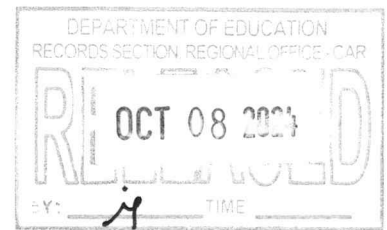




Republic of the Philippines
Department of Education
Cordillera Administrative Region



October 4, 2024

REGIONAL MEMORANDUM
No. **702.2024**

HOSTING OF REGIONAL SEMINAR-WORKSHOPS ON THE PREPARATION OF
MID-YEAR AND YEAR-END FINANCIAL REPORTS

TO: Assistant Regional Director
Schools Division Superintendent
Secondary School Principals
Division Accountants and Budget Officers
Accountants and 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 SDOs comply with financial management policies and procedures through regular M&E.
- b. To conduct financial management seminars and workshops to SDOs and Implementing Units (IUs) finance personnel.
- c. To prepare, consolidate, and submit Budget and Financial Accountability Reports (BFARs).
- d. To monitor and evaluate the financial performance of RO and SDOs.

2. To meet these objectives and comply with reporting deadlines set by the DepEd- Central Office, Department of Budget and Management and Commission on Audit on the submission of Budget and Financial Accountability Reports, regional seminar-workshops on the preparation of Mid-year and Year-end financial reports are scheduled annually in January and July.

3. In keeping with our established practice, a Schools Division is assigned to host these workshops to ensure a fair distribution of hosting responsibilities. The hosting schedule for the upcoming seminar-workshops is as follows:



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Activity	Host Division
2024 Year-End	Tabuk City
2025 Mid-Year	Kalinga
2025 Year-End	Benguet
2026 Mid-Year	Baguio City
2026 Year-End	Mt. Province
2027 Mid-Year	Ifugao
2027 Year-End	Apayao

4. Funds for board and lodging will be downloaded to the host division in advance to ensure smooth facilitation of the workshops.

5. Please be guided accordingly as we work together to meet our financial management goals.


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

FINANCE/clp