



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
Gate 2 Karangalan Village
1900 Cainta, Rizal



TO : SCHOOLS DIVISION SUPERINTENDENTS
SECONDARY SCHOOL PRINCIPALS OF IMPLEMENTING UNITS

FROM : DIOSDADO M. SAN ANTONIO
Director IV #0095

SUBJECT : REGIONAL SEMINAR-WORKSHOP ON THE PREPARATION AND CONSOLIDATION OF FY 2017 YEAR-END FINANCIAL REPORTS

DATE : December 17, 2018

- The Finance Division will conduct the Regional Year-End Preparation and Consolidation of FY 2018 Financial Reports with the selected finance staff from the regional, schools division offices and secondary schools implementing units on **January 15-18, 2019** venue to be determined in a separate Regional Advisory (**HOST: CITY DIVISION OF BATANGAS**).
- The objective of this activity is to prepare, consolidate and validate financial reports to ensure accuracy and timely submission to Central Office, DBM and other oversight agencies. It is suggested that all School Division Offices through all Accountants and Budget Officers will conduct your respective division activity for this purpose to be scheduled on **January 7-11, 2019** before the Regional consolidation activity. Attached is the Checklist of Reports for FY 2017 Regional Year-End.
- Participants to this activity are the SDO accountants, budget officers and senior bookkeepers of secondary schools implementing units scheduled as follows:

Attendees	Date
1. School Accountants/Senior Bookkeepers of IUs	Jan. 15-16, 2019
2. SDO Accountants, Budget Officers and Selected Encoders	Jan. 15-18, 2019

- A registration fee of Two Thousand Pesos (**P2,000.00**) per day shall be charge for each participant chargeable against local funds subject to the usual accounting and auditing rules and regulations. Strict compliance on the number of participants shall be observed and each division is required to submit through fax the confirmation of participants to the Host Division not later than December 28, 2018.
- Please be guided accordingly.



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