



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

DTS

0925102031

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2025-0144

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

Subject : **CONFERENCE OF BUDGET OFFICERS AND ACCOUNTANTS ON
THE PREPARATION OF VARIOUS UTILIZATION REPORTS AND
OTHER FINANCIAL MATTERS**

Date : September 12, 2025

Attached herewith is Regional Memorandum No. FD-2025-036 dated September 10, 2025 relative to the Conference of Budget Officers and Accountants on the Preparation of Various Utilization Reports and Other Financial Matters on **September 18-19, 2025** at **Malagos Garden Resort, Baguio District, Davao City**.

With this, **Rosalie D. Estimada** and **Mary Joy C. Sagot, CPA** are advised to attend the said conference.

Traveling expenses are chargeable against Division MOOE/local funds while expenses for meals, venue, and lodging are chargeable against downloaded funds of the host Division, 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

SEP 12 2025

RECORDED SECTION 6D PANABO CITY

Enclosed as stated
OSDS/mjc 



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Recorde



September 10, 2025

REGIONAL MEMORANDUM
FD-2025-036

CONFERENCE OF BUDGET OFFICERS AND ACCOUNTANTS ON
THE PREPARATION OF VARIOUS UTILIZATION REPORTS
AND OTHER FINANCIAL MATTERS

To: Schools Division Superintendents

1. This Office will be conducting a Conference of Budget Officers and Accountants on the Preparation of Various Utilization Reports and Other Financial Matters at **Malagos Garden Resort, Baguio District, Davao City** on September 18-19, 2025. The participants of the activity are the **Division Budget Officers, Division Accountants** and **selected staff from the Finance Division of the Regional Office**.

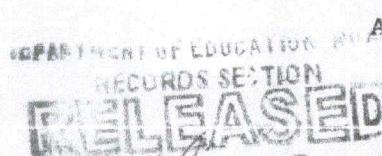
2. The activity aims to:

- Ensure that Finance Division personnel from the Regional and Schools Division Offices are equipped with updated guidelines, standard templates and best practices on the preparation of reliable utilization reports in compliance with DepEd Central Office, COA and DBM requirements;
- Standardize procedures, clarify roles and establish a more efficient reporting workflow between the Regional Office and Schools Division Offices;
- Identify and resolve common issues encountered in the preparation, validation and submission of utilization reports and other related financial matters.

3. Traveling expenses of the participants are chargeable against local funds, while expenses for conference venue, meals and lodging shall be charged against downloaded funds to the host Division, subject to the usual accounting and auditing rules and regulations.

4. For information, guidance and compliance.

Encl: As stated
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ALLAN G. FARNAZO
Director IV

Sept. 11, 2025
09251020692



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