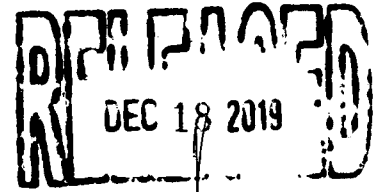




December 17, 2019



REGIONAL MEMORANDUM
No. 460, 2019

**REGIONAL SEMINAR-WORKSHOP ON THE PREPARATION OF CY 2019
YEAR-END FINANCIAL REPORTS**

TO: Schools Division Superintendent
Secondary School Principals
Division Accountants and Budget Officers
Senior Bookkeepers of Implementing Units
All Others Concerned

1. The Regional Seminar-Workshop on the preparation of CY 2019 year-end financial reports will be on January 13-17, 2020, inclusive of travel time at Sagada Homestay Inn and Restaurant and Souvenir Shop, Sagada, Mt. Province.

2. The Seminar-Workshop aims to:

- a. Facilitate the reconciliation of fund releases and reciprocal accounts;
- b. Facilitate the preparation, review and submission of accurate and timely year-end financial reports of all Implementing Units;
- c. Address financial and budgetary issues; and
- d. Discuss recent issuances on financial management.

3. Participants to the seminar-workshop are Finance Personnel of the Regional Office, eight (8) Schools Division Offices and Fifty Two (52) Secondary Schools classified as Implementing Units **who are in charge of the preparation of the financial and accountability reports**. Specifically, the number of participants from the region and schools divisions are as follows:

Region/Schools Division	Number of Participants
Regional Office	10
Division of Abra	9
Division of Apayao	7
Division of Benguet	18
Division of Ifugao	10
Division of Kalinga	8
Division of Mt. Province	14
Division of Baguio City	11
Division of Tabuk City	7
Total	94

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Public Affairs Unit 422-1318
Legal Unit 423-2214

Administrative Division 422-1804
Cash Section 423-2215
Payroll Section 424-3993
Records Section 423-2213
Supply Section 422-2198
General Services Unit 422-1804

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LRMDS 422-0615
ESSD 423-2218
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4. Expenses for board and lodging shall be shouldered by the Regional Office, thru the Schools Division of Mt. Province, while travelling expenses of participants shall be charged against their respective local funds.
5. All disbursements relative to the conduct of this seminar/workshop shall be subject to the usual budgeting, accounting and auditing rules and regulations.
6. **Check in will be in the afternoon of January 13, 2020. First meal to be served is dinner of the same day while last meal to be served is breakfast of January 17, 2020.**
7. **All Implementing Units are required to strictly comply with the submission of all reports on time.** The deadline of submission will be on January 16, 2019, 7:00 P.M. Likewise, Schools Division Offices should submit a division-wide consolidated report.
8. Immediate and wide dissemination of this Memorandum is desired.


MAY B. ECLAR, Ph. D., CESO V
Regional Director

SGT/clp

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