



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

Matrix of Activities

Regional Seminar /Workshop on the Preparation of
CY 2024 1st Quarter Financial Reports
The Farm @ Carpenter Hill, City of Koronadal
April 24-26, 2024

Day 1- April 24, 2024

Time	Activity	In-charge/Resource Person
11:00-12:00nn	Registration	SDO South Cotabato
12:00-1:5pm	Lunch	
	Opening Program	
1:30-2:00pm	Preliminaries	SDO South Cotabato
	Welcome Remarks	Leonardo M. Balala, CESO V SDS, SDO South Cotabato
	Acknowledgment of participants and guests	Carlo E. Divedor, CPA Accountant III, SDO South Cotabato
	Inspirational Message	Kathrine H. Lotilla OIC-Office of the Assistant Regional Director
	Statement of Purpose	Ma. Lourdes A. Sanches, CPA CAO-Finance
	Words of Challenge	Carlito D. Rocafort, CESO V Director IV
2:00-2:30pm	Financial Management Excellence Awards <ul style="list-style-type: none">Financial Performance (Top 3 SDOs with highest Budget Utilization Rate)BFARs Submission Efficiency (SDOs and IUs with congratulatory letters from DBM for four (4) quarters in CY 2023)Provident Fund Collection Efficiency Award (Top 3 SDOs with the highest collection rate for PF in CY 2023)Audit Recommendations Efficiency (Top 3 SDOs with the highest audit recommendation implementation rate)	RD, ARD, SDS, CAO-FD
2:30-4:00pm	<ul style="list-style-type: none">COA updates and other concernsOpen Forum	Carmencita Eden C. Talob, CPA OIC-Office of the Assistant Regional Director, COA Region XII



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4:00-5:00pm	Administrative Division Updates <ul style="list-style-type: none"> • SDO payroll validation • Other matters • Open Forum 	Maricel B. Rodriguez AO IV-Personnel
6:00-7:00pm	Dinner	

Day 2- April 25, 2024

Time	Activity	In-charge/Resource Person
8:15-8:30am	Management of Learning Attendance Checking	SDO Kidapawan City
8:30-10:00am	<ul style="list-style-type: none"> • DBM updates and other concerns • Open forum 	Akmad J. Usman, CPA Regional Director DBM Region XII
10:00-11:00am	Pag-Ibig Fund <ul style="list-style-type: none"> • Regular Savings • MP 2 and other services • Open forum 	Marlon D. Barluado Branch Manager Pag-IBIG Koronadal
11:00-12:00nn	Workshop Proper / Break Out session <ul style="list-style-type: none"> • Accounting • Budget 	
12:00-1:00pm	Lunch	
1:00-5:00 pm	<ul style="list-style-type: none"> • Continuation of workshop 	
6:00-7:00pm	Dinner	

Day 3- April 26, 2024

Time	Activity	In-charge/Resource Person
8:15-8:30am	Management of Learning Attendance Checking	SDO Sarangani
8:30-10:00am	Status of Submission of Outputs	Jessebelle V. Bayoneta Accountant II
Closing Program		
10:00-11:00am	Introduction of new members of finance group (RO, SDO, IU)	Jairus Z. Capillo AO-IV Budget Unit Romela Jean J. Ocariza Accountant I
	Giving of Takeaways/learnings and insights	Participants
	Ways forward	Maria Jeanette N. Delima SAO-FD
	Closing Message	Maria Lourdes A. Sanches CAO-FD
	Giving of Certificates	
12:00-1:00pm	Lunch	
1:00pm-onwards	Home Sweet Home	