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

May 4, 2022

**REGIONAL MEMORANDUM**No. **421**, s. 2022**REGIONAL WORKSHOP ON THE PREPARATION OF FAR Nos. 1 AND 1-A**

To: Schools Division Superintendents  
All Others Concerned

1. This office shall conduct a Regional Workshop on the Preparation of FAR Nos. 1 and 1-A to be held on June 6-7, 2022 at a venue to be announced later.
2. The objectives of this activity are the following:
  - a) Introduce the modified formats for FAR Nos. 1 and 1-A;
  - b) Orientation on the MS access FARs Preparation Module;
  - c) Facilitate the reconciliation and submission of revised FAR Nos. 1 and 1-A for the 1<sup>st</sup> quarter;
  - d) To discuss uniform implementation of significant procedures and policies related to budget; and
  - e) Address other related budgetary issues and concerns.
3. The expected participants are the **Division Budget Officers and 1 staff and Accountant/Bookkeeper from all Implementing Units (1 participant per IU).**
4. A workshop fee of **Three Thousand Pesos (P3,000.00)** per participant shall be collected to defray the cost of meals and lodging and other training expenses incurred for the whole duration of the workshop. Travelling expenses of the participants and the registration fee relative to this activity shall be charged against Division/School/Local Funds, subject to existing government accounting and auditing rules and regulations. Payments made through check shall be made payable to **DEPED REGIONAL OFFICE 8 TRUST ACCOUNT. The first meal shall be dinner on June 5, 2022 and the last meal shall be PM snacks on June 7, 2022.**
5. Each division office is required to send its **Confirmation through this link <https://tinyurl.com/RWFARs1and1A> not later than May 6, 2022** for us to comply with the necessary procurement activities. Confirmed participants who shall fail to attend the



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activity shall be personally liable to pay the corresponding training fee pertaining thereto. For more clarifications, please send your concerns through contact number **09056763163** and/or **09466591858**.

6. Participants are required to bring their **latest BMS file**, laptops, extension cords and other pertinent documents and supplies in preparation of the budgetary reports.
7. Immediate dissemination of and strict compliance with this Memorandum are desired.

  
**EVELYN R. FETALVERO, CESO IV**  
Regional Director *of a*

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