



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



June 28, 2016

REGIONAL MEMORANDUM
No. **171-2016** s. 2016

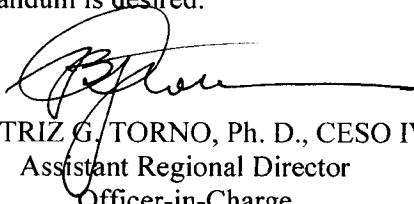
JUN 29 2016

BC
10:48

REGIONAL SEMINAR-WORKSHOP ON THE PREPARATION OF CY 2016 MID-YEAR FINANCIAL REPORTS

TO: Schools Division Superintendent
Secondary School Principals
Accountants, Budget officers and Bookkeepers
All Others Concerned

1. The Regional Seminar-Workshop on the preparation of CY 2016 mid-year financial reports is scheduled on July 11- 15, 2015 at the National Educators Academy of the Philippines-CAR (NEAP-CAR), Wangal, La Trinidad, Benguet;
2. The five (5) day workshop aims to:
 - a. Facilitate the preparation, reconciliation and review of mid-year financial reports;
 - b. Discuss updates on reportorial requirements of oversight agencies specially on the on line submission of Financial Accountability Reports;
 - c. Discuss the uniform implementation of procedures and policies ;
 - d. Address other financial issues and concerns.
3. Participants to the seminar-workshop are:
 - a. Staff of the Finance Division at the Regional Office;
 - b. Accountants, Bookkeepers and Budget Officers of the Eight (8) Division Offices and Forty Three (43) Secondary Schools **with separate set of books** ;
 - c. Other personnel who will help in the preparation of the financial reports.
4. Expenses for board and lodging shall be shouldered by the regional office while travelling expenses of participants shall be charged against division/school funds subject to accounting and auditing rules and regulations;
5. **Participants are instructed to bring laptops/computers and all documents necessary in the reconciliation of accounts and preparation of the financial reports. All are expected to submit their respective outputs at the end of the workshop.**
6. Immediate and wide dissemination of this Memorandum is desired.


BEATRIZ G. TORNO, Ph. D., CESO IV
Assistant Regional Director
Officer-in-Charge
Office of the Regional Director

SGT/clp