



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

May 28, 2024

REGIONAL MEMORANDUM

No. **600** s. 2024

**HOSTING OF THE 42ND NATIONAL SEMINAR WORKSHOP ON THE
PREPARATION AND SUBMISSION OF CALENDAR YEAR
(CY) 2024 MID-YEAR FINANCIAL REPORTS**

To: Schools Division Superintendents
All Others Concerned

1. This Office, through the Finance Division, hereby announces that Region VIII shall be the host of this year's 42nd National Seminar Workshops on the Preparation and Submission of Calendar Year (CY) 2024 Mid-Year Financial Reports on July 24-27, 2024 at a venue to be announced later. This shall be participated in by five (5) Regional Finance personnel nationwide, Central Office Budget and Accounting Division personnel, and guests/speakers from attached agencies.
2. In preparation for the event, a Technical Working Group (TWG) is created with defined Terms of References on specific tasks to be accomplished as follows:

Overall Chair: Alma E. Suyom
Co-Chair: Gladys J. Fabillo

COMMITTEES	CHAIR/CO-CHAIR	MEMBERS
Transportation	Amiel Dennis B. Allado Apple T. Reyes Edsel P. Dolo	Robert B. Ecot Reynaldo U. Sumapig SDO Accountants and Budget Officers
Secretariat & Logistics	Ronafe A. Dolo Reylyn S. Esoy	Judy Grace Y. Nirza Raquel H. Bingco Maria Nessa L. Homeres Deah A. Gamao Ruthlyn P. Rebucas
Accommodation and Food	Fe M. Gerona Annalee C. Escobarte	Mary Beth D. Tolibas Ormoc and Eastern Samar Budget Officers and Accountants Grace C. Veloso Denise Marie C. Escoto

		Ma. Lyma C. Maitem
Program and Documentation	Mary Grave Antivo Yvonne Mae L. Ripalda	Sheryl Ann Marie G. Lacaba Raquel H. Bingco Ruthlyn P. Rebucas
Welcome Night/Socials Theme: Denim	Leyte Division Dominador L. Lambonao Amiel Dennis B. Allado	

TERMS OF REFERENCE

Transportation Committee:

- Keeps an updated detailed list of arrival and departure of participants
- Keeps the log of vehicles and drivers
- Coordinate with the SDO in-charge to fetch the participants and guests from the airport to the venue and vice-versa
- Coordinate with the secretariat on the details of arrival and departure of participants and guests

Secretariat and Logistics:

- Keep an updated List of Participants/Guests and the details of their arrival and departure and coordinate with the transportation and accommodation committee of changes thereof
- Check completeness of daily attendance sheets
- Distribute kits/supplies/materials/printed program of activities
- Prepare and distribute certificates of participation and appearance
- Check the availability of facilities in the conference hall (lights, sounds, LCDs/Projectors, microphones, etc.)

Accommodation and Food:

- Manage room assignments of participants
- Check the dietary requirements of participants and inform the hotel personnel
- Manage timely provision of meals and snacks
- Keep photos of daily meals served and submit the same to the RO-AMS
- Check availability of drinking water, coffee, drinking wares
- Oversee the change of linens and table covers and availability of rooms and comfort rooms amenities

Program and Documentation:

- Prepare the Program of Activities (Opening Program, Welcome Night/Socials and Closing Program)
- Oversee Daily flow of Activities

- Prepare ice-breakers
- Prepare minutes of the discussions
- In charge of photography

3. Further, special assignments from other personnel are likewise expected as follows:

Task/Activity	In-charge	Date
Opening Program performers and Cultural Show	Leyte Division Dominador L. Lambonao Amiel Dennis B. Allado	July 25, 2024
ICT Technical Staff	Mikko S. Duero	July 24-26, 2024
Use of RO Vehicle for the arrival and departure of guests/speakers	Apple T. Reyes	July 24-27, 2024
Medical Team	Camelia B. Nemil	July 24-27, 2024
Public Affairs	Floramay Q. Bacus	July 24-27, 2024
Use of SDO Vehicles for the arrival and departure of the Regional participants	SDO Accountants and Budget Officers	July 24-27, 2024
Region 8 Delicacies for the Welcome Night	SDO Accountants and Budget Officers	July 25, 2024
Masters of Ceremony (Day 1)	Belfran Jade A. Tan Denise Marie C. Escoto	July 25, 2024
Masters of Ceremony (Day 2)	Arvin T. Elatico Sunshine Marjorie E. Ventures	July 26, 2024
Moderators	Ulyses Sabandal Jessie Rose B. Cabañero Janice O. Acasio Maristela T. Cabalquinto Ma. Rosario A. Mauro	July 25-26, 2024
Recap of Day 1 Activities	Sheryl Ann Marie G. Lacaba	July 25, 2024

4. To facilitate an orderly arrival and departure of guest, this Office, likewise practice the “Adopt-A-Region” scheme where the arrival and departure of all participants coming from one region shall be attended to by a specific SDO utilizing the SDO vehicle to wit:

REGION	SDO In-charge
1- ILOCOS REGION	Calbayog City
2 - CAGAYAN VALLEY	Borongan City
3 - CENTRAL LUZON	Baybay City
4A - CALABARZON	Eastern Samar
4B - MIMAROPA	Leyte
5 - BICOL	Northern Samar
6 - WESTERN VISAYAS	Ormoc City
7 - CENTRAL VISAYAS	Southern Leyte
9 - ZAMBOANGA PENINSULA	Samar
10 - CAGAYAN DE ORO CITY	Tacloban City
11 - DAVAO	Maasin City
12 - SOCSARGEN	Biliran
13 - CARAGA	Catbalogan City
NCR	RO-Accounting
CAR	RO-Budget
CO	RO-FD (to be assigned by the Chief)

5. Moreover, the TWG, SDO vehicles, SDO Drivers, and RO drivers on vehicles to be used during the event are expected to be at the RO on July 23, 2024 for the final briefing. They shall be provided with meals and accommodation from July 23 to July 27, 2024, charged to the downloaded funds from CO/RO-MOOE/RO-FD MOOE allocation. The traveling expenses of the SDO-TWG, SDO drivers and the delicacies to be shared during the Welcome Night shall be charged to the SDO MOOE subject to the usual accounting and auditing rules and regulations.

6. Immediate dissemination of and strict compliance with this Memorandum are desired.


EVELYN R. FETALVERO CESO IV
 Regional Director

Enclosures: None

References: None

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

FINANCE SEMINAR WORKSHOP

FD-GJF

