

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

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.

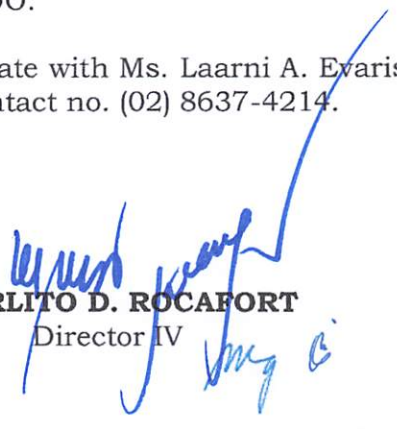


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7. Participants shall confirm their attendance by accomplishing the registration form which will be provided by the Host SDO.
8. The Regional Office will issue an advisory once the venue and other details are confirmed to be communicated to the Host 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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