March 06, 2017

Region Memorandum
FD No. 06 s. 2017

REGIONAL SEMINAR-WORKSHOP ON THE PREPARATION OF 2017
1st QUARTER FINANCIAL REPORTS

TO: ALL SCHOOLS DIVISION SUPERINTENDENTS
This Region

1. To observe the timely submission of various financial reports in compliance to the Central Office, DBM and COA requirements, the Department of Education Regional Office XII shall conduct a 3-day Seminar Workshop on the Preparation of CY 2017 1st Quarter Financial Reports on April 5-7, 2017 which will be hosted by the Schools Division Office of Cotabato City. Venue shall be announced later.

2. To reiterate its significance, the workshop aims to:
   a. Facilitate the preparation, reconciliation of allotment and fund transfer, review of financial reports and consolidated by this Office for submission to DepEd Central Office, COA, DBM and other oversight agencies;
   b. Discuss the uniform implementation of procedure and policies;
   c. Address other related financial issues.

3. Participants to this activity are Accountants, Budget officers, Bookkeepers, SAOB-in-charge, and other fiscal personnel from the division offices and secondary schools classified as Implementing Units (IUs).

4. Participants are expected to bring their laptops, printers and other pertinent documents necessary in the reconciliation of accounts, preparation of the trial balance, schedules and other financial statements/reports. All are expected to submit their respective outputs at the end of the workshops to Ms. Zenaida D. Parcon and Ms. Jessebelle V. Bayoneta for budget and accounting reports respectively. Again, “No Reports, No Certificate Policy” shall be strictly observed.

5. Travel expenses and a registration fee of Three Thousand Six Hundred Pesos (P3,600.00) to cover payment of seminar related expenses are to be charged against local funds subject to usual accounting and auditing rules and regulations. Registration fee shall be paid in cash or check payable to DepEd Division of Cotabato City.

6. Confirmation of attendance is required with gender identification. Kindly submit the list through email addresses at dennisdiannaali@yahoo.com and bayonetajesse@gmail.com or fax to telephone # 421-6544 and 228-1893.

7. The lists of reports to be submitted shall be forwarded soon.

8. For your information and compliance

DR. ARTURO B. BAYOCOT, CESO V
OIC- Regional Director