

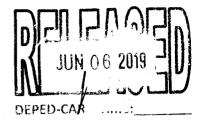
Republic of the Philippines DEPARTMENT OF EDUCATION

CORDILLERA ADMINISTRATIVE REGION

Wanaal, La Trinidad, Benauet, 2601 Website: www.depedcar.ph | Email: car@deped.gov.ph



June 4, 219



REGIONAL MEMORANDUM No. 168.2019

REGIONAL SEMINAR-WORKSHOP ON THE PREPARATION OF CY 2019 MID-YEAR 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, to be hosted by the Division of Abra (exact venue to be announced later) will be on July 8-12, 2019, inclusive of travel time.
- 2. The four (4) day workshop aims to:
 - Facilitate the reconciliation of fund releases and reciprocal a. accounts:
 - Facilitate the preparation, review and submission of accurate and b. timely mid-year financial reports of all Implementing Units;
 - Address financial and budgetary issues; and c.
 - Discuss recent issuances on financial management. d.
- Participants to the seminar-workshop are Finance Personnel of the Regional Office, Eight (8) Schools Division Offices and Forty Nine (49) Secondary Schools classified as Implementing Units. 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	16
Division of Ifugao	10
Division of Kalinga	8
Division of Mt. Province	14
Division of Baguio City	11
Division of Tabuk City	7
Total	92

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Legal Unit

122-1310

Administrative Division Cash Section Payroll Section Records Section Supply Section neral Services Unit

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- 4. Expenses for board and lodging shall be shouldered by the Regional Office, thru the Schools Division of Abra, 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 July 8, 2019. First meal to be served is dinner of the same day while last meal to be served is breakfast of July 12, 2019.
- 7. All Implementing Units are required to <u>strictly comply</u> with the <u>submission of all reports on time</u>. 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

Tracking Number: