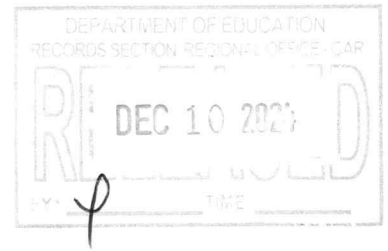




Republic of the Philippines
Department of Education
Cordillera Administrative Region



December 9, 2024

REGIONAL MEMORANDUM

No. **891-2024**

REGIONAL SEMINAR-WORKSHOP ON THE PREPARATION OF FY 2024 YEAR-END FINANCIAL REPORTS

TO: Assistant Regional Director
Schools Division Superintendent
All Others Concerned

1. The Finance Division's key mandates include Financial Management and Financial Accountability Reporting. To align with these mandates, the following objectives are set:

- a. Ensure compliance with financial management policies and procedures by Regional Offices, Schools Division Offices, and Secondary Schools classified as Implementing Units.
- b. Oversee the conduct of financial management seminars and workshops.
- c. Recommend regional policies and guidelines to standardize financial procedures and address related issues and concerns.
- d. Supervise and ensure the preparation, consolidation, and submission of timely, complete, and accurate Budget and Financial Accountability Reports (BFARs).

2. To achieve the objectives outlined above and meet the deadlines set by the DepEd- Central Office, the Department of Budget and Management (DBM) and the Commission on Audit (COA), the Regional Office through its finance division will conduct a **Regional Seminar-Workshop on the preparation of FY 2024 Year-end Budget and Financial Accountability Reports for January 13- 17, 2025** (inclusive of travel time) and will be hosted by the Division of Tabuk City, with the specific venue to be announced later.

3. Participants to the seminar-workshop are **Finance Personnel of the Regional Office, eight (8) Schools Division Offices and Fifty-Six (56) Secondary Schools classified as Implementing Units**. Specifically, the number of participants from the region and Schools Divisions are as follows:



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Republic of the Philippines
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Region/Schools Division	Number of Participants
Regional Office	10
Division of Abra	11
Division of Apayao	7
Division of Benguet	19
Division of Ifugao	11
Division of Kalinga	8
Division of Mt. Province	14
Division of Baguio City	11
Division of Tabuk City	7
Total	98

- Expenses for board and lodging will be covered by the Regional Office through the Schools Division of Tabuk City, while travelling expenses of participants shall be charged to their respective local funds.
- All disbursements relative to the conduct of this seminar/workshop shall be subject to the usual budgeting, accounting, and auditing rules and regulations.
- Check- in for the event will be in the afternoon of January 13, 2025. First meal to be served is snack of the same day while last meal to be served is breakfast of January 17, 2025.
- To ensure timely submission of consolidated regional year-end financial reports, Schools Division Offices and Implementing Units are required to prepare all the necessary reports before the scheduled workshop. These reports will be finalized during the workshop proper after review and reconciliation of accounts by the regional office finance personnel.
- Immediate and wide dissemination of this Memorandum is desired.


ESTELA P. LEON-CARIÑO EdD, CESO III
Director IV/ Regional Director

FINANCE/clp