



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

DEPED QUEZON ICT UNIT
<b>UPLOADED</b> NOV 06 2024
Date/Time: _____
By: <u>glo 1:28</u>
Ref. No. <u>TM 221 24</u>

**OFFICE MEMORANDUM**

OM NO. 22, s. 2024

06 November 2024

**NOTICE OF MEETING**

**To** : Assistant Schools Division Superintendents  
Accountant III  
Budget Officer III  
Planning Officer III  
AO IV/ HRMO II  
All Others Concerned

You are hereby requested to attend a meeting on **November 6, 2024, at 10:00 AM** in the Division Library Hub to discuss Regional Memorandum No. 780, s. 2024, addressing the status of remaining end-of-quarter activities in the Finance Division.

A copy of the memorandum is attached for your reference. Your attendance is a must.

  
**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent

jjjd11/06/2024

DEPEDQUEZON-TM-SDS-04-010-005

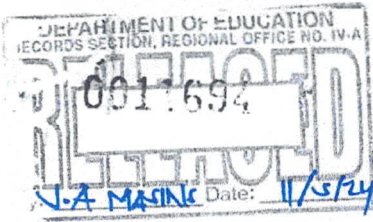


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Republic of the Philippines  
Department of Education  
REGION IV-A CALABARZON



28 October 2024

Regional Memorandum  
No. 780 s. 2024

**STATUS OF THE REMAINING END OF THE QUARTER  
ACTIVITIES OF THE FINANCE DIVISION**

To: **Schools Division Superintendents**

1. Due to time and conflict of schedule and to lessen the expenses to be incurred by the Finance personnel in the Schools Division Offices and Implementing Units, the Finance Division releases this Regional Memorandum on the status of the following remaining activities scheduled on the 4<sup>th</sup> Quarter of Fiscal Year 2025 per Work and Financial Plan:

Activity	Original Schedule per FY 2024 WFP	Remarks
1. Conduct of Quarterly Coordination Meeting with the Budget Officers and Accountants of Schools Division Offices	<ul style="list-style-type: none"> <li>October 22, 2024</li> </ul>	<ul style="list-style-type: none"> <li>Cancelled due to conflict of activities (Reference: Final issuance per Regional Advisory dated Oct. 22, 2024).</li> </ul>
2. Reconciliation of PSI-POP Vs. Payroll Disbursement and FY 2025 NEP	<ul style="list-style-type: none"> <li>November 6-8, 2024</li> </ul>	<ul style="list-style-type: none"> <li>Activity to be conducted by SDOs.</li> <li>Working templates and references to be provided by the RO-FIN.</li> </ul>
3. Conduct of FY 2025 BED's  <i>Note: The schedule of encoding in the DBM-URS is already open, still RO will wait for the instructions from DepEd CO, Finance Service Division.</i>	<ul style="list-style-type: none"> <li>November 13-15, 2024</li> </ul>	<ul style="list-style-type: none"> <li>Activity to be conducted by SDOs</li> <li>All necessary information on the conduct of your respective BEDs encoding are reflected on the BEDs infographics provided by the DBM.</li> <li>The Regional Office will provide technical support to coordinate with the DepEd Central Office and DBM in providing the data to be encoded in the Unified Reporting System (URS).</li> </ul>





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2. Please be informed that the FY 2025 NEP can be the basis of your encoding while waiting for the ceiling to be provided by the DepEd Central Office.
3. Schools Division Offices will submit a report on the conduct of each activity. Format will be sent to email addresses of the SDOs Accountants and Budget Officers.
4. The Regional Office will provide an 'online monitoring sheet' on the outputs for each activity conducted by the SDOs through the Official GC of Finance Division and will be available to respond to your queries/issues/concerns.
5. For other concerns, please coordinate with Ms. Laarni A. Evaristo, Budget Section, Finance Division through email [finance.calabarzon@deped.gov.ph](mailto:finance.calabarzon@deped.gov.ph).
6. Immediate dissemination of this Memorandum is earnestly desired.

  
**ATTY. ALBERTO T. ESCOBARTE, CESO II**  
Regional Director 

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