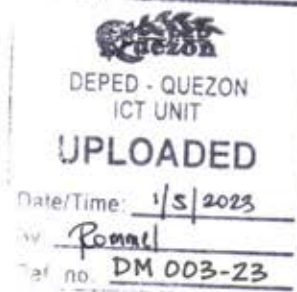




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



04 January 2023

DIVISION MEMORANDUM
DM No. 003, s. 2023

**SEMINAR - WORKSHOP ON THE PREPARATION AND CONSOLIDATION OF
FY 2022 YEAR-END FINANCIAL REPORTS**

To: Assistant Schools Division Superintendents
School Heads - Secondary-Implementing Units
Accountants and Senior Bookkeepers of Implementing Units
All Other Concerned

1. In reference to DepEd Regional Memorandum No. 796, s. 2022, titled Seminar-Workshop on the Preparation and Consolidation of FY 2022 Year-End Financial Reports, this office announces that the Schools Division of Quezon Province will be the host of the activity on **January 9 - 13, 2023**, at the MI Sevilla's Farm & Resort, Brgy. Domoit, Lucena City. Day 0 is on January 8, 2023, allocated for travel time, where participants may check-in at the venue at their own expense in case of insufficient fund. This is to accommodate participants coming from far or remote stations.
2. The participants are the following:

Attendees	Inclusive Dates
SDO Accountants SDO Budget Officers SDO Encoders	January 9 – 13, 2023
School Accountants Senior Bookkeepers (IU's)	January 9 – 11, 2023

3. This seminar-workshop seeks to:
 - a. Discuss and address the issues and concerns relative to the preparation and consolidation of FY 2022 Year-End Financial Reports;
 - b. Discuss the uniform implementation of finance-related procedures and policies;
 - c. Consolidation and submission of timely, complete and accurate year-end financial reports

DEPEDQUEZON-TM-SDS-04-009-003




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SCHOOLS DIVISION OF QUEZON PROVINCE

4. All the participants are expected to bring their own laptop, calculator, and relevant reports and documents needed for the preparation of Year-End Financial Reports. It is also advised to bring extension wire/s and **Php 2,000.00 registration fee per day for each participant**, which will cover meals and accommodations.
5. This is a live-in seminar-workshop. Food expenses, accommodation, travel, and incidental expenses of the Implementing Units (IUs) participants shall be charged against school MOOE while expenses of Division Office Technical Working Group (TWG) shall be charged against Division MOOE and subject to usual accounting and COA auditing rules and regulations.
6. All the participants are requested to adhere to minimum public health and safety standards in accordance with the IATF/DOH guidelines throughout the activity.
7. Attached herewith are the Program Guide and List of TWG for reference.
8. Immediate dissemination and strict compliance of this Memorandum is desired.


ELIAS A. ALICAYA, JR. EdD
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

acmr1g01/04/2023

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Enclosure to DM No. 106, s. 2023

**SEMINAR WORKSHOP ON THE PREPARATION AND CONSOLIDATION OF
FY 2022 YEAR-END FINANCIAL REPORTS**

PROGRAM GUIDE

Day 1

Time	Activity/ Topic	Facilitator/ Speaker
07:00 am - 08:00 am	Registration	Division Office TWG
08:01 am - 08:30 am	Opening Program Preliminaries (Philippine National Anthem, Invocation, CALABARZON March, Quezon Hymn)	TWG - AVP
	Presentation of Participants	Edmundo R. Marin, Jr. Accountant III, (SDO Quezon)
	Welcoming Remarks	Elias A. Alicaya, Jr. EdD OIC – SDS (SDO Quezon)
	Inspirational Message	Atty. Alberto T. Escobarte Regional Director
08:31 am - 12:00 nn	Seminar Proper (inclusive of working break)	Regional Office
12:01 pm - 01:00 pm	Lunch Break	
01:01 pm - 04:30 pm	Seminar Proper (inclusive of working break)	Regional Office
04:31 pm - 05:00 pm	Reminders/ Evaluation Link Closing Prayer	Division Office TWG

Day 2

Time	Activity/ Topic	Facilitator/ Speaker
08:00 am - 08:30 am	Nationalistic Song/ Opening Prayer/ Energizer/ Roll Call of Participants/ Recap	TWG - AVP Participants
08:31 am - 12:00 nn	Seminar Proper (inclusive of working break)	Regional Office / Division Office TWG
12:01 pm - 01:00 pm	Lunch Break	

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Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

01:01 pm - 04:30 pm	Seminar Proper (inclusive of working break)	Regional Office / Division Office TWG
04:31 pm - 05:00 pm	Reminders/ Announcement Evaluation Link Closing Prayer	Division Office TWG

Day 3

Time	Activity/ Topic	Facilitator/ Speaker
08:00 am - 08:30 am	Nationalistic Song/ Opening Prayer/ Energizer/ Roll Call of Participants/ Recap	TWG - AVP Participants
08:31 am - 12:00 nn	Seminar Proper (inclusive of working break)	Regional Office / Division Office TWG
12:01 pm - 01:00 pm	Lunch Break	
01:01 pm - 04:30 pm	Seminar Proper (inclusive of working break)	Regional Office / Division Office TWG
04:31 pm - 05:00 pm	Reminders/ Announcement Evaluation Link Closing Prayer	Division Office TWG

Day 4

Time	Activity/ Topic	Facilitator/ Speaker
08:00 am - 08:30 am	Nationalistic Song/ Opening Prayer/ Energizer/ Roll Call of Participants/ Recap	TWG - AVP Participants
08:31 am - 12:00 nn	Seminar Proper (inclusive of working break)	Regional Office / Division Office TWG
12:01 pm - 01:00 pm	Lunch Break	
01:01 pm - 04:30 pm	Seminar Proper (inclusive of working break)	Regional Office / Division Office TWG
04:31 pm - 05:00 pm	Reminders/ Announcement Evaluation Link Closing Prayer	Division Office TWG

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SCHOOLS DIVISION OF QUEZON PROVINCE

Day 5

Time	Activity/ Topic	Facilitator/ Speaker
08:00 am - 08:30 am	Nationalistic Song/ Opening Prayer/ Energizer/ Roll Call of Participants/ Recap	TWG - AVP Participants
08:31 am - 12:00 nn	Seminar Proper (inclusive of working break)	Regional Office / Division Office TWG
12:01 pm - 01:00 pm	Lunch Break	
01:01 pm - 04:30 pm	Seminar Proper (inclusive of working break)	Regional Office / Division Office TWG
04:31 pm - 05:00 pm	Reminders/ Announcement Evaluation Link Closing Prayer	Division Office TWG

LIST OF TECHNICAL WORKING GROUP

No.	Name	Position
1	Edmundo R. Marin, Jr.	Accountant III
2	Catherine A. Pureza	Administrative Officer V/ Budget Officer III
3	Maychelle A. Te	Administrative Officer II
4	Reynon B. Tolentino	Administrative Officer II
5	Chaenkee C. De Los Reyes	Administrative Assistant III
6	Rowena S. Adalim	Administrative Assistant III
7	Mary Rose L. Gordula	Administrative Assistant III
8	Jayzelle R. Oliveros	Administrative Assistant III
9	Marichelle A. Lu	Administrative Assistant III
10	Robertson V. Logatoc	Administrative Assistant III
11	Hazel B. Salibio	Administrative Assistant III
12	Gladita C. Lorredo	Administrative Assistant III
13	Mark Nicko F. Quindoza	Administrative Assistant II
14	Division Health Officer	Nurse
15	Division Health Officer	Nurse
16	Division Health Officer	Nurse
17	Division Health Officer	Nurse

-Nothing follows.-

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Republic of the Philippines
Department of Education
REGION IV-A CALABARZON



07 December 2022

Regional Memorandum

**SEMINAR-WORKSHOP ON THE PREPARATION AND
CONSOLIDATION OF FY 2022 YEAR-END
FINANCIAL REPORTS**

To **Schools Division Superintendents
Secondary School Heads**

1. The Finance Division will conduct the Seminar-Workshop on the Preparation and Consolidation of FY 2022 Year-End Financial Reports with the finance staff from the regional, schools division offices and secondary schools implementing units on January 9-13, 2023, venue to be determined in a separate Regional Advisory (HOST: SCHOOLS DIVISION OF QUEZON).
2. This activity aims to facilitate the following:
 - Discuss and address the issues and concerns relative to the preparation and consolidation of FY 2022 Year-End Financial Reports;
 - Discuss the uniform implementation of finance-related procedures and policies; and
 - Consolidation and submission of timely, complete and accurate year-end financial reports.
3. The participants are the following:

Attendees	Inclusive Date
SDO Accountants SDO Budget Officers SDO Encoders	January 9-13, 2023
Senior Bookkeepers (IU's) School Accountants	January 9-11, 2023

4. Registration fee of Two Thousand Pesos (Php 2,000.00) per day shall be charged for each participant chargeable against their respective local funds subject to the usual budgeting, accounting and auditing rules and regulations.
5. All schools division offices are required to strictly comply with the submission of Financial Reports using the modified templates as the workshop output.



Address: Gate 2, Karangalan Village, Cainta, Rizal
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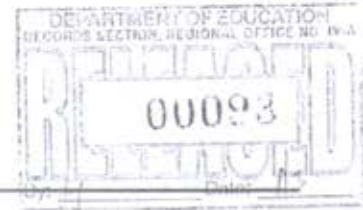
6. For the workshop, participants should bring their own laptops and extension cords.
7. Participants shall confirm their attendance by accomplishing the registration form which will be provided by the Host SDO.
8. The Regional Office will issue an advisory once the venue and other details are confirmed to be communicated to the Host SDO.
9. For other concerns or queries, please coordinate with Ms. Laarni A. Evaristo, Administrative Officer V through contact no. (02)86825773.
10. Please be guided accordingly


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director





Republic of the Philippines
Department of Education
REGION IV-A CALABARZON



January 3, 2023

In compliance with DepEd Order (DO) No. 8, s. 2013 this advisory is issued not for endorsement per DO 28, s. 2001, but only for the information of DepEd officials, personnel/staff, as well as the concerned public.
(Visit depedcalabarzon.ph)

**VENUE ON THE CONDUCT OF THE SEMINAR-WORKSHOP
ON THE PREPARATION AND CONSOLIDATION OF
FY 2022 YEAR-END FINANCIAL REPORTS**

With reference to Regional Memorandum No. 22-796, dated December 7, 2022, Seminar-Workshop on the Preparation and Consolidation of FY 2022 Year-End Financial Reports, Host: Schools Division of Quezon, the venue is M.I Sevilla Resort Brgy. Domoit, Lucena City.

For the information and guidance of all concerned.

fd/ianic



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