REGION MEMORANDUM
FD No. 12, s. 2017

REGIONAL SEMINAR-WORKSHOP ON THE PREPARATION OF CY 2017 3rd 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 3rd Quarter Financial Reports on October 11-13, 2017 to be hosted by Schools Division Office of Kidapawan City (venue to 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 consolidation 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 the accountants, budget officers, bookkeepers, SAOB-in-charge, and other fiscal personnel from the division offices and secondary schools classified as Implementing Units (IUs).

4. They are advised 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 the registration fee of Four Thousand Five Hundred Pesos (P4,500.00) 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 Kidapawan.

6. Confirmation of attendance is required with gender identification. Kindly submit the list through email addresses at cherilyn_gasatan@yahoo.com and bayonetajesse@gmail.com or fax to telephone # 083- 228-1893.

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

8. For information and compliance.

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