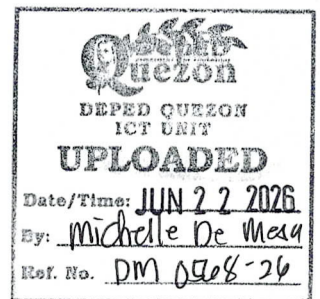




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



19 June 2026

DIVISION MEMORANDUM

No. 0566, s. 2026

DIVISION PRE-CONSOLIDATION OF CY 2026 MID-YEAR FINANCIAL REPORTS

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

1. With reference to Regional Memorandum No. 375 s. 2026, titled "Seminar-Workshop on the Preparation and Consolidation of CY 2026 Mid-Year Financial Reports" scheduled on July 13-15, 2026, this Office will conduct a pre-consolidation of Financial Reports on **June 29-July 8, 2026**, at the Division Office Library Hub. The Accountants and Senior Bookkeepers of Implementing Units are scheduled by batch each day for the submission and verification of their respective financial reports.
2. This activity aims to:
 - a. discuss and address the issues and concerns relative to the preparation and consolidation of CY 2026 Mid-Year Financial Reports.
 - b. discuss the uniform implementation of finance-related procedures and policies; and
 - c. consolidate and submit timely, complete, and accurate year-end financial reports.
3. Participants are enjoined to strictly adhere to the prescribed schedule and submit their respective Financial Reports on the date assigned to their batch. Attendance is mandatory; hence, the designation of representatives or substitutes shall not be allowed. The detailed schedule for each batch may be accessed through the following link: <https://tinyurl.com/CY2026MidYearConsoSchedule>
4. Participants are likewise requested to bring their own laptop, calculator, printer, bond papers, and extension cords to facilitate the timely preparation and submission of the required outputs during the activity. In addition, participants are advised to ensure the availability of a stable internet connection, either through Wi-Fi access or sufficient mobile data, to support the completion and submission of all required reports within the scheduled activity period.
5. Travelling expenses are chargeable to the respective school MOOE and subject to usual auditing rules and regulations.



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

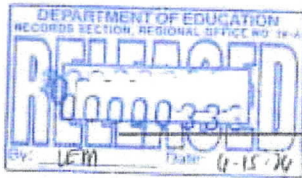
6. Immediate dissemination of and strict compliance with this Memorandum is desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent 

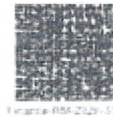
Accahm06/19/2026



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Contact No.s: (042) 784-0366 | (042) 784-0164 |
(042) 784-0391 | (042) 784-0321
E-mail Address: quezon@deped.gov.ph
Website: <https://quezon.deped.gov.ph>



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



09 June 2026

Regional Memorandum
No. 375 s. 2026

**SEMINAR-WORKSHOP ON THE PREPARATION AND
CONSOLIDATION OF CY 2026 MID-YEAR
FINANCIAL REPORTS**

To **Schools Division Superintendents**
Others Concerned

1. The DepEd Region IV through the Finance Division will conduct the Seminar-Workshop on the Preparation and Consolidation of CY 2026 Mid-Year Financial Reports with the Finance Staff from the Regional and Schools Division Offices on July 13-15, 2026, venue to be determine in a separate Regional Advisory (Host: Schools Division of Imus City).
2. This activity aims to:
 - Facilitate the preparation, review and consolidation of Financial Statements, Financial Accountability Reports and Schedule of Accounts;
 - Discuss and address relevant issues and concerns brought about by recent issuances of Department and Oversight Agencies;
 - Consolidation and submission of timely, complete and accurate year-end financial reports.
 - Update on issuances related to finance transactions.
3. Participants in this activity are the following:
 - SDO Accountants;
 - SDO Budget officers;
 - Selected Finance staff to be identified by the SDO; and
 - Selected Finance staff from the Regional Office Proper Finance division
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.
6. For the workshop, participants are advised to bring their own laptops and extension cords.



Address: Gate 2, Karangalan Village, Cainta, Rizal

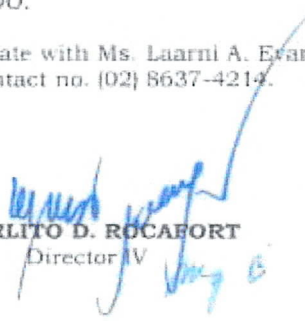
Telephone No.: 02-8682-2114

Email Address: region4a@deped.gov.ph

Website: depedcalabarzon.ph



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 of the Finance Division, Budget Section thru contact no. (02) 8637-4214.
10. Please be guided accordingly


CARLITO D. ROCAFORT
Director IV

ROCAFORT