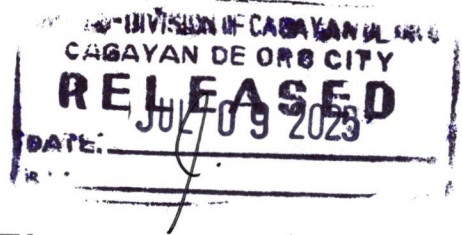




Republic of the Philippines
Department of Education
REGION X

DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

8 July 2025

DIVISION MEMORANDUM

No. 542 s.2025

**18TH NATIONAL SEMINAR/WORKSHOP ON THE CONSOLIDATION OF
MID-YEAR FINANCIAL REPORTS (CY 2025)**

TO: ARNEL A. CALUBAG, Accountant III
This Division

1. Pursuant to the Memorandum issued by the Department of Education – Office of the Undersecretary for Finance dated July 4, 2025, this Division hereby informs and directs your participation in the **18th National Seminar/Workshop on the Consolidation of Mid-Year Financial Reports (CY 2025)** on **August 4-7, 2025**, to be held at any venue within San Fernando City, La Union, inclusive of travel time.

2. The seminar/workshop will be hosted by **DepEd Region I** and aims to:

2.1 Facilitate the review, preparation, and consolidation of Financial Statements, Financial Accountability Reports, and Schedule of Accounts;

2.2 Update participants on relevant issues and concerns in Financial Management, including issuances from COA, DBM, and other oversight agencies.

3. Travelling expenses, per diem, and other incidental expenses of the participant shall be charged to local funds subject to the availability of and usual accounting and auditing rules and regulations.

4. In line with this, you are advised to register and submit complete travel and flight details on or before **July 11, 2025 (Friday)** through the official link below:

bit.ly/REGF2F_18TH_MYNW_2025

5. For your information and compliance.

ROY ANGELO E. GAZO
Schools Division Superintendent

Encl.: As stated

Reference: None

To be indicated in the Perpetual Index
DM-009-OSDS-FIN-ACCTG-(JBD)



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

MEMORANDUM

TO : DEPED CENTRAL OFFICE - FINANCE SERVICE
REGIONAL DIRECTORS
ASSISTANT REGIONAL DIRECTORS
REGIONAL FINANCE DIVISION
All Others Concerned

FROM : ATTY. EDSON BYRON K. SY
Assistant Secretary for Finance
Officer-in-Charge
Office of the Undersecretary for Finance

SUBJECT : 18TH NATIONAL SEMINAR/WORKSHOP ON THE
CONSOLIDATION OF MID-YEAR FINANCIAL REPORTS (CY 2025)

DATE : July 4, 2025

The DepEd Central Office through the Accounting and Budget Division will be conducting the **18TH National Seminar/Workshop on the Consolidation of Mid-Year Financial Reports (CY 2025)** to be hosted by **DepEd-Region I** to be held at **any venue within San Fernando City, La Union** on **August 4-7, 2025** (inclusive of travel time).

1. The objectives of this event are as follows:
 - a) Facilitate the review, preparation, and consolidation of Financial Statements, Financial Accountability Reports, and Schedule of Accounts; and
 - b) Keep the participants abreast of the relevant issues and concerns associated with Financial Management brought about by recent issuances of Department and Oversight Agencies.
2. This event will be broadcasted live via Microsoft Teams, allowing all Finance Strand personnel, including Schools Division Offices, Implementing Units, and Non-Implementing Units, to participate online. This aims to promote inclusivity within the Finance Strand. Moreover, the participants will be updated with the latest developments from various government agencies such as COA, DBM, etc., and will have the opportunity to discuss their respective issues and concerns.
3. The participants are the following:
 - a. Selected Finance Staff of the Central Office;



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

- b. Chief Administrative Officers or Supervising Administrative Officers, Budget Officers, Accountants and Selected Finance Staff, from the Regional Office Proper (ROP) and Baguio Teachers Camp; and
 - c. DepEd Accountants League (DEAL) Officers ✓
4. Each ROP is allowed to send a maximum of five (5) participants, included in the count is the DEAL Regional Representative, with the exception of the host region, Region I, which is permitted to send up to fifteen (15) participants. All other DEAL Officers from the SDOs are allowed to attend in addition to the designated number of participants by region.
5. The Traveling, per diem and other incidental expenses of:
 - a) Central Office participants shall be charged to AC-25-FS-AD-GASS-2-001; and
 - b) RO and SDO participants shall be charged to their respective local funds/RO/SDO Proper MOOEAll disbursements are subject to usual government accounting and auditing rules and regulations.
6. Names of participants and complete travel **time/flight details** of regional participants should be submitted **on or before July 11, 2025, Friday** thru this link: [bit.ly/REGF2F 18TH MYNW 2025](https://bit.ly/REGF2F_18TH_MYNW_2025). Please register on time to facilitate room assignment. The number of participants for each region will be strictly limited to the allotted number of participants only.
7. For the virtual participants, kindly register thru this link: [bit.ly/REG VIRTUAL 18TH MYNW 2025](https://bit.ly/REG_VIRTUAL_18TH_MYNW_2025). The link will be sent to the registered email address ahead of the activity.
8. **All Regions are required to strictly comply with the submission of all reports on time.** The deadline for the submission will be on **July 31, 2024, 5:00PM, except for FAR Nos. 2, 2A, 3, 4, 5, and 6.** Please refer to the list of financial reports to be submitted, attached as **Annex A**.
9. For questions or clarifications, please coordinate with **Ms. Abegail S. Francisco** of Consolidated Reports and Other Concerns Section (CROCS), FS-Accounting Division via e-mail address: fs.ad.crocs@deped.gov.ph or via landline no.: (02) 8633-7201.
10. Wide dissemination of this memorandum is desired.