



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

November 25, 2021

REGIONAL MEMORANDUM

No. **000808**, s. 2021

**CONDUCT OF THE REGIONAL SEMINAR/WORKSHOP ON THE PREPARATION,
RECONCILIATION AND SUBMISSION OF CY 2021 YEAR-END FINANCIAL REPORTS**

To: Schools Division Superintendents
All Others Concerned

1. The conduct of the Regional Seminar/Workshop on the Preparation, Reconciliation and Submission of CY 2021 Year-End Financial Reports shall be on January 10-14, 2022 to be held in Calbayog City Division with Calbayog City Division as the host.
2. The objectives of this activity are the following:
 - a. facilitate the preparation, review and submission of Consolidated CY 2021 Year-End Financial and Budgetary Reports utilizing the EFRS and EBMS Consolidators respectively;
 - b. serve as a venue to discuss uniform implementation of significant procedures and policies among those involved in the management of financial resources for efficient implementations of DepEd programs and projects; and
 - c. address other related financial issues.
3. The expected participants are the following:
 - a. SDOs – Accountants, Budget Officer and three (3) SDO finance staff;
 - b. Accountant/Bookkeeper from all Implementing Units (1 per IU);
 - c. RO Finance Division personnel involved in the preparation and consolidation of reports;
 - d. DBM officials in-charge of fund releases to DepEd;
 - e. Invited guests from Central Office/other agencies to discuss relevant topics.
4. A workshop fee of **Eight Thousand Pesos (P8,000.00)** per participant shall be collected to defray the cost of meals and lodging and other training expenses incurred for the whole duration of the workshop. Travelling expenses of the participants and the registration fee relative to this activity shall be charged against Division/School/Local Funds, subject to existing government accounting and auditing rules and regulations. Payments made through



check shall be made payable to **DEPED-CALBAYOG CITY DIVISION**. The first meal shall be PM snacks on January 10, 2022 and the last meal shall lunch on January 14, 2022.

5. Each Division Office and IUs are required to send their list of participants to the host division through **GLEN ALBELDA, not later than November 29, 2021** to enable the host to comply with the necessary procurement activities. Confirmed Participants who shall fail to attend the activity shall be personally liable to pay the corresponding training fee pertaining thereto. For more clarifications, please send your concerns through contact number **09350151324**.

5. All concerned are hereby directed to strictly comply with the Inter-Agency Task Force (IATF) and applicable safety measures and protocols appropriate thereto. The host division is further advised to coordinate/update the RO-Finance on the progress of the preparations for the conduct of the activity to ensure dissemination of required protocols of the City to concerned participants.

6. Participants are required to bring their laptops, extension cords, printers and ink/toners, book papers and other pertinent documents and supplies necessary in the preparation of the financial and budgetary reports.

7. Moreover, it is required that a Division Workshop be conducted prior to the Regional Workshop to facilitate **on-time submission of complete and accurate** Consolidated Year-End Reports. Deadline of submission of all reports shall be **January 13, 2022 at 9 PM**. The List of Financial Reports for submission shall be posted in the FB Finance Group not later than December 15, 2021.

8. Immediate dissemination of and strict compliance with this Memorandum are desired.


EVELYN R. FETALVERO
Regional Director

Enclosures: None

References: None

To be indicated in the Perpetual Index under the following subjects:

CONFERENCE

FINANCE GROUP

YEAR-END CONFERENCE

FD-GJF

