DIVISION MEMORANDUM
No. O28, s. 2020
January 16, 2020

CONDUCT OF RECONCILIATION-WORKSHOP ON THE PREPARATION OF CY 2019 YEAR-END FINANCIAL REPORTS

To: NORELIZA A. MISAL, CPA
NEPTUNE L. TAMILAWAN
BONAFEE CATHRINE B. RABAYA
GISSELLE D. GONZALES

1. In the exigency of the service, you are hereby directed to attend the Seminar-Workshop on the Preparation of CY 2019 Year-End Financial Reports Preparation. This is in connection to the unnumbered Regional Memorandum dated December 18, 2019.

2. This activity will be held on January 21-22, 2020 at Ritz Hotel, Obrero, Davao City. Expected participants to this seminar-workshop are the accountant, budget officer and one staff from each of the accounting and budget division.

3. Participants are requested to bring laptop, extension cords, soft and hard copies of financial reports as required in the attached checklist and all other documents necessary in preparation of Consolidated Financial Reports as of December 31, 2019.

4. Expenses incident to this activity shall be charged against local funds subject to the usual accounting and auditing rules and regulations.

5. Immediate dissemination of and compliance with this memorandum is desired.

CRISTY C. EPE
Schools Division Superintendent

Ends:
List Enclosures
References: DepEd Order
To be indicated in the Perpetual Index under the following subjects:
YEAR-END FINANCIAL REPORT PREPARATION

accountant: memorandum title
16 January 2020
MEMORANDUM

To: Finance Officer, Regional and Division Accountants, Budget Officers and Selected ADAS III

Subject: CHANGE OF SCHEDULE FOR THE RECONCILIATION WORKSHOP ON THE 2019 YEAR-END FINANCIAL REPORTS PREPARATION

Date: December 27, 2019

Please be informed that the conduct of Reconciliation Workshop on the 2019 Financial Reports Preparation on December 30-31, 2019 will be moved to January 21-22, 2020 at The Ritz Hotel, Obrero, Davao City due to conflict of activities.

Immediate dissemination of this Memorandum is desired.

[Signature]

EVELYN R. FETALVERO, CESO V
Assistant Regional Director
Officer-In-Charge
Office of the Regional Director
MEMORANDUM

To: All Schools Division Superintendents
   This Region

Subject: CONDUCT OF RECONCILIATION-WORKSHOP ON THE
         PREPARATION OF CY 2019 YEAR-END FINANCIAL
         REPORTS

Date: December 18, 2019

Please be informed that this Office will be conducting a Reconciliation-Workshop on the
CY 2019 Year-End Financial Reports Preparation on December 30-31, 2019 at the venue
to be announced later. This seminar-workshop aims to facilitate the preparation, reconciliation
and consolidation of reliable financial reports to be submitted to DepED Central Office,
Department of Budget and Management and Commission on Audit. Participants of the activity
are the following:

Regional Office - Chief Administrative Officer, Finance Division
   Budget Officers, Accountants and Administrative Assistants

Division Officers - Budget Officers, Accountants, and One (1) Accounting Staff
   and One (1) Budget Staff per Division

Participants are requested to bring the following:
1. Laptop and extension cord
2. Soft and hard copies of financial reports as required in the attached
   checklist
3. All other documents needed for preparation of financial reports

Due to the urgency of the activity, the specified date falls on a Holiday. In this
connection all participants will be granted a Compensatory Overtime Credit (COC) per day.

Payment for meals and venue shall be charged against Regional Office OSEC
Continuing funds while traveling expenses of participants shall be charged against local funds
subject to the usual accounting and auditing rules and regulations.

[Signature]

EVELYN R. PETALVER CLASOS
Assistant Regional Director
Office in Charge
Office of the Regional Director

R018/ndr
MEMORANDUM

To: All Schools Division Superintendents
   This Region

Subject: SUBMISSION OF YEAR-END CONSOLIDATED FINANCIAL REPORTS FOR CY 2019

Date: January 8, 2020

In compliance with the requirements of DepEd Central Office, Commission on Audit and other concerned Agencies, this Office requires all Division Offices to submit consolidated Financial Reports for Current Year 2019. In this connection, please direct your Accountant to submit the said reports on or before January 22, 2020. This would give sufficient time for the Accounting Section to review and reconcile the reports for consolidation and submission of timely and reliable reports to DepED Central Office, Department of Budget and Management and Commission on Audit.

Soft copies of the reports must be sent to the email address of the Accounting Section, this Region (depedroxiaaccounting@deped.gov.ph.)

Attached is the list of Financial Reports for submission.

For information, guidance and strict compliance.

EVELYN R. FETALVERO, CESO V
Assistant Regional Director
Officer-In-Charge
Office of the Regional Director