



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

July 8, 2024

REGION MEMORANDUM
FD-2024-014

**ADDITIONAL INFORMATION ON THE CONDUCT OF THE REGIONAL SEMINAR-
WORKSHOP ON THE PREPARATION OF CY 2024 MID-YEAR FINANCIAL
REPORTS**

To: Schools Division Superintendents
All Others Concerned

1. This has reference to Region Memorandum FD-2024-013 Re: **Seminar-Workshop on the Preparation of Financial Reports for CY 2024 and Quarterly Regional Workshop on FAR 1 and FAR 1A Alignment and Reconciliation for FY 2024.**
2. All concerned are hereby informed that the venue of the mid - year activity on July 15-18, 2024, is at **Mt. Sabrina Mountain View Resort, Brgy. Tambler, General Santos City.**
3. The activity shall be hosted by SDO Sarangani. The first meal to be served is lunch on July 15, 2024 and the last meal is lunch on July 17, 2024 for IUS and other SDO staff and lunch on July 18, 2024 for the identified SDO and RO personnel.
4. See the following enclosures for reference:
Enclosure 1: Checklist of Requirements
Enclosure 2: Matrix of Activities.
5. **A seminar/training fee of Six Thousand Pesos (P6,000.00) payable to DepEd Division of Sarangani** shall be collected to cover for the honorarium of resource person, accommodation, training venue and kits. Due to procurement restrictions, **ONLY duly registered participants shall be accepted.**
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 3:00 p.m. of July 17, 2024.**
7. Should there be questions and clarifications on this concern, address these 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



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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/014/July 8, 2024*



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Enclosure 2 to Region Memorandum FD-2024-014: Matrix of Activities

SCHEDULE OF ACTIVITIES
REGIONAL SEMINAR/ WORKSHOP ON THE PREPARATION
OF CY 2024 MID - YEAR FINANCIAL REPORTS
Mt. Sabrina Mountain View Resort
July 15-18, 2024

Day 1- July 15, 2024

Time	Activity	In-charge/Resource Person
10:00-12:00NN	Registration	SDO Sarangani
12:00-1:15PM	Lunch	
1:30-1:45PM	Opening Program: <ul style="list-style-type: none">PreliminariesAcknowledgment of Participants and GuestsWelcome RemarksInspirational MessageStatement of PurposeWords of Challenge	SDO Sarangani Leonardo E. Eugenio Accountant III, SDO Sarangani Atty. Nelyn B. Frinal ASDS, SDO Sarangani Ruth L. Estacio SDS, SDO Sarangani Maria Lourdes A. Sanches CAO-Finance Kathrine H. Lotilla OIC-Office of the ARD
1:45-2:00PM	Intermission Number	SDO Sarangani IUs
2:00-3:15PM	Ease of Paying Taxes and other BIR updates	BIR RDO 110 General Santos City Revenue District Representative
3:15-3:30PM	Open Forum	
3:30-5:00PM	Mental Health: Creating a positive and safe workplace	Carel Bridgette Caoile Guidance Director Notre Dame of Kidapawan College
5:00-6:00PM	Dinner	

Day 2- July 16, 2024

Time	Activity	In-charge/Resource Person
8:00-8:15AM	Management of Learning Attendance Checking	SDO Koronadal and IUs



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8:15-12:00NN	Workshop and break-out Session: SDO Accounting with IUS: <ul style="list-style-type: none"> • Lapsing Schedule of PPE • SCNAE • Off -book Accounts Budget with SDO Budget Officers: FAR and FAR 1-A alignment	RO Accountants/Budget Officers
12:00-1:00PM	Lunch	
1:00-5:00PM	Continuation of Workshop and break-out sessions:	Accountants/Budget Officers
5:00-6:00PM	Dinner	

Day 3- July 17, 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/impressions • Status of Reports Submission • Ways forward 	Selected Participants Maria Jeanette N. Delima SAO-Finance
12:00NN	Lunch	
1:00PM	Departure of IUs and other SDO participants	
1:00-5:00pm	Consolidation and Finalization of reports	RO and SDO Accountants, Budget Officers and staff

Day 4 July 18, 2024

Time	Activity	In-charge/Resource Person
8:00-12:00nn	Continuation of consolidation	RO and SDO Accountants, Budget Officers and staff
12:00nn	Lunch	
1:00pm	Submission of Output to CO	RO Accountants and Budget Officers
1:00-5:00pm	Home sweet home	