



Republic of the Philippines  
**Department of Education**  
Region XI  
**SCHOOLS DIVISION OF PANABO CITY**

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**  
OSDS-2025-0004

To : Assistant Schools Division Superintendent  
Division Accountant  
Division Budget Officer  
All concerned

Subject : **CONDUCT OF WORKSHOP ON THE PREPARATION OF CY 2024  
YEAR-END FINANCIAL REPORTS AND RECONCILIATION OF  
ACCOUNTS**

Date : January 7, 2025

Attached herewith is Regional Memorandum No. FD-2025-001 dated January 3, 2025 relative to the conduct of Workshop on the Preparation of CY 2024 Year-End Financial Reports and Reconciliation of Accounts on **January 12-14, 2025** at a venue to be announced in a separate issuance.

The following personnel are advised to attend:

	NAME	OFFICE/DESIGNATION
1.	Glenn B. Separis, CPA, CESE	OSDS/Division Accountant
2.	Rosalie D. Estimada	OSDS/Division Budget Officer
3.	Kathleen Faye D. Pedral	OSDS/Administrative Assistant III
4.	Mary Joy C. Sagot	OSDS/Administrative Assistant III

Travel expenses are chargeable against local funds while expenses for meals, venue, and lodging are chargeable against Regional Office funds, subject to the usual accounting and auditing rules and regulations.

For information and strict compliance.

  
**JINKY B. BIRMAN, PhD, CESO VI**  
Schools Division Superintendent

**RELEASED**

**JAN 07 2025**

RECORDS SECTION SDO PANABO CITY  
BY 

Enclosed as stated  
OSDS/gbs/mjcs





Republic of the Philippines  
**Department of Education**  
DAVAO REGION

January 3, 2025

REGIONAL MEMORANDUM  
FD-2025-001

**CONDUCT OF WORKSHOP ON THE PREPARATION OF CY 2024 YEAR-END  
FINANCIAL REPORTS AND RECONCILIATION OF ACCOUNTS**

To: The Schools Division Superintendents

1. This Office will be conducting the Workshop on the Preparation of CY 2024 Year-End Financial Reports and Reconciliation of Accounts on January 12-14, 2025 at a venue to be announced in a separate issuance. The participants are the following:

**Regional Office**

Chief Administrative Officer, FD  
Supervising Administrative Officer, FD  
Accountants  
Budget Officers and Budget Staff  
Accountants and Accounting Staff

**Schools Division Offices**

Division Accountant  
Division Budget Officer  
One (1) Accounting Staff  
One (1) Budget Staff

2. The activity aims to provide appropriate knowledge, skills and attitude for the participants to be able to:

- a. Prepare, review and consolidate timely, accurate and reliable financial reports;
- b. Address common challenges and resolve discrepancies in the consolidated budget and accounting reports; and
- c. Discuss and resolve issues relative to year-end reporting and concerns associated with financial management brought about by the recent issuances of the Department and Oversight Agencies.

3. The first meal to be served is dinner on January 12, 2025 and the last meal to be served is afternoon snacks on January 14, 2025. Traveling expenses of the participants are chargeable against local funds subject to the usual accounting and auditing rules and regulations while expenses for meals, venue and lodging are chargeable against Regional Office funds.

4. For information, guidance and strict compliance.

DEPARTMENT OF EDUCATION - DAVAO  
RECORDS SECTION  
**RELEASED**

RECEIVED  
JAN. 06, 2025  
25-43714

**REBONFAMIL R. BAGUIO**

Director III  
Officer-In-Charge  
Office of the Regional Director

ROB2/kcd



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