



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

October 24, 2023

**REGIONAL MEMORANDUM**

No. **1182** s.2023

**CONDUCT OF THE REGIONAL WORKSHOP ON THE PREPARATION,  
RECONCILIATION, AND SUBMISSION OF CY 2023  
YEAR-END FINANCIAL REPORTS**

To: Schools Division Superintendents  
All Others Concerned

1. The conduct of the **Regional Workshop on the Preparation, Reconciliation, and Submission of CY 2023 Year-End Financial Reports** hosted by **Calbayog City Division**, shall be on **January 8-12, 2024** at a venue to be announced later.
2. The objectives of this activity are the following:
  - a. facilitate the preparation, review, and submission of Consolidated CY 2023 Year-End Financial and Budgetary Reports utilizing the EFRS and EBMS Consolidators respectively;
  - b. serve as a venue to discuss the 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, Division Budget Officers, and three (3) SDO finance staff to assist in the preparation of financial reports;
  - b. Accountant/Bookkeeper from all Implementing Units;
  - c. RO Finance Division personnel involved in the preparation and consolidation of reports; and
  - d. Guests/speakers.
4. A workshop fee of **Eight Thousand Pesos (P8,000.00)** 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. Traveling 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 CALBAYOG CITY TRUST FUND with Account Number 2172-1000-85, Land Bank of the Philippines**. The first meal shall be lunch on January 8, 2024 and the last meal shall be AM snacks on January 12, 2024.



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5. Each Division Office is required to confirm their participants to the host division by FB Group chat through **SHERYL ANN MARIE G. LACABA** or **SHARON GONZALBO**, **not later than November 15, 2023**, to enable the host to comply with the necessary procurement activities. Confirmed Participants who shall fail to attend the activity shall be personally liable to pay the corresponding training fee pertaining thereto.
6. Participants are required to bring their laptops, extension cords, printers and ink/toners, book papers, and other pertinent documents and supplies necessary in the preparation of the financial and budgetary reports.
7. Moreover, it is required that a Division Workshop be conducted before the Regional Workshop to facilitate the on-time submission of complete and accurate Consolidated Mid-Year Reports.
8. All Division Offices are required to **strictly comply with the submission of all reports on time**. The deadline for submission shall be **January 11, 2024, at 9 PM**. The list of reports for submission shall be disseminated through the Finance FB Group at a later date.
9. Immediate dissemination of and strict compliance with this Memorandum are desired.

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

Enclosures: None

References: None

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

FINANCE GROUP  
FINANCIAL REPORTING  
YEAR-END WORKSHOP  
WORKSHOPS

FD-GJF

