





Republic of the Philippines
Department of Education
Region V – Bicol

SCHOOLS DIVISION OFFICE OF CATANDUANES

UNNUMBERED MEMORANDUM
OSDS-BUD-1-02-2025

TO : Division Accountant III
Division Budget Officer III
Division Budget Staff
School Heads of Implementing Units
Accountants/Senior Bookkeepers of Implementing Units

By the Authority of the OIC-Schools Division Superintendent:

FROM : 
EVA S. TOLENTINO
Administrative Officer V - Admin
Officer-In-Charge 

SUBJECT : DIVISION SEMINAR WORKSHOP ON THE PREPARATION
AND SUBMISSION OF CY 2024 YEAR END FINANCIAL REPORTS

DATE : January 02, 2025

1. In connection with the year-end submission of various financial accountability reports, the Division Office through the Finance Unit will conduct a **Workshop on the Preparation and Consolidation of the Financial Accountability Reports from January 5 to 7, 2025** at Raddell Inn, San Pedro, Virac, Catanduanes.
2. The first meal, **dinner**, will be served on **January 5, 2025**.
3. This activity aims to facilitate the following:
 - o Address issues and concerns related to the preparation of the year-end FARs and other budgetary matters;
 - o Discuss the uniform implementation of related procedures and policies to ensure efficiency and accuracy of required reports;
 - o Facilitate the reconciliation of intra-agency fund transfers, GSIS, PHILHEALTH, HDMF, and TRA Remittance for CY 2024;
 - o Address other related financial issues and concerns.
4. All Senior Bookkeepers of the 13 secondary implementing units are required to strictly comply with the submission of the various FARs, ensuring they are reconciled with the data provided by the Region. It is expected that reports should be ready for consolidation at the end of the workshop for final submission to the Region on or before **January 10, 2025**, per Regional Memorandum 01553 s. 2024, dated December 06, 2024.
5. Further, no registration fee shall be collected. Travel and incidental expenses shall be charged against School MOOE, subject to the usual accounting and auditing rules and regulations.
6. For the information, guidance, and strict compliance of all concerned.



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