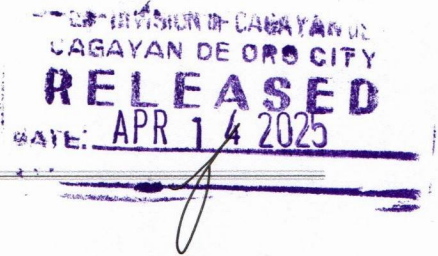




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent



14 Apr 2025

DIVISION MEMORANDUM
No. 324 s.2025

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

TO: Select Division Office and School Personnel
This Division

1. Pursuant to the Memorandum OUF-2025-0255 and the letter from the Assistant Secretary for Finance dated March 14, 2025, Re: **Quarterly Workshop on the Preparation and Consolidation of Financial Accountability Reports (FAR) Nos. 1 and 1-A for Q1, FY 2025** on April 22-25, 2025 at Dahilayan Forest Park Resort, Brgy. Dahilayan, Manolo Fortich, Bukidnon.
2. This Division will assist in providing the necessary physical and technical requirements for the successful conduct of this activity.
3. The identified Division Office and School Personnel shall prepare the physical and technical set up of the venue on April 21-25, 2025.

TECHNICAL WORKING COMMITTEES		
Names	Position	Duration
ARNEL A. CALUBAG, CPA	Accountant III	April 21-25, 2025
RISA BEA SOCORRO M. BORRES	Administrative Officer V	April 22-25, 2025
ROMIEL S. VALLENTE	Administrative Officer V	April 22-25, 2025
EDWIN CARL N. CANIOS	Administrative Officer II	April 21-25, 2025
DONNACELLE F. ERNACIO	Administrative Officer II	April 21-25, 2025
CHRISTIAN RAY D. DALOS	Administrative Assistant III	April 21-25, 2025
HAZEL JOY P. ZAMBRANO	Administrative Assistant III	April 21-25, 2025
MARY CARESS GALONO	EPS II	April 23, 2025
MICHAEL B. SARILLA JR.	Driver	April 22-25, 2025
MARLON N. FILIPINO	Driver	April 22-25, 2025



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4. Attached in the Enclosure 1 is the list of presenters on April 23, 2025.
5. Expenses incurred relative to this travel shall be charged against local funds, subject to usual accounting and auditing rules and procedures.
6. 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.
7. This Office directs immediate and wide dissemination of this Memorandum.

ROY ANGELO E. GAZO
Schools Division Superintendent

Encl.: As stated

Reference: Memorandum OUF-2025-0255

To be indicated in the Perpetual Index
under the following subjects:

COMMUNICATIONS

OSDS-DM-AAC / QUARTERLY WORKSHOP ON THE PREPARATION AND CONSOLIDATION OF FAR NOS. 1
AND 1-A FOR Q1, FY 2025

April 14, 2025



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
Department of Education
OFFICE OF THE UNDERSECRETARY FOR FINANCE

- 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 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 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/TravelDetails_FARsWs_FY2025



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

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.

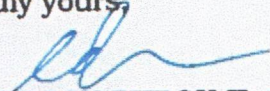
In this regard, we would greatly appreciate your assistance in providing the necessary physical and technical requirements for the successful conduct of this activity.

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
REGION X
DIVISION OF CAGAYAN DE ORO CITY

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

March 20, 2025

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

Thru: **DR. ARTURO B. BAYOCOT, CESO III**
Regional Director
Region X

Sir:

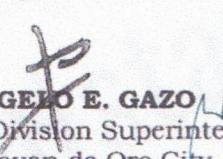
Greetings!

This is to acknowledge and inform the DepEd Central Office, Budget Division that the Division of Cagayan de Oro City is willing to assist in providing the necessary physical and technical requirements for the successful conduct of the **Quarterly Workshop on the Preparation and Consolidation of Financial Accountability Reports (FAR) No.1 and 1-A for Q1 FY2025** in the Region from April 22-25, 2025.

Likewise, the Division of Cagayan de Oro City is ready to accept the funds to be downloaded in the amount of **Four Hundred Eighty Thousand Pesos (Php 480,000.00)** to cover the accommodation of the sixty (60) expected participants.

Thank you so much.

Respectfully Yours,


ROY ANGELO E. GAZO
Schools Division Superintendent
SDO Cagayan de Oro City

DL-013-OSDS-FIN-BUDGET-DFE



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Enclosure 1- Presenter during the Quarterly Workshop on the Preparation and Consolidation of FAR Nos. 1 and 1-A for Q1, FY 2025

Coach: Victor N. Fabre

Presenter:

1. Dan Karen Ramos
2. Godwyn B. Avila
3. Regine G. Baguio
4. Jan Michael B. Abarquez
5. Gian Carlo R. Garcia
6. Kienz Khembleer E. Equipaje
7. John Michael R. Bermudez
8. Mark Bryan N. Engbino
9. Jeannel Marie S. Tinoy
10. Kent John Cristopher C. Fabre



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