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

April 25, 2023

REGIONAL MEMORANDUMNo. **371** s.2023**CONDUCT OF QUARTER 2 FINANCE GROUP CONFERENCE**

To: Schools Division Superintendents
Regional Office Division Chiefs
All Others Concerned

1. This Office, through the Finance Division, shall hold its **Quarter 2 Finance Group Conference on May 17-19, 2023**, at a venue to be announced later.
2. The expected participants in this activity are the following:
RO: Finance Division Unit Heads, Accounting and Budget Personnel
SDO: Accountants, Budget Officers, and 1 SDO staff in charge of consolidating AOM, NS, and ND compliance updates (3 participants per SDO).
3. The topics to be discussed are as follows:
 - a. Reporting on the Status of Implementation of Downloaded Funds to SDOs by SDO Budget Officers;
 - b. Validation and submission of NOA, NTP, Contracts/PO, and Statement of Expenditure (SOE) per Sub-ARO and submission of documentary requirements to support the SOEs;
 - c. Preparation of Action Plans on Unliquidated Fund Transfers to SDOs;
 - d. Updating and Reporting on the Consolidated SDO Status of Agency Action Plan and Status of Implementation of CY 2022 and Prior years' AOMs, ND, and NS as of April 30, 2023, by the Division Accountants;
 - e. Validation and submission of SASDCs, Validated AAPSI, and NSSDCs;
 - f. Other financial issues and concerns.
4. Moreover, participants are expected to bring their own laptops, extension wires and back-up pocket wifi, and necessary documents for submission as cited above.
5. No registration fee shall be collected from each participant. Funds to defray the cost of meals and lodging of participants shall be charged to RO-Finance Division Funds. Traveling expenses of participants shall, however, be charged to their respective SDO MOOE, subject to the usual accounting and auditing rules and regulations.
6. Further, all concerned are directed to strictly observe IATF protocols appropriate for the activity.



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7. The participants are likewise required to send their list of participants to finance.region8@deped.gov.ph not later than May 5, 2023, or contact Mary Grace Antivo thru the Finance Group.
8. Immediate dissemination of this memorandum is desired.


EVELYN R. FETALVERO, CESO III
Regional Director 

Enclosures: None

References: None

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

CONFERENCES FINANCE GROUP

FD-GJF

