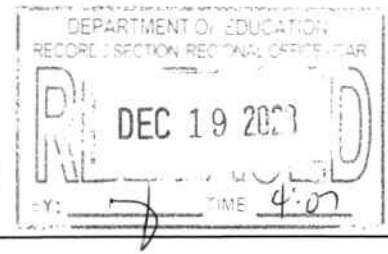




Republic of the Philippines
Department of Education
Cordillera Administrative Region



December 11, 2023

REGIONAL MEMORANDUM
No. **757.2023**

REGIONAL SEMINAR-WORKSHOP ON THE PREPARATION OF FY 2023 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. Two of the Major Key Result Areas (KRA) of the Finance Division are Financial Management and Financial Accountability Reporting. The Objectives of these KRAs are:

- a. To ensure that Regional Offices, Schools Division Offices and Secondary Schools classified as Implementing Units will comply with financial management policies and procedures,
- b. To supervise the conduct of seminars and workshops on financial management,
- c. To recommend prescribed regional policies and guidelines to standardize implementation of financial procedures and to address financial issues and concerns, and
- d. To supervise and ensure the preparation, consolidation, and submission of timely, complete, and accurate Budget and Financial Accountability Reports.

2. To achieve the objectives stated above and to meet the deadlines set by the DepEd- Central Office, Department of Budget and Management and Commission on Audit, the regional office through the finance division will be conducting the Regional Seminar-Workshop on the preparation of FY 2023 Year-end Budget and Financial Accountability Reports on January 8- 12, 2024 (inclusive of travel time) to be hosted by the Division of Ifugao.

3. Participants to the seminar-workshop are Finance Personnel of the Regional Office, Eight (8) Schools Division Offices and Fifty Five (55) Secondary Schools classified as Implementing Units. Specifically, the number of participants from the region and Schools Divisions are as follows:



Address: DepEd-CAR Complex, Wangal, La Trinidad, Benguet, 2601

Telephone No: (074) 422 – 1318

Email Address: car@deped.gov.ph



DepEd Tayo Cordillera



<https://depedcar.ph>



Republic of the Philippines
Department of Education
Cordillera Administrative Region

Region/Schools Division	Number of Participants
Regional Office	10
Division of Abra	11
Division of Apayao	7
Division of Benguet	19
Division of Ifugao	10
Division of Kalinga	8
Division of Mt. Province	14
Division of Baguio City	11
Division of Tabuk City	7
Total	97

- Expenses for board and lodging shall be shouldered by the Regional Office, thru the Schools Division of Ifugao, while travelling expenses of participants shall be charged to their respective local funds.
- All disbursements relative to the conduct of this seminar/workshop shall be subject to the usual budgeting, accounting, and auditing rules and regulations.
- Check in will be in the afternoon of January 8, 2024. First meal to be served is snack of the same day while last meal to be served is breakfast of January 12, 2024.
- For the region to be able to meet the deadline for the submission of the consolidated regional mid-year financial reports, Implementing Units are required to prepare all the required reports before the scheduled workshop, for finalization during the workshop proper after the reports have been reconciled and reviewed by the regional office finance personnel. Attached is the list of financial reports to be submitted.
- Immediate and wide dissemination of this Memorandum is desired.

ESTELA P. LEON-CARIÑO EdD, CESO III
Director IV/ Regional Director

FINANCE/clp