



1507

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

November 11, 2025

**REGIONAL MEMORANDUM**

No. **1507** s. 2025

**CONDUCT OF THE REGIONAL WORKSHOP ON THE PREPARATION  
AND SUBMISSION OF CALENDAR YEAR (CY) 2025  
YEAR-END FINANCIAL REPORTS**

To: Schools Division Superintendents  
All Others Concerned

1. This Office, through the Finance Division, shall hold its Regional Seminar Workshop on the Preparation and Submission of CY 2025 Year-End Financial Reports on **January 12-16, 2026** hosted by **Leyte Division** at a venue to be announced later.
2. The objectives of this activity are the following:
  - a. prepare, review, and submit the Consolidated CY 2025 Year-End Financial and Budgetary Reports of the Schools Division Offices (SDOs), utilizing the EFRS and EBMS Consolidators respectively;
  - b. discuss the uniform implementation of significant procedures and policies in the management of financial resources for efficient implementations of DepEd programs and projects; and
  - c. address other related financial issues.
3. The participants in this activity are as follows:
  - a. Division Accountants, Division Budget Officers, and three (3) SDO finance staff to assist in the preparation and consolidation of the SDO financial and budgetary reports;
  - b. Accountant/Bookkeeper from all Implementing Units;
  - c. RO Finance Division personnel involved in the preparation and consolidation of reports; and
  - d. Guests/speakers.
4. A workshop fee of **Eight Thousand Pesos (Php 8,000.00)** 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 shall be charged against Division/School/Local Funds, subject to existing government accounting and auditing rules and regulations. Payments made through check shall be payable to **DEPED LEYTE DIVISION TRUST FUND ACCOUNT NUMBER DBP 0-00490-775-1**.
5. Additional participants to the workshop may be allowed, provided that the host is promptly informed to allow them to effectively plan the necessary and appropriate procurement.



Address: Government Center, Candahug, Palo, Leyte  
Telephone No.: (053) 832-5738  
Email Address: region8@deped.gov.ph  
Website: region8.deped.gov.ph



6. Each Division Office shall confirm their participants through **JOSEPH L. MARASIGAN** at **0917-7043499** or through the Finance Team FB Group no later than **November 20, 2025**.

7. The participants shall bring their laptops, extension cords, printers and ink/toners, book papers, documents/reports, and other supplies necessary in the preparation of the financial and budgetary reports.

8. A Division Workshop shall be conducted before the Regional Workshop to facilitate the on-time submission of complete and accurate Consolidated Year-End Reports.

9. All Division Offices shall **strictly comply with the submission of all reports on time**. The deadline for submission shall be **January 15, 2026, at 9:00 p.m.** The list of reports for submission shall be disseminated through the Finance FB Group at a later date.

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

**RONEL AL K. FIRMO CESO IV**  
Assistant Regional Director  
Officer-in-Charge  
Office of the Regional Director

Enclosures: None

References: None

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

YEAR-END

SEMINAR-WORKSHOP

