



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

January 11, 2024

REGION MEMORANDUM
FD-2024-002

REGIONAL SEMINAR-WORKSHOP ON THE PREPARATION OF CY 2023 YEAR-END FINANCIAL REPORTS

To: Schools Division Superintendents

1. This has reference to Region Memorandum FD-2023-004 dated February 13, 2023 titled **Schedule of the Regional Seminar-Workshops on the Preparation of Financial Reports for CY 2023**.
2. All concerned are hereby informed that the venue for the Year-End Regional Seminar Workshop scheduled on January 17-19, 2024 is at **Paraiso Verde Resort and Waterpark Hotel, Koronadal City**.
3. The activity shall be hosted by SDO Sultan Kudarat. The first meal to be served is lunch on January 17, 2024 and the last meal is lunch on January 19, 2024.
4. A registration fee of **Six Thousand Pesos (P6,000.00)** payable to **DEPED - DIVISION OF SULTAN KUDARAT** shall be collected to cover food, accommodation, honorarium, and other operating expenses. The registration fee and traveling expenses of participants are chargeable against local funds subject to the usual accounting and auditing rules and regulations.
5. SDOs are required to strictly comply with the submission of all reports on time. Soft copies of **reports shall be emailed to accounting.region12@deped.gov.ph not later than January 18, 2024**. See Enclosure 2 for the Checklist of Requirements.
6. For any inquiries or clarifications, you may contact Jessebelle Bayoneta, Accountant II through jessebelle.bayoneta@deped.gov.ph.
7. For the information, guidance and compliance of all concerned.


CARLITO D. ROCAFORT
Director IV

Encl: As stated
Reference: Region Memorandum FD No. 2023-004
Allotment: MOOE
To be indicated in the Perpetual Index under the subject:
SEMINAR REPORT WORKSHOP

JVB/FD/RM/REGIONAL SEMINAR-WORKSHOP ON THE PREPARATION OF CY 2023 YEAR-END FINANCIAL REPORTS/002/January 11.2024



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Enclosure 1 to Region Memorandum FD-2024-002

SCHEDULE OF ACTIVITIES
REGIONAL SEMINAR/ WORKSHOP ON THE PREPARATION
OF CY 2023 YEAR-END FINANCIAL REPORTS
Paraiso Verde Resort and Waterpark
January 17-19, 2024

Day 1- January 17, 2024

Time	Activity	In-charge/Resource Person
10:00-12:00NN	Registration	SDO Sultan Kudarat
12:00-1:15PM	Lunch	
1:30-1:45PM	Opening Program: <ul style="list-style-type: none">• Preliminaries• Acknowledgment of Participants and Guests• Welcome Remarks• Inspirational Message• Statement of Purpose• Words of Challenge	SDO Sultan Kudarat Noli M. Asuncion, CPA Accountant III, SDO Sultan Kudarat Atty. Nelyn B. Frinal ASDS, SDO Sultan Kudarat Crispin A. Soliven, Jr SDS, SDO Sultan Kudarat Maria Lourdes A. Sanches CAO-Finance Carlito D. Rocafort Director IV
1:45-2:00PM	Intermission Number	SDO Sultan Kudarat IUs
2:00-3:30PM	COA Updates and other relevant matters	Carmencita Eden C. Talob State Auditor V Regional Supervising Auditor COA Region XII
3:30-4:00PM	Open Forum	
4:00-5:00PM	Admin Matters: <ul style="list-style-type: none">➤ Personnel➤ Payroll	Joseph Rusell M. Farnazo OIC-CAO, AD Edwin C. Parcon PSU Head
5:00-6:00PM	Dinner	

Master of Ceremony: KEVIN LLOYD J. HIJASTRO



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Day 2- January 18, 2023

Time	Activity	In-charge/Resource Person
8:00-8:15AM	Management of Learning Attendance Checking	SDO Koronadal and IUs
8:15-9:45AM	Public Service Ethics and Accountability	Grace R. Belgado-Saqueton, CPA Director IV, CSC RO XII
9:45-10:0AM	Open Forum	
10:00-11:45AM	DBM Updates and other relevant matters	Akmad J. Usman, CPA Director IV, DBM RO XII
11:45-12:00NN	Open Forum	
12:00-1:00PM	Lunch	
1:00-5:00PM	Workshop: Break-out Session Accounting Budget	Accountants/Budget Officers
5:00-6:00PM	Dinner	

Day 3- January 19, 2024

Time	Activity	In-charge/Resource Person
8:15-8:30AM	Management of Learning Attendance Checking	Jairus Z. Capillo/Roel Earl John B. Martin AO IV/AO II-Budget Unit
8:30-10:00AM	Submission of Output	
10:00-12:00NN	Closing Program: <ul style="list-style-type: none">Sharing of learnings/ takeaways/impressionsStatus of Reports SubmissionWays forwardCommunity Singing	Selected Participants Maria Jeanette N. Delima SAO-Finance to be led by Sultan Kudarat Division Finance Personnel
12:00NN	Lunch	
1:00PM	Home Sweet Home	