



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

April 15, 2024

REGION MEMORANDUM
FD-2024-011

**ADDENDUM TO REGION MEMORANDUM FD-2024-009 RE: RESCHEDULED
DATE OF THE CONDUCT OF THE 1ST QUARTER SEMINAR-WORKSHOP ON
THE PREPARATION OF FINANCIAL REPORTS**

To: Schools Division Superintendents

1. This has reference to Region Memorandum FD-2024-009 Re: Rescheduled Date of the Conduct of the 1st Quarter Seminar-Workshop on the Preparation of Financial Reports.
2. All concerned are hereby informed that the venue for the CY 2024 1st Quarter Regional Seminar Workshop scheduled on April 24-26, 2024 is at **The Farm @ Carpenter Hill, Koronadal City.**
3. In appreciation of the efforts and commitment of our field offices that demonstrate excellence in managing the financial resources of their respective offices, this office shall have an awarding activity during the opening program of the three-day workshop. Cash incentives and certificates of recognition chargeable against the RO-MOOE shall be given to deserving SDOs and IUs under the following categories:
 - 3.a Financial Performance – Top 3 SDOs with the highest Budget Utilization Rate
 - 3.b BFARs submission Efficiency - SDOs and IUs with congratulatory letters from DBM for four (4) quarters in CY 2023
 - 3.c Provident Fund Collection Efficiency- Top 3 SDOs with the highest collection rate for Provident Fund in CY 2023
 - 3.d Audit Recommendations Efficiency – Top 3 SDOs with the highest audit recommendations implementation rate as contained in CY 2023 Management Letter
4. A registration fee of **Six Thousand Pesos** (P6,000.00) payable to **DEPED DIV OF SOCOT TRUST LOCAL COLL** 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. The first meal to be served is lunch on April 24, 2024 and the last meal is lunch on April 26, 2024.
6. 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 April 22, 2024.** See Enclosure 1 for the Checklist of Requirements.



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7. Should there be questions and clarifications on this concern, please address to Finance Division through Jessebelle V. Bayoneta, Accountant II at jessebelle.bayoneta@deped.gov.ph or contact (083) 228-1895.
8. For the information and guidance of all concerned.


CARLITO D. ROCAFORT
Director IV

Encl: None
Reference: Region Memorandum FD 2024-009
Allotment: MOOE
To be indicated in the Perpetual Index under the subject:
SEMINARS REPORT WORKSHOP

JVB/FD/RM/ ADDENDUM TO REGION MEMORANDUM FD 2024-009 RE: CONDUCT OF REGIONAL SEMINAR-WORKSHOP ON THE PREPARATION OF CY 2024 1ST QUARTER FINANCIAL REPORTS/010/April 15, 2024



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Enclosure 1 to Region Memorandum FD-2024-011

CHECKLIST OF REQUIREMENTS
REGIONAL SEMINAR/ WORKSHOP ON THE PREPARATION
OF CY 2024 1st QUARTER FINANCIAL REPORTS
April 24-26, 2024

ACCOUNTING REPORTS

A. REGULAR FUND

1. Consolidated Pre-Closing Trial Balance
2. Consolidated Report on Status and Aging of Cash Advances
3. Unliquidated Cash Advances Breakdown per Year
4. Consolidated Report on Aging of Cash Advances (Annex 3)

B. TRUST FUND

1. Pre-Closing Trial Balance
2. Consolidated Report on Status and Aging of Cash Advances
3. Unliquidated Cash Advances Breakdown per Year

C. PROVIDENT FUND

1. Pre-Closing Trial Balance
2. Service Fees Collected and Deposited to BTr
3. Certification from BTr with attached JEV and Endorsement (if any)

D. OTHER REPORTS

1. FAR No. 5 Quarterly Report of Revenue & Other Receipts
2. Status of Schools MOOE Downloading (Annex 3, 3-1 and 3-2)