



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

November 15, 2022

REGIONAL MEMORANDUM

No. **1298**, s. 2022

**CONDUCT OF THE REGIONAL SEMINAR/WORKSHOP ON THE
PREPARATION, RECONCILIATION, AND SUBMISSION OF
CY 2022 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 2022 Year-End Financial Reports shall be on **January 9-13, 2023, inclusive of travel time to be hosted by the Northern Samar Division**. The venue of the activity shall be announced later.
2. The objectives of this activity are the following:
 - a. facilitate the preparation, review, and submission of Consolidated CY 2022 Year-End Financial and Budgetary Reports utilizing the EFRS and EBMS Consolidators respectively;
 - b. serve as a venue to discuss the 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. SDO registering participants may be increased as deemed necessary, subject to early confirmation with the host;
 - 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. 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. Traveling 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 DIVISION OF NORTHERN SAMAR**. The first meal shall be PM snacks on January 9, 2023, and the last meal shall be lunch on January 13, 2023.
5. Each Division Office and IUs are required to send their list of participants to the host division through **KARLA MAY T. ASEO** through **09164727821**, **not later than November 21, 2022**, 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.
6. 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 the dissemination of required protocols of the venue to the concerned participants.
7. 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.
8. Moreover, it is required that a Division Workshop be conducted before the Regional Workshop to facilitate the **on-time submission of complete and accurate Consolidated Year-End Reports**. The deadline for submission of all reports shall be on **January 12, 2023, at 9 PM**. The List of Financial Reports for submission shall be posted in the FB Finance Group no later than December 31, 2022.
9. Immediate dissemination of and strict compliance with this Memorandum are desired.


EVELYN R. FETALVERO, CESO IV
Regional Director

Enclosures: None

References: None

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

SEMINAR/WORKSHOPS

FINANCIAL REPORTS



FD-GJF