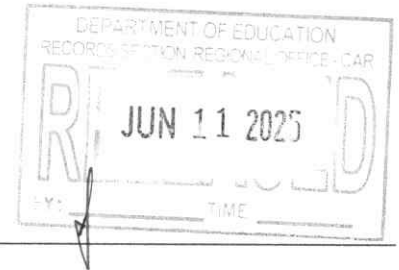




Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region



June 10, 2025

REGIONAL MEMORANDUM

No. **397.2025**

REGIONAL SEMINAR-WORKSHOP ON THE PREPARATION OF FY 2025 MID-YEAR  
FINANCIAL REPORTS

TO: Assistant Regional Director  
Schools Division Superintendent  
All Others Concerned

1. The DepEd- Cordillera Administrative Region- Regional Office, through the Finance Division, will conduct a Seminar/Workshop on the Preparation and Consolidation of FY 2025 Mid-Year Financial Reports on July 7-11, 2025. This event will be hosted by the Division of Kalinga at a venue to be announced later.
2. The seminar/workshop aims to:
  - a. Ensure compliance with existing financial management policies and procedures.
  - b. Recommend regional policies and guidelines to standardize financial procedures and resolve recurring financial issues.
  - c. Supervise and ensure the timely, complete, and accurate preparation, consolidation, and submission of Budget and Financial Accountability Reports (BFARs).
  - d. Meet submission deadlines set by the DepEd Central Office, Department of Budget and Management (DBM), and the Commission on Audit (COA).
3. Participants in this activity are finance personnel from 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 regional office and Schools Divisions are as follows:



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Cordillera Administrative Region

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	11
Division of Mt. Province	14
Division of Baguio City	11
Division of Tabuk City	7
Total	101

- Expenses for board and lodging shall be shouldered by the Regional Office, through the Schools Division of Kalinga, while the travelling expenses of participants shall be charged to their respective local funds. All disbursements related to this seminar/workshop shall be in accordance with usual budgeting, accounting, and auditing rules and regulations.
- Check-in will be on the afternoon of July 7, 2025. The first meal to be served is PM snack of the same day , and the last meal will be breakfast on July 11, 2025.
- To ensure timely submission of the consolidated regional mid-year financial reports, all Implementing Units are required to prepare their respective reports prior to the seminar-workshop. These reports will be finalized during the workshop after reconciliation and review 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