



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

May 23, 2023

**REGIONAL MEMORANDUM**

No. **490** s.2023

**ADVISORY ON ATTENDANCE OF FINANCE STAFF TO PROFESSIONAL WORKSHOPS, CONFERENCES, AND OTHER GATHERINGS SPONSORED BY GOVERNMENT, NON-GOVERNMENT, AND PRIVATE INSTITUTIONS**

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

1. Attached is **Memorandum OUF-2023-0282 dated May 15, 2023**, from the Office of **ANNALYN M. SEVILLA**, Undersecretary for Finance, DepEd Central Office, announcing the amendments to the previous advisory dated April 26, 2023, for information and guidance of all concerned.
2. Immediate dissemination of this memorandum is desired.

  
**EVELYN R. FETALVERO, CESO III**  
 Regional Director

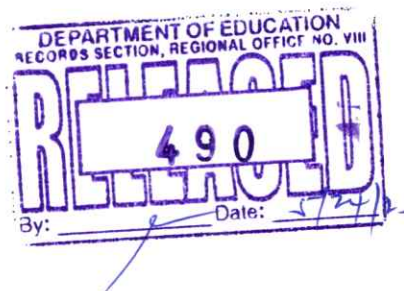
Enclosures: As stated

References: None

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

CONFERENCES  
 CONTINUING PROFESSIONAL DEVELOPMENT  
 WORKSHOPS

FD-GJF





Republic of the Philippines  
**Department of Education**  
OFFICE OF THE UNDERSECRETARY FOR FINANCE



**MEMORANDUM**  
**OUF-2023-0282**

**TO : CENTRAL AND FIELD ACCOUNTANTS**  
**CENTRAL AND FIELD BOOKKEEPERS**  
**CENTRAL AND FIELD BUDGET OFFICERS**  
**CENTRAL AND FIELD DISBURSING OFFICERS**  
**OTHER FINANCE OFFICERS**

**FROM : *Annalyn M. Sevilla***  
**ANNALYN M. SEVILLA**  
Undersecretary for Finance

**SUBJECT : ADVISORY ON ATTENDANCE OF FINANCE STAFF TO**  
**PROFESSIONAL WORKSHOPS, CONFERENCES, AND OTHER**  
**GATHERINGS SPONSORED BY GOVERNMENT, NON-**  
**GOVERNMENT, AND PRIVATE INSTITUTIONS**

**DATE : May 15, 2023**

Cognizant of the needs of our Accountants, Bookkeepers, Budget Officers, Disbursing Officers, and other Finance Officers to keep abreast with latest finance related issuances and rulings with direct impact to effective and efficient performance of their mandated functions in their respective work place, mentioned employees are hereby authorized to attend "select and relevant activities such as conventions, seminars, conferences, symposia, and other similar gatherings conducted/sponsored by government, non-government, or private institutions on Official Business. This amends the previous advisory issued on April 26, 2023.<sup>1</sup>

Attendance to activities is subject to the following conditions:

1. Participation of employees are strictly monitored to ensure that selected/qualified employees will only attend at least two (2) activities per year or until the 15 Continuing Professional Development (CPD) units has been earned by the CPA participant for the given year;

<sup>1</sup> **Annex "A"** – OUF-2023-0253 "Advisory on Attendance of Certified Public Accounts (CPAs) to Professional Workshops, Conferences, and Other Gatherings Sponsored by Government, Non-Government, and Private Institutions" dated April 26, 2023

*old email*  
*5/18/23*

2. Authority to Travel / Travel Order is duly recommended by the immediate supervisor and approved by the Head of Office;
3. Registration fees, travel, and incidental expenses are included in the Work and Financial Plan of the Office; and
4. Payment of expenses is subject to availability of funds.

For the information and guidance of all concerned.

Thank you.

Cc: **Director Ana Marie C. Calapit**, Finance Service