



**Republika ng Pilipinas**  
(Republic of the Philippines)  
**KAGAWARAN NG EDUKASYON**  
(DEPARTMENT OF EDUCATION)  
**PAMBANSANG PUNONG REHIYON**  
(NATIONAL CAPITAL REGION)  
Daang Misamis, Bago Bantay, Lungsod Quezon  
(Misamis St., Bago Bantay, Quezon City)  
Department of Education  
National Capital Region  
RECORDS AND PUBLICATION UNIT  
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**RELEASED**

Regional Memorandum  
No. 04 s. 2017

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JAN 2018

**SEMINAR WORKSHOP ON THE PREPARATION OF CY 2017 YEAR-END FINANCIAL REPORTS**

To : Schools Division Superintendents  
Secondary School Principals (with FS)

The Department of Education – National Capital Region, through the Finance Division will conduct the Seminar Workshop on the Preparation of CY 2017 Year End Financial Reports on January 10 to 12, 2018 to be held somewhere in Subic Bay Freeport Zone, Zambales (venue to be announced later).

1. This activity aims to facilitate the following activities:
  - a. Workshop on preparation, review and consolidation of financial reports, budget and accountability reports and schedule of accounts;
  - b. Presentation and discussion of relevant issues and concerns associated with financial management brought about by recent issuances of the Department and oversight agencies;
  - c. Reconciliation of Reciprocal accounts especially the transfer of funds for net salary pay of teachers and other remittable teachers deductions;
  - d. Address other related financial and budgetary issues and concerns.
2. The participants are the following:
  - a. Division Accountants, Division Budget Officers, and other Finance Staff who will assist in the preparation of financial reports as authorized by the Schools Division Superintendent;
  - b. Maximum of two (2) participants from Secondary Schools with FS as authorized by the School Principal;
  - c. Selected Staff/Secretariat from the Regional Office;
3. Resource persons from BIR, DBM and COA GAS/Division/Regional Resident Auditors will be invited.
4. Participants are instructed to bring their laptops and all pertinent documents (Report of Deposits, Reconciliation Statements) necessary in the reconciliation of accounts and preparation of the Financial Reports/Schedules.
5. A registration fee of Five Thousand Four Hundred Pesos only (**5,400.00**) per participant shall be charged payable to DepED - NCR to cover board and lodging, meals, workshop materials and supplies, conference room, and other contingencies. Travelling and registration fees shall be chargeable against MOOE Fund subject to the usual accounting and auditing rules and regulations.
6. Participants shall confirm their attendance on or before January 3, 2017 to any of the DepED NCR Finance Division Staff at tel. nos. **920-14-87/929-43-12**.
7. Wide dissemination of this memorandum is directed.

  
**WILFREDO E. CABRAL**  
OIC - Office of the Regional Director

*Work toward excellence. . . play to win!*