



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

May 7, 2024

**REGIONAL MEMORANDUM**

No. **533** s. 2024

**PREPARATION AND SUBMISSION OF FINANCIAL REPORT ON THE CONDUCT OF THE 2024 REGIONAL SCHOOLS PRESS CONFERENCE**

To: Schools Division Superintendents  
All Others Concerned

- To ensure proper accounting of expenditures made during the conduct of the 2024 Regional Schools Press Conference (RSPC), this Office requires the Eastern Visayas Association of School Paper Advisers (EVASPA), Inc. to submit a financial report not later than May 31, 2024.
- In view of this, select EVASPA officers are requested to report to the Regional Office on the following dates and purpose:

Officers	Date	Purpose
EVASPA Treasurer	May 8, 2024	Bank Transaction
EVASPA Officers	May 20-21, 2024	Post-Evaluation of the Activity and Accomplishment of Reports

- Since the activity requires the participation of officers who are also teachers, necessary arrangements such as provision of substitute teachers, makeup classes, and other workable alternative delivery modes, should be made by the school to ensure that classes are not left behind and students still get the intervention they deserve.
- Food, travel, accommodations, and incidental expenses of the participants shall be charged against EVASPA Funds, subject to the existing accounting and auditing rules and regulations.
- Immediate dissemination of and 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:

CAMPUS JOURNALISM

EVASPA

FINANCIAL REPORT

CLMD-DME



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