



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

June 16, 2021

REGIONAL MEMORANDUM

No. **000276**, s. 2021

**CONDUCT OF THE REGIONAL VIRTUAL CONFERENCE ON THE PREPARATION,
RECONCILIATION AND SUBMISSION OF CY 2021 MID-YEAR FINANCIAL REPORTS**

To: Schools Division Superintendents
All Others Concerned

1. The conduct of the Regional Virtual Conference on the Preparation, Reconciliation and Submission of CY 2021 Mid-Year Financial Reports shall be on July 7-8, 2021 via Google Meet with the Schools Division of Ormoc City as the host. The link shall be forwarded to the concerned Schools Division Offices through the FB Finance Group, the day before the schedule of the activity.
2. The objectives of this activity are the following:
 - a. facilitate the preparation, review and submission of Consolidated CY 2021 Mid-Year Financial and Budgetary Reports utilizing the EFRS and EBMS Consolidators respectively;
 - b. serve as a venue to discuss uniform implementation of significant procedures and policies among those involved in the management of financial resources for efficient implementations of DepEd programs and projects; and
 - c. address other related financial issues.
3. The expected participants are the following:
 - a. Division Accountants;
 - b. Division Budget Officers;
 - c. Accountant/Bookkeeper from all Implementing Units;
 - d. RO Finance Division personnel involved in the preparation and consolidation of reports;
 - e. DBM officials in-charge of fund releases to DepEd; and
 - f. Invited guests/speakers.



4. No registration fees shall be collected. SDO participants may convene in one venue, provided the Inter-Agency Task Force (IATF) and applicable safety measures and protocols are followed. Meals shall be provided for RO participants for the duration of the activity while for those non-RO participants, it shall be charged to their respective local funds, subject to existing accounting and auditing guidelines.
5. The Division Offices are directed to facilitate the preparation and submission of the Financial Reports of the Division Office proper and those of the implementing units under their jurisdiction.
6. All Division Offices are required to **strictly comply with the submission of all reports on time**. Deadline of submission shall be **July 8, 2020 at 9 PM**. Refer to the attached list of reports to be submitted.
7. Immediate dissemination of and strict compliance with this Memorandum are desired.


MA. GEMMA MERCADO LEDESMA
Regional Director 

Enclosures: None

References: None

To be indicated in the Perpetual Index under the following subjects:

CONFERENCE FINANCE GROUP MID-YEAR CONFERENCE

FD-GJF

