated June 9, 2026,
entitled Seminar-Workshop on the Preparation and Consolidation of CY 2026 Mid-
Year Financial Reports, the venue for the said activity is Tanza Oasis Hotel, Tanza,
Cavite.

Other provisions in the previous memorandum are still in effect except
otherwise there are unexpected concerns from the Regional Office Finance Division.

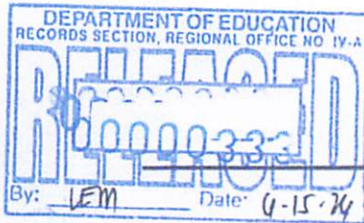
For the information and guidance of all concerned.



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone No.: 02-8682-2114
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Republic of the Philippines
Department of Education
REGION IV-A CALABARZON



Finance-RM-2026-375

09 June 2026

Regional Memorandum
No.375 s.2026

**SEMINAR-WORKSHOP ON THE PREPARATION AND
CONSOLIDATION OF CY 2026 MID-YEAR
FINANCIAL REPORTS**

To **Schools Division Superintendents**
Others Concerned

1. The DepEd Region IV through the Finance Division will conduct the Seminar-Workshop on the Preparation and Consolidation of CY 2026 Mid-Year Financial Reports with the Finance Staff from the Regional and Schools Division Offices on July 13-15, 2026, venue to be determine in a separate Regional Advisory (Host: Schools Division of Imus City).
2. This activity aims to:
 - Facilitate the preparation, review and consolidation of Financial Statements, Financial Accountability Reports and Schedule of Accounts;
 - Discuss and address relevant issues and concerns brought about by recent issuances of Department and Oversight Agencies;
 - Consolidation and submission of timely, complete and accurate year-end financial reports.
 - Update on issuances related to finance transactions.
3. Participants in this activity are the following:
 - SDO Accountants;
 - SDO Budget officers;
 - Selected Finance staff to be identified by the SDO; and
 - Selected Finance staff from the Regional Office Proper Finance division
4. 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.
5. All schools division offices are required to strictly comply with the submission of Financial Reports using the modified templates as the workshop output.
6. For the workshop, participants are advised to bring their own laptops and extension cords.

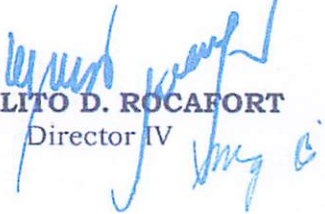


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7. Participants shall confirm their attendance by accomplishing the registration form which will be provided by the Host SDO.
8. The Regional Office will issue an advisory once the venue and other details are confirmed to be communicated to the Host SDO.
9. For other concerns or queries, please coordinate with Ms. Laarni A. Evaristo of the Finance Division, Budget Section thru contact no. (02) 8637-4214.
10. Please be guided accordingly


CARLITO D. ROCAFORT
Director IV

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