



DEPED-CAR

June 4, 2019

REGIONAL MEMORANDUM  
 No. 168 . 2019

**REGIONAL SEMINAR-WORKSHOP ON THE PREPARATION OF CY 2019 MID-YEAR 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 2019 year-end financial reports, to be hosted by the Division of Abra ( exact venue to be announced later) will be on July 8-12, 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 mid-year 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 Nine (49) 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	16
Division of Ifugao	10
Division of Kalinga	8
Division of Mt. Province	14
<b>Division of Baguio City</b>	<b>11</b>
Division of Tabuk City	7
<b>Total</b>	<b>92</b>

Contact Numbers (Area Code: 074):

Office of the Regional Director	422-1318	Administrative Division	422-1804	CLMD	422-7096	HRDD	422-9590
Fax	422-4074	Cash Section	423-2215	LRMDS	422-0615	NEAP-R	422-5500
Office of the ARD	422-9590	Payroll Section	424-3993	ESSD	423-2218	PPRD	422-9590
ICT Unit	422-1318	Records Section	423-2213	Finance Division	422-5155	QuAD	422-5187
Public Affairs Unit	422-1318	Supply Section	422-2198	FTAD	424-5187	COA	422-7434
Legal Unit	423-2214	General Services Unit	422-1804				





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4. Expenses for board and lodging shall be shouldered by the Regional Office, thru the Schools Division of Abra, 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 July 8, 2019. First meal to be served is dinner of the same day while last meal to be served is breakfast of July 12, 2019.
7. All Implementing Units are required to strictly comply with the submission of all reports on time. 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

To: All School Administrators, Principals & Teachers-in-Charge  
 (Elementary & Secondary)  
 FOR YOUR INFORMATION & APPROPRIATE ACTION  
 FEDERICO P. MARTIN, Ed.D., CESO VI  
 Schools Division Superintendent

SGT/clp

Tracking Number:

1579808610

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Public Affairs Unit	422-1318	Supply Section	422-2198
Legal Unit	423-2214	General Services Unit	422-1804
		CLMD	422-7096
		LRMDS	422-0615
		ESSD	423-2218
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