



Republic of the Philippines
Department of Education
CARAGA REGION

NOVEMBER 26, 2025

REGIONAL MEMORANDUM

No. 1288, s. 2025

To: Schools Division Superintendents
Division Accountants
Division Budget Officers
Regional Office Finance Personnel
All Others Concerned

CY 2025 YEAR-END RECONCILIATION WORKSHOP ON THE PREPARATION AND
CONSOLIDATION OF FINANCIAL REPORTS

1. In line with the forthcoming CY 2025 National Seminar/Workshop on the Consolidation of Year-end Financial Reports, this region will conduct a **Reconciliation-Workshop on the Preparation and Consolidation of Financial Reports**, hosted by Cabadbaran City Division on December 16-19, 2025 (venue TBA).

2. **Objectives:**

- a. Preparation, review, and consolidation of financial reports, budget and financial accountability reports, and schedule of accounts.
- b. Updates on the Resolution of major COA audit findings and recommendations (FY 2024 and Prior Years)
- c. Presentation and discussion of relevant issues and concerns associated with financial management brought about by recent issuances of DepEd and oversight Agencies.
- d. Sharing of knowledge, experience, and ideas among those involved in managing financial resources to efficiently implement DepEd programs and projects with the Department of Budget and Management (DBM).

3. **Participants:**

- a. Division Accountants
- b. Division Budget Officers
- c. Three finance staff from each division, and
- d. Regional Office finance personnel

4. **Deadlines:**

- a. **January 7, 2026, 5:00 p.m.**—Status of Cash Advances, Status of Downloading of School MOOE (Annex 2, 2-1), FAR Nos. 1, 1A, 1B, and 4;
- b. **January 15, 2026, 5:00 p.m.** —FAR Nos. 2, 2A, 3, 5, and 6;
- c. **January 22, 2026, 5:00 p.m.**—Financial Statements, Supporting Schedules, and Other Financial Reports.

5. Please refer to the enclosure for the list of reports to be submitted.
6. Immediate dissemination of this memorandum is desired.

MARIA INES C. ASUNCION

Director III *W*
Regional Director

Encl.: As stated

Reference: None

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

FINANCIAL REPORTS SEMINAR-WORKSHOP

FIN/atb
11/05/2025