



Republic of the Philippines  
Department of Education  
CORDILLERA ADMINISTRATIVE REGION  
Wangal, La Trinidad, Benguet



December 13, 2018

REGIONAL MEMORANDUM  
No. **431.2018**



**REGIONAL SEMINAR-WORKSHOP ON THE PREPARATION OF CY 2018  
YEAR-END FINANCIAL REPORTS**

TO: Schools Division Superintendent  
Secondary School Principals  
Division Accountants and Budget Officers  
Senior Bookkeepers of Implementing Units  
All Others Concerned

1. The Regional Seminar-Workshop on the preparation of CY 2018 year- end financial reports, to be hosted by the Division of Kalinga ( exact venue to be announced later) will be on January 13-18, 2019, inclusive of travel time.

2. The four (4) day workshop aims to:

- a. Facilitate the reconciliation of fund releases and reciprocal accounts;
- b. Facilitate the preparation, review and submission of accurate and timely year- end financial reports of all Implementing Units;
- c. Address financial and budgetary issues; and
- d. Discuss recent issuances on financial management.

3. Participants to the seminar-workshop are Finance Personnel of the Regional Office, Eight (8) Schools Division Offices and Forty Four (44) Secondary Schools classified as Implementing Units. Specifically, the number of participants from the region and schools divisions are as follows:

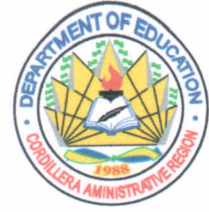
Region/Schools Division	Number of Participants
Regional Office	10
Division of Abra	9
Division of Apayao	7
Division of Benguet	15
Division of Ifugao	10
Division of Kalinga	8
Division of Mt. Province	13
Division of Baguio City	7
Division of Tabuk City	7
Total	86

Tracking Number:


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4. Expenses for board and lodging shall be shouldered by the Regional Office, thru the Schools Division of Kalinga, while travelling expenses of participants shall be charged against their respective local funds.
5. All disbursements relative to the conduct of this seminar/workshop shall be subject to the usual budgeting, accounting and auditing rules and regulations.
6. **Check in will be in the afternoon of January 13, 2019. First meal to be served is dinner of the same day while last meal to be served is breakfast of January 18, 2019.**
7. **All Implementing Units are required to strictly comply with the submission of all reports on time.** The deadline of submission will be on January 17, 2019, 7:00 P.M. Likewise, Schools Division Offices should submit a division-wide consolidated report.
8. Immediate and wide dissemination of this Memorandum is desired.

  
MAY B. ECLAR, Ph. D., CESO V  
Regional Director

SGT/clp