



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



**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**

**RECORDS SECTION SDO PANABO CITY**  
BY 

Enclosed as stated  
OSDS/mjc



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Republic of the Philippines  
Department of Education  
DAVAO REGION



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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:
  - a. 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;
  - b. Standardize procedures, clarify roles and establish a more efficient reporting workflow between the Regional Office and Schools Division Offices;
  - c. 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  
ROB2kcd

DEPARTMENT OF EDUCATION  
RECORDS SECTION  
RELEASED

ALLAN G. FARNAZO  
Director IV

Time: Sept. 11, 2025  
0925120692



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