



September 30, 2019

REGIONAL MEMORANDUM

No. 594, s. 2019



3rd QUARTER FY 2019 FINANCIAL RECONCILIATION WORKSHOP

TO: Schools Division Superintendents
Chief - SGOD
Division Accountants and Budget Officers
Division Planning Officers
Regional Office Accounting, Budget & PPRD personnel
All Other Concerned
This Region

1. The DepEd Caraga Region, Finance Division will conduct the 3rd Quarter FY 2019 Financial Reconciliation Workshop to be hosted by Cabadbaran City Division (venue to be announced later) on October 16-17, 2019.
2. The workshop aims to facilitate the timely preparation and submission of Budget Execution Documents FY 2020 Budget through Unified Reporting System (URS).
3. The Participants are the following:
 - a. SGOD Chief
 - b. Division Accountant
 - c. Division Budget Officer
 - d. Division Planning Officer
 - e. 1 Finance Staff per Division
 - f. Selected Finance and PPRD personnel of the Region
 - g. Resource Persons
4. Expenses of the regional office participants and resource persons shall be charged against RO-GAS funds.
5. Travelling expenses of the Division Office participants shall be charged against their respective local funds.
6. All divisions are required to strictly comply with the submission of all reports on time.
7. Wide dissemination of this memorandum is desired.

FRANCIS CESAR B. BRINGAS, CESO V
OIC - Office of the Regional Director

FD/enn
10/4/2019



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