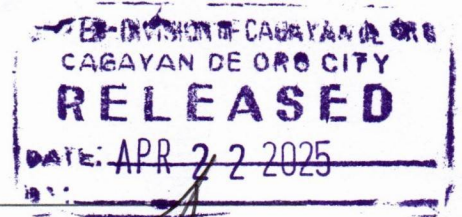




Republic of the Philippines  
**Department of Education**  
REGION X  
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

22 April 2025

OFFICE MEMORANDUM

No. 57 s.2025

TO: CYRIL JAMES CASINILLO- DRIVER  
This Division

QUARTERLY WORKSHOP ON THE PREPARATION AND CONSOLIDATION  
OF FINANCIAL REPORTS (FAR) NOS. 1 AND 1-A FOR Q1, FY 2025

1. You are hereby directed to ferry the participants for the Quarterly Workshop on the Preparation and Consolidation of Financial Accountability Reports (FAR) Nos. 1 and 1-A for Q1, FY 2025 on April 22-23, 2025 at Dahilayan Forest Park Resort, Brgy. Dahilayan, Manolo Fortich, Bukidnon.
2. In adherence to Equal Opportunity Principle (EOP), inclusive and fair treatment is accorded to all personnel regardless of disability, sexual orientation, gender, age, religion, and ethnicity.
3. This Office directs compliance of this Memorandum.

**ROY ANGELO E. GAZO**  
Schools Division Superintendent

AAC / OM – / QUARTERLY WORKSHOP ON THE PREPARATION AND CONSOLIDATION OF FAR NOS. 1 AND 1-A FOR Q1, FY 2025  
April 21, 2025





Republic of the Philippines  
**Department of Education**  
OFFICE OF THE UNDERSECRETARY FOR FINANCE

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March 14, 2025

**DR. ARTURO B. BAYOCOT, CESO III**  
Regional Director  
DepEd Region X  
Cagayan de Oro City

Dear **Director Bayocot**,

We are pleased to inform you that the DepEd Central Office, Budget Division, will be conducting the **Quarterly Workshop on the Preparation and Consolidation of Financial Accountability Reports (FAR) Nos. 1 and 1-A for Q1, FY 2025** within Region X from April 22 to 25, 2025.

The participants of this workshop include Budget Officers and selected Finance Staff from the Central and Regional Offices nationwide who are responsible for preparing financial accountability reports submitted to oversight agencies.

In this regard, we would greatly appreciate your assistance in providing the necessary physical and technical requirements for the successful conduct of this activity.

The Central Office will download **FOUR HUNDRED EIGHTY THOUSAND PESOS (P480,000.00)** to cover the board and lodging of the sixty (60) expected participants.

We are delighted to hold this activity in your region and look forward to securing a conducive venue for the event.

Thank you.

Very truly yours,

  
**ATTY. EDSON BYRON K. SY**  
Assistant Secretary for Finance  
OIC-Office of the Undersecretary for Finance  
  





Republic of the Philippines  
**Department of Education**  
OFFICE OF THE UNDERSECRETARY FOR FINANCE

**MEMORANDUM**  
**OUF-2025- 0255**

**TO :** REGIONAL DIRECTORS  
CHIEF ADMINISTRATIVE OFFICERS, FINANCE DIVISION  
REGIONAL BUDGET OFFICERS  
CENTRAL OFFICE, BUDGET AND ACCOUNTING DIVISION PERSONNEL  
ALL OTHERS CONCERNED

**FROM :**  **ATTY. EDSON BYRON K. SY**  
Assistant Secretary for Finance  
OIC, Office of the Undersecretary for Finance

**SUBJECT :** QUARTERLY WORKSHOP ON THE PREPARATION AND  
CONSOLIDATION OF FINANCIAL ACCOUNTABILITY REPORTS (FAR)  
NOS. 1 AND 1-A FOR Q1, FY 2025

**DATE :** March 14, 2025

The DepEd Central Office, Budget Division will be conducting the **Quarterly Workshop on the Preparation and Consolidation of Financial Accountability Reports (FAR) Nos. 1 and 1-A, CY 2025 (Q1)** within **Region X** from **April 22 to 25, 2025** (inclusive of travel time).

1. This activity aims to:
  - Address any issues and concerns related to the preparation of Financial Accountability Reports (FARs) using the Modified Templates by consolidating feedback from regional offices;
  - Collect and consolidate best practices shared by the regional offices in preparing FARs;
  - Establish and implement a standardized strategy for verifying reports at all levels of governance; and
  - Ensure the timely submission of the final SAAODB (FAR No. 1) and SAAODBOE (FAR No. 1-A), CY 2025 (Q1).
2. Participants include:
  - Finance EXECOM Lead
  - Selected Finance Personnel/Staff from the Central Office
  - Regional Budget Officers
  - Selected Finance Staff from the Regional Offices who are in-charge in the preparation of FAR Nos. 1 and 1-A
3. Each region is allotted **two (2) slots**:
  - 1 - Budget Officer





Republic of the Philippines  
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- 1 - FAR Nos. 1 and 1-A Preparer
- 4. The expenses of the Central Office participants shall be charged against GMS Central Office funds.
- 5. Travelling expenses of the Regional and other participants shall be charged against their respective local funds.
- 6. All regions are required to strictly comply with the submission of FAR Nos. 1 and 1-A using the modified templates as the workshop output. **The deadline for the submission of reports is on or before April 24, 2025, 5:00 P.M.**
- 7. The CO-Budget Division will provide the modified templates that must be used, which will be sent out to regions once the data updates are complete.
- 8. Participants are required to bring their own laptops and extension cords.
- 9. Participants must confirm their attendance by accomplishing the registration form thru this link [https://bit.ly/RegForm\\_FARsWS\\_FY2025](https://bit.ly/RegForm_FARsWS_FY2025) by **March 31, 2025 at 5:00 P.M.**
- 10. Participants are encouraged to fill-out their travel details via this link [https://bit.ly/TravelDetails\\_FARsWs\\_FY2025](https://bit.ly/TravelDetails_FARsWs_FY2025) by **April 15, 2025.**
- 11. An advisory will be issued for any additional details.
- 12. For other concerns or queries, please coordinate with Ms. Mary Ann M. De Castro of CO-Budget Division thru contact no. (02)8637-4214.

Please be guided accordingly.

cc: Office of the Secretary



[https://bit.ly/RegForm\\_FARsWS\\_FY2025](https://bit.ly/RegForm_FARsWS_FY2025) [https://bit.ly/TravelDetails\\_FARsWs\\_FY2025](https://bit.ly/TravelDetails_FARsWs_FY2025)



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