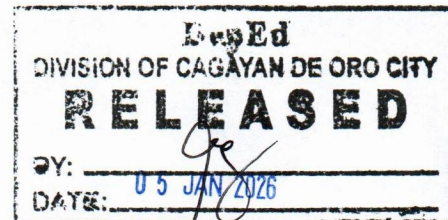




Republic of the Philippines  
**Department of Education**  
REGION X  
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

26 December 2025

DIVISION MEMORANDUM  
No. 01 s.2025

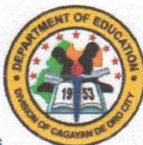
**39<sup>TH</sup> NATIONAL SEMINAR/WORKSHOP ON THE CONSOLIDATION OF YEAR-END  
FINANCIAL REPORTS (CY 2025)**

TO: **ARNEL A. CALUBAG, Accountant III**  
This Division

1. Pursuant to the Memorandum issued by Atty. Edson Byron K. Sy, Assistant Secretary for Finance/OIC of the Department of Education, dated November 20, 2025, this Division hereby informs and directs your participation in the **39<sup>th</sup> National Seminar/Workshop on the Consolidation of Year-End Financial Reports (CY 2025)**, on January 27-30, 2026 (inclusive of travel time) to be held at Kalibo, Aklan.
2. The seminar/workshop will be hosted by DepEd Central Office through the Accounting and aims to:
  - 2.1 Facilitate the review, preparation, and consolidation of Financial Statements, Financial Accountability Reports, and Schedule of Accounts; and
  - 2.2 Keep the participants abreast of the relevant issues and concerns associated with Financial Management brought about by recent issuances of Department and Oversight Agencies.
3. The Travelling, per diem and other incidental expenses of RO and SDO participants shall be charged to their respective local funds/RO/SDO Proper MOOE. All disbursements are subject to usual government accounting and auditing rules and regulations.
4. Names of participants and complete travel/flight details of participants should be submitted **on or before January 7, 2026, Wednesday**, thru this link: [bit.ly/REGF2F-39thYENW-CY2025](https://bit.ly/REGF2F-39thYENW-CY2025). Please register on time to facilitate room assignment and transportation. The number of participants for each region will be strictly limited to the allotted number of participants only.
5. 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](mailto:fs.ad.crocs@deped.gov.ph) or via landline no.: (02) 8633-7201.
6. 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-015-OSDS-FIN-ACCTG-(KBB)



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City  
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Email Address: [cagayandeoro.city@deped.gov.ph](mailto:cagayandeoro.city@deped.gov.ph)  
Website: <https://depedcdo.net/>

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

**MEMORANDUM**

0A-F-2025-995

**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 : 39<sup>TH</sup> NATIONAL SEMINAR/WORKSHOP ON THE**  
**CONSOLIDATION OF YEAR-END FINANCIAL REPORTS (CY**  
**2025)**

**DATE : November 20, 2025**

The DepEd Central Office through the Accounting will be conducting the **39<sup>TH</sup> National Seminar/Workshop on the Consolidation of Year-End Financial Reports (CY 2025)** to be hosted by **DepEd-Region VI** on **January 27-30, 2026** (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;**



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

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- b. Chief Administrative Officers or Supervising Administrative Officers, Accountants and Selected Accounting Staff, from the Regional Office Proper (ROP) and Baguio Teachers Camp; and**
  - c. DepEd Accountants League (DEAL) Officers**
- 4. Each Region is allowed to send a maximum of eight (8) participants, included in the count is the DEAL Regional Representative, with the exception of the host region, Region VI, which is permitted to send up to twenty (20) 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 RO and SDO participants shall be charged to their respective local funds/RO/SDO Proper MOOE. All disbursements are subject to usual government accounting and auditing rules and regulations.
- 6. Names of participants and complete travel time/flight details of participants should be submitted **on or before January 7, 2026, Wednesday**, thru this link: [bit.ly/REGF2F-39thYENW-CY2025](https://bit.ly/REGF2F-39thYENW-CY2025). Please register on time to facilitate room assignment and transportation. 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/REGVIRTUAL-39thYENW-CY2025](https://bit.ly/REGVIRTUAL-39thYENW-CY2025). 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 **January 29, 2026, @ 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](mailto:fs.ad.crocs@deped.gov.ph) or via landline no.: (02) 8633-7201.
- 10. Wide dissemination of this memorandum is desired.