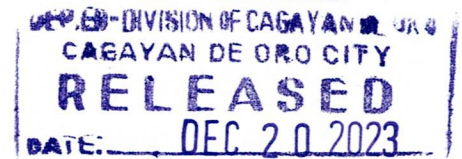




Republic of the Philippines  
**Department of Education**  
Region X  
DIVISION OF CAGAYAN DE ORO CITY



**MEMORANDUM:**

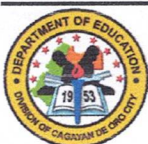
**TO :** Arnel A. Calubag, CPA Accountant III  
Romiel S. Vallente AO-V/ Budget Officer  
Donnacelle F. Ernacio ADAS III  
Kriscia M. Alegado ADAS III  
Mitos Tessa B. Duetes ADAS III  
Edwin Carl N. Canios AO-II  
Jennifer B. Dadole ADAS III  
Charisse C. Udang ADAS III  
Ma. Rufel A. Anero AO-II  
Lourdes P. Maghanoy ADAS III  
Faith C. Cadavos ADAS II

**FROM :** **ROY ANGEL D. GAZON**  
Schools Division Superintendent

**DATE :** **JANUARY 15-19, 2024**

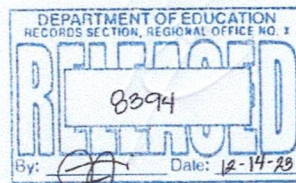
**SUBJECT :** **REGIONAL WORKSHOP ON THE RECONCILIATION OF ACCOUNTS AND THE PREPARATION OF CY 2023 YEAREND FINANCIAL REPORTS**

1. You are hereby directed to attend the **Regional Workshop on the Reconciliation of Accounts and the Preparation of CY 2023 Yearend Financial Reports** to be conducted by the Finance Division on **January 15-19, 2024** hosted by the Division of Camiguin.
2. All participants shall strictly observe the existing health protocols of the Inter-Agency Task Force (IATF). The venue will be announced in a separate memorandum.
3. The expected participants of the activity are the Division Accountants, Division Budget Officers, Financial Staff assigned in the preparation and submission of the required reports. Check-in is on January 14 while check-out is on January 20, 2023.
4. Registration fee of P12,000.00 for the Division participants and bookkeepers of the secondary IUs, including travel expenses and other incidentals, are chargeable against local funds, subject to the usual budgeting, accounting and auditing policies, rules and regulations.
5. For your information and compliance.





Republic of the Philippines  
**Department of Education**  
REGION X - NORTHERN MINDANAO



December 13, 2023

REGIONAL MEMORANDUM  
No. 000, s. 2023

REGIONAL WORKSHOP ON THE RECONCILIATION  
OF ACCOUNTS AND THE PREPARATION  
OF CY 2023 YEAREND FINANCIAL REPORTS

To: Schools Division Superintendents  
Public Secondary School Principals of Implementing Units  
All Others Concerned

1. To comply with the existing policies, rules, and regulations on the preparation and submission of accurate yearend financial reports, this Office, through the Finance Division, will conduct a **Regional Workshop on the Reconciliation of Accounts and Preparation of CY 2023 Yearend Financial Reports** to be hosted by the Division of Camiguin on January 15-19, 2024. All participants shall strictly observe the existing health protocols of the Inter-Agency Task Force (IATF). The venue will be announced in a separate memorandum.
2. The activity is aimed at achieving the following:
  - a. Discuss the uniform implementation of procedures and policies;
  - b. Undertake the reconciliation of reciprocal accounts and downloaded allotment through sub-aro and letter of advice of allotment (laa);
  - c. Undertake the reconciliation of fund releases downloaded to the schools division offices (sdos) and secondary implementing units (ius);
  - d. Thresh out relevant issues and concerns relative to the improvement of financial management;
  - e. Discuss policy issuances associated with financial management brought about by recent issuances of the Department and oversight agencies; and
  - f. Prepare, review, and consolidate financial reports and schedules of accounts.

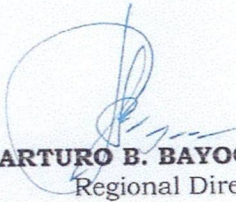


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Effectivity	01.01.24	Page	1 of 1



3. The expected participants of the activity are the division accountants, division budget officers, financial staff assigned in preparing and submitting the required reports, and bookkeepers of the 42 Secondary IUs. Check-in is on January 14, while check-out is on January 20.
4. All SDOs shall strictly comply with the submission of all the reports on time. The deadline for the submission is on January 19, 5:00 p.m. Please refer to the attached list of reports to be submitted.
5. The registration fee of P12,000.00 for the participants, including travel expenses and other incidentals, are chargeable against local funds, subject to the usual budgeting, accounting, and auditing policies, rules, and regulations.
6. The registration fee shall be paid under the following details:  
Account Name: DepEd Camiguin TF  
Account Number: 0992-1050-20  
Bank Branch: Land Bank of the Philippines
7. For other concerns or queries, please coordinate with Mr. Ian A. Cabahug, supervising administrative officer, Finance Division of the Regional Office (RO), at 0917-1422-581
8. This Office directs the immediate and wide dissemination of this Memorandum.

  
**DR. ARTURO B. BAYOCOT, CESO III**  
Regional Director

Allotment: 4— (RO 1 - 02)

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

ACCOUNTING    BUDGETING    REPORTS

RE:    Regional Workshop on the Reconciliation of Accounts  
and Preparation of CY 2023 Yearend Financial Reports

FIN/ian