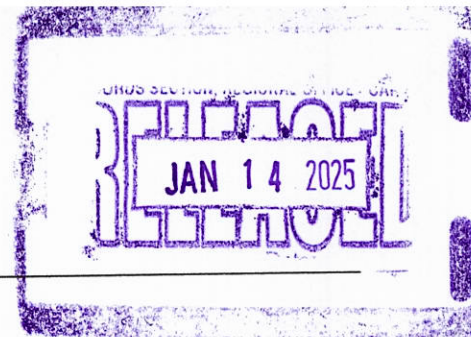




Republic of the Philippines
Department of Education
CARAGA REGION



REGIONAL MEMORANDUM
No. 0037, s. 2025

JAN 14 2025

To: Schools Division Superintendents
Division Accountant
Division Budget Officer
Regional Office Finance Personnel
All Others Concerned

CY 2024 VIRTUAL YEAR-END SEMINAR/WORKSHOP ON THE PREPARATION AND
CONSOLIDATION OF FINANCIAL REPORTS

1. In preparation for the forthcoming 38th National Seminar/Workshop on the Consolidation of Year-End Financial Reports (CY 2024), scheduled for January 28-31, 2025, this region will conduct a virtual Seminar/Workshop on the Preparation and Consolidation of CY 2024 Year-end Financial Reports on January 16-17, 2025. The session can be accessed via this link: <https://tinyurl.com/CY2025YESW>.
2. The workshop aims to achieve the following objectives:
 - a. Facilitate the preparation, review, and consolidation of financial reports, budget and financial accountability reports, and schedule of accounts;
 - b. Provide updates on resolving major COA audit findings and recommendations (FY 2023 and Prior Years);
 - c. Present and discuss financial management issues and concerns arising from recent issuances of DepEd and oversight Agencies;
 - d. Foster sharing knowledge, experiences, and ideas among finance personnel to enhance the efficient implementation of DepEd programs and projects in coordination with the Department of Budget and Management (DBM).
3. The participants in this seminar/workshop are as follows:
 - a. Division Accountants
 - b. Division Budget Officers
 - c. Three finance staff members from each division, and
 - d. Regional Office Finance personnel
4. All divisions are required to **strictly adhere** to the submission deadlines for all reports.
 - a. The Status of Cash Advances, Status of Downloading of School MOOE (Annex 2, 2-1), FAR Nos. 1, 1A, 1B, 2, 2A, 3, 5, and 6 must be submitted no later than **January 15, 2025, at 5:00 p.m.**
 - b. The Financial Statements, Supporting Schedules, and Other Financial Reports must be submitted no later than **January 22, 2025, at 5:00 p.m.**
 - c. Please refer to the attached list of reports to be submitted.



Address: J.P. Rosales Avenue, Butuan City
Trunkline No: (082) 225-1151
Telefax No: (085) 342-5959
Email: caraga@deped.gov.ph
Website: caraga.deped.gov.ph

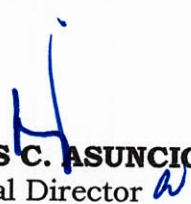


2025-01-00725

Doc. Ref. Code	RO-ASD-F107	Rev	00
Effectivity	02.01.23	Page	1 of 2



5. Immediate dissemination of this memorandum is desired.


MARIA INES C. ASUNCION
Regional Director

Encl.: (Enclosure to Regional Memorandum: List of Reports)

Reference: None

To be indicated in the Perpetual Index
under the following subjects:

REPORTS SEMINARS WORKSHOPS

FIN/enn
01/13/2025



2025-01-00725

Doc. Ref. Code	RO-ASD-F107	Rev	00
Effectivity	02.01.23	Page	2 of 2