



Republic of the Philippines

## Department of Education

Region XI

SCHOOLS DIVISION OF PANABO CITY

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Office of the Schools Division Superintendent

### DIVISION MEMORANDUM

OSDS-2025-0011

To : **GLENN B. SEPARIS, CPA, CESE**

Subject : **ATTENDANCE TO THE 38<sup>TH</sup> NATIONAL SEMINAR/WORKSHOP ON THE CONSOLIDATION OF YEAR-END FINANCIAL REPORTS (CY 2024)**

Date : **January 21, 2025**

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Attached herewith is the Unnumbered Memorandum from the Office of the Undersecretary for Finance dated November 14, 2024 and Regional Memorandum No. FD-2025-006 dated January 20, 2025 relative to the 38<sup>th</sup> National Seminar/Workshop on the Consolidation of Year-End Financial Reports (CY 2024).

With this, you are hereby advised to attend the said workshop on **January 28-31, 2025** at Tanza Oasis Hotel and Resort, Cavite.

Travel expenses are chargeable against local funds subject to the usual accounting and auditing rules and regulations.

For information and strict compliance.

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

  
**RELEASED**

  
**JAN 24 2025**

RECORDS SECTION, SDO PANABO CITY  
BY 

Enclosed as stated  
OSDS/gbs/mjcs



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

Office of the Regional Director

**January 20, 2025**

REGIONAL MEMORANDUM  
FD-2025-006

**ATTENDANCE TO THE 38<sup>th</sup> NATIONAL SEMINAR/WORKSHOP ON THE  
CONSOLIDATION OF YEAR-END FINANCIAL REPORTS (CY 2024)**

To: Schools Division Superintendents of Davao City, Panabo City and  
Davao del Sur

1. Attached is the Unnumbered Memorandum dated November 14, 2024, issued by the Undersecretary for Finance, Annalyn M. Sevilla regarding the 38<sup>th</sup> National Seminar/Workshop on the Consolidation of Year-End Financial Reports (CY 2024) on **January 28-31, 2025, at Tanza Oasis Hotel and Resort, Cavite** which will be hosted by Schools Division Office of Cavite Province, Region IV-A.
2. In view of the above, the following DepEd Accountants League (DEAL) Officers are hereby advised to attend:
  1. Glenn B. Separis, Accountant III – Panabo City
  2. Armando D. Dalisay, Jr, Accountant III – Davao City
  3. Kristine M. Estribo, Accountant III – Davao del Sur
3. Travelling expenses of participants are chargeable against local funds subject to the usual accounting and auditing rules and regulations.
4. For compliance.

*[Signature]*  
Digitally signed by  
Farnazo Allan Gabriel  
Date: 2025.01.20  
14:24:55 +08'00'  
**ALLAN G. FARNAZO**  
Director IV 

Enclosed as stated. *[Signature]* *JAN. 20, 2025*  
44399

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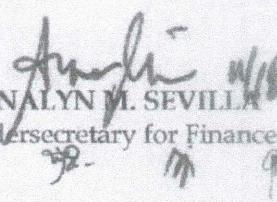


Republic of the Philippines  
**Department of Education**  
OFFICE OF THE UNDERSECRETARY FOR FINANCE

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MEMORANDUM

TO : DEPED CENTRAL OFFICE - FINANCE SERVICE  
REGIONAL DIRECTORS  
ASSISTANT REGIONAL DIRECTORS  
REGIONAL FINANCE DIVISION  
All Others Concerned

FROM :   
ANNALYN M. SEVILLA  
Undersecretary for Finance

SUBJECT : 38<sup>TH</sup> NATIONAL SEMINAR/WORKSHOP ON THE CONSOLIDATION  
OF YEAR-END FINANCIAL REPORTS (CY 2024)

DATE : November 14, 2024

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The DepEd Central Office through the Accounting and Budget Division will be conducting the 38<sup>th</sup> National Seminar/Workshop on the Consolidation of Year-End Financial Reports (CY 2024) to be hosted by Schools Division Office of Cavite Province, Region IV-A (venue to be announced later) on January 28-31, 2025, inclusive of travel time.

1. The objectives of this event are to:
  - Facilitate the review, preparation, and consolidation of Financial Reports, Budget, Financial Accountability Reports, and schedule of accounts;
  - Keep the participants abreast of the relevant issues and concerns associated with Financial Management brought about by recent issuances of Department and Oversight Agencies.
2. The participants are the following:
  - a. Selected Finance Staff of the Central Office
  - b. Chief Administrative Officers or Supervising Administrative Officers, Budget Officers, Accountants and Selected Finance Staff, from the Regional Office (RO).
  - c. DepEd Accountants League (DEAL) Officers from the Regional and Schools Division Office
3. Each RO Proper is allowed to send a maximum of ten (10) participants including the DEAL Officers from RO with the exception of the Host Region (Region IV-A), which is permitted to send up to thirty (30) participants.



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4. The cost of board and lodging, function hall, supplies and materials, contingencies and other related expenses of the participants and resource persons for the above-mentioned activity shall be charged to AC-24-FS-AD-GASS-002. The Traveling, per diem and other incidental expenses of:
  - a) Central Office participants and resource persons shall be charged to FY 2024 CO-GASS; and
  - b) Regional Office participants shall be charged to their respective local funds/MOOE RO/SDO Proper

All disbursements are subject to usual government accounting and auditing rules and regulations.

5. Names of participants and complete travel time/flight details of regional participants should be submitted on or before December 13, 2024, Friday, thru this link: [https://bit.ly/REG\\_NWYE\\_2024](https://bit.ly/REG_NWYE_2024). Please register on time to facilitate room assignment and transportation arrangement.
6. All Regions are required to strictly comply with the submission of all reports on time. The deadline for the submission will be on January 27, 2025, 5:00PM, except for FAR Nos. 2, 2A, 3, 4, 5, and 6 per FS-AD Memorandum dated January 16, 2023 and the list of reports to be submitted, attached as **Annex A**.
7. Retrospective Restatements of Errors shall be properly presented in the Statement of Financial Performance and Statement of Changes in Net Assets and Equity per Section 45, Chapter 19 of Government Accounting Manual (GAM) Volume I. The nature and amount of the prior period errors and other adjustments shall be properly disclosed in the Notes to Financial Statements.
8. For questions or clarifications, please coordinate with **Ms. Abegail S. Francisco** of Consolidated Reports and Other Concerns Section (CROCS), FS-Accounting Division via e-mail address: [fs.ad.crocs@deped.gov.ph](mailto:fs.ad.crocs@deped.gov.ph) or via landline no.: (02) 8633-7201.
9. Wide dissemination of this memorandum is desired.