



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

January 05, 2023

REGION MEMORANDUM
FD-2023-001

**REGIONAL SEMINAR-WORKSHOP ON THE PREPARATION OF
CY 2022 YEAR-END FINANCIAL REPORTS**

To: Schools Division Superintendents

1. To ensure timely submission of various consolidated reports in compliance with Central Office, DBM and COA requirements, the Department of Education Regional Office XII shall conduct a 3-day **Seminar/Workshop on the Preparation of CY 2022 Year-End Financial Reports to be held on January 17-19, 2023 at Greenleaf Hotel, General Santos City.**
2. This activity aims to facilitate the following:
 - Workshop on the review and consolidation of financial reports, budget and financial accountability reports, and schedule of accounts;
 - Presentation and discussion of relevant issues and concerns associated with financial management brought about by recent issuances of Department and oversight agencies.
3. The Participants to this activity are as follows:
 - SDO Accountants and Budget Officers;
 - Bookkeepers, SAOB-in-charge, and other finance personnel from the division offices and secondary schools classified as Implementing Units (IUs).
4. All SDOs are required to strictly comply with the submission of all reports on time by updating the google drive assigned per SDO. Please refer to the enclosed checklist of reports to be submitted. **The deadline of submission will be on January 18, 2022, 5:00 p.m.**
5. A registration fee of **SIX THOUSAND PESOS (P6,000.00)** payable to **DEPED DIV OF GSC-TRUST FUNDS** shall be collected to cover food, accommodation, honorarium of resource speakers and other operating expenses. Both the registration fee and travelling expenses of participants are chargeable against local funds subject to the usual accounting and auditing rules and regulations.
6. For your information, guidance and compliance.


CARLITO D. ROCAFORT
Director IV

Enclosure: Schedule of Activities

Reference: FD-OM

To be indicated in the Perpetual Index under the subject
BUDGET FINANCE REPORT

JVB/FD-A/RM/ REGIONAL SEMINAR/ WORKSHOP ON THE PREPARATION OF CY 2022 YEAR-END FINANCIAL REPORTS/001/January 05, 2022



Regional Center, Brgy. Carpenter Hill, City of Koronadal
Telefax No.: (083) 2288825/ (083) 2281893
Website: depedroxii.org Email: region12@deped.gov.ph





Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

Enclosure to Region Memorandum FD No. 001, s. 2023

Schedule of Activities

Regional Seminar /Workshop on the Preparation of CY 2022 Year-End Financial Reports

Day 1- January 17, 2023

Time	Activity	In-charge/Resource Person
11:00-12:00NN	Registration	SDO General Santos City
12:00-1:15PM	Lunch	
1:30-2:00PM	Opening Program: <ul style="list-style-type: none">• Preliminaries• Acknowledgment of Participants and Guests• Welcome Remarks• Message• Statement of Purpose• Message	SDO General Santos City Sandra L. Calma Accountant III, SDO GSC Rommel G. Flores SDS, SDO General Santos City Rebonfamil R. Baguio ARD Maria Lourdes A. Sanches, CAO-Finance Carlito D. Rocafort Director IV
2:00-2:15PM	Intermission Number	GSC IUs
2:15-3:15PM	DBM new issuances and other concerns	Akmad J. Usman, CPA Regional Director, DBM RO XII and staff
3:15-3:30PM	Open Forum	
3:30-3:45PM	Health Break	
3:45-4:45PM	COA updates and other concerns	Carmencita Eden C. Talob, CPA Regional Supervising Auditor, COA Region XII
4:45-5:00PM	Open Forum	
5:00-6:00PM	Dinner	





Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

Day 2- January 18, 2023

Time	Activity	In-charge/Resource Person
8:15-8:30AM	Management of Learning Attendance Checking	May Jane L. Alvarado, Accountant II
8:30-9:30AM	Accounting and Budget Updates	Cheryl P. Villa/Noren Grace G. Laguting
9:30-10:00AM	Open Forum	
10:00-12NN	Workshop Proper SDO Consolidation of IUs' financial reports	All SDO Accountants, Budget Officers and IU Bookkeepers
12:00-1:00PM	Lunch	
1:00-5PM	<ul style="list-style-type: none">Continuation of Workshop	All SDO Accountants, Budget Officers and IU Bookkeepers

Day 3- January 19, 2023

Time	Activity	In-charge/Resource Person
8:15-8:30AM	Management of Learning Attendance Checking	Jairus C. Capillo Accountant I
8:30-10:00AM	<ul style="list-style-type: none">Continuation of Workshop	
10:00- 12:00NN	Closing Program: <ul style="list-style-type: none">Sharing of/ learnings/ takeaways/impressionsStatus of Reports SubmissionPledge of CommitmentWays forward	Selected Participants Jessebelle V. Bayoneta Accountant II SDO Accountants/Budget Officers Maria Lourdes A. Sanches CAO-FD

MJND/FD-A/SA/001/January 5, 2023



Regional Center, Brgy. Carpenter Hill, City of Koronadal
Telefax No.: (083) 2288825/ (083) 2281893
Website: depedroxii.org Email: region12@deped.gov.ph

