



Republic of the Philippines
Department of Education
CARAGA REGION

January 14, 2026

REGIONAL MEMORANDUM
FIN – 2026 – 0024

To: Schools Division Superintendents) Division of Agusan del Norte
All Others Concerned

**39TH NATIONAL SEMINAR/WORKSHOP ON THE CONSOLIDATION OF
YEAR-END FINANCIAL REPORTS (CY 2025)**

1. In line with the Department of Education (DepEd) Memorandum titled **39th National Seminar/Workshop on the Consolidation of Year-End Financial Reports (CY 2025)**, the Regional Finance Team and DepEd Accountants League (DEAL) Officers are directed to participate in the aforementioned activity on January 27-30, 2026 (inclusive of travel time). The event will be hosted by DepEd Region VI and will be held in Malay, Aklan.

2. The objectives of this event are as follows:

- a. Facilitate the review, preparation, and consolidation of Financial Statements, Financial Accountability Reports, and Schedule of Accounts; and
- b. Keep the participants abreast of relevant issues and concerns associated with Financial Management arising from recent issuances by the Department and Oversight Agencies.

3. The participants in this training workshop are as follows:

Region: Chief Administrative Officer and Accountants

Agusan del Norte Division: Mr. Joselito C. Pabatang, Accountant III/DEAL Officer

4. Immediate dissemination of this memorandum is desired.

MARIA INES C. ASUNCION
Director IV *PA*
Regional Director

FIN/atb
01/12/2026



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

MEMORANDUM

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

FROM : ATTY. EDSON BYRON K. SY
Assistant Secretary for Finance
Officer-in-Charge
Office of the Undersecretary for Finance

SUBJECT : 39TH NATIONAL SEMINAR/WORKSHOP ON THE
CONSOLIDATION OF YEAR-END FINANCIAL REPORTS (CY
2025)

DATE : November 20, 2025

The DepEd Central Office through the Accounting will be conducting the **39TH National Seminar/Workshop on the Consolidation of Year-End Financial Reports (CY 2025)** to be hosted by **DepEd-Region VI** on **January 27-30, 2026** (inclusive of travel time).

1. The objectives of this event are as follows:
 - a) Facilitate the review, preparation, and consolidation of Financial Statements, Financial Accountability Reports, and Schedule of Accounts; and
 - b) 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. This event will be broadcasted live via Microsoft Teams, allowing all Finance Strand personnel, including Schools Division Offices, Implementing Units, and Non-Implementing Units, to participate online. This aims to promote inclusivity within the Finance Strand. Moreover, the participants will be updated with the latest developments from various government agencies such as COA, DBM, etc., and will have the opportunity to discuss their respective issues and concerns.
3. The participants are the following:
 - a. **Selected Finance Staff of the Central Office;**



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- b. Chief Administrative Officers or Supervising Administrative Officers, Accountants and Selected Accounting Staff, from the Regional Office Proper (ROP) and Baguio Teachers Camp; and**
 - c. DepEd Accountants League (DEAL) Officers**
4. Each Region is allowed to send a maximum of eight (8) participants, included in the count is the DEAL Regional Representative, with the exception of the host region, Region VI, which is permitted to send up to twenty (20) participants. All other DEAL Officers from the SDOs are allowed to attend in addition to the designated number of participants by region.
 5. The Traveling, per diem and other incidental expenses of RO and SDO participants shall be charged to their respective local funds/RO/SDO Proper MOOE. All disbursements are subject to usual government accounting and auditing rules and regulations.
 6. Names of participants and complete travel time/flight details of participants should be submitted **on or before January 7, 2026, Wednesday**, thru this link: bit.ly/REGF2F-39thYENW-CY2025. Please register on time to facilitate room assignment and transportation. The number of participants for each region will be strictly limited to the allotted number of participants only.
 7. For the virtual participants, kindly register thru this link: bit.ly/REGVIRTUAL-39thYENW-CY2025. The link will be sent to the registered email address ahead of the activity.
 8. **All Regions are required to strictly comply with the submission of all reports on time.** The deadline for the submission will be on **January 29, 2026, @ 5:00PM, except for FAR Nos. 2, 2A, 3, 4, 5, and 6.** Please refer to the list of financial reports to be submitted, attached as **Annex A**.
 9. 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 or via landline no.: (02) 8633-7201.
 10. Wide dissemination of this memorandum is desired.