



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

September 10, 2026

REGIONAL MEMORANDUM

No. **1202** s. 2026

**CONDUCT OF THE REGIONAL WORKSHOP ON THE PREPARATION
AND SUBMISSION OF CALENDAR YEAR (CY) 2026
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 2026 Year-End Financial Reports on January **11-15, 2027** hosted by **Southern Leyte Division** at a venue to be announced later.
2. The objectives of this activity are the following:
 - a. Facilitate the review, preparation, and submission of Financial Statements, Financial Accountability Reports, and Schedule of Accounts; and
 - b. Keep the participants abreast of the relevant issues and concerns associated with Financial Management brought about by recent issuance of the Department and oversight agencies.
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 (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 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 SOUTHERN LEYTE DIVISION**.
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.



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6. Each Division Office shall confirm their participants through **MARIA LOURDES L. HIMPEROSO** at **09661897600** or through the Finance Team Group Chat no later than **September 30, 2026**.

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 14, 2027, at 9:00 p.m.** The list of reports for submission shall be disseminated through the Finance Group Chat at a later date.

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


SALUSTIANO T. JIMENEZ, JD EdD, CESO III
Regional Director 

Enclosures: None

References: None

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

YEAR-END

SEMINAR-WORKSHOP

FD-GJF

