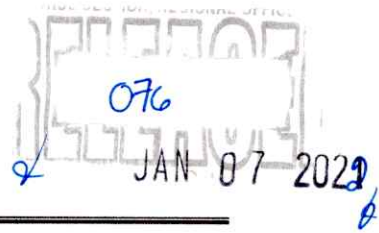




Republic of the Philippines
Department of Education
REGIONAL OFFICE IX, ZAMBOANGA PENINSULA



Office of the Regional Director

REGIONAL MEMORANDUM

No. 004, s. 2022

TO : ALL SCHOOLS DIVISION SUPERINTENDENTS
SECONDARY SCHOOL PRINCIPALS WITH DIRECT
RELEASE OF FUNDS
ALL OTHERS CONCERNED
This Region

FROM : PEDRO MELCHOR M. NATIVIDAD, PhD, CSEE
OIC-Assistant Regional Director
In-Charge of Office

SUBJECT : VIRTUAL CONDUCT OF REGIONAL SEMINAR /
WORKSHOP ON THE CONSOLIDATION OF CY 2021
YEAR-END FINANCIAL REPORTS

DATE : January 06, 2022

Enclosed is a copy of Memorandum dated December 28, 2021, issued by USEC Annalyn M. Sevilla, Undersecretary for Finance, Department of Education, DepEd Complex, Meralco Avenue, Pasig City, with the subject, **"NATIONAL SEMINAR/WORKSHOP ON THE CONSOLIDATION OF CY 2021 YEAR-END FINANCIAL REPORTS"**. Physical conduct is taboo due to present situation nationwide.

In this regard, DepEd Regional Office IX Finance Division will be conducting the **Regional Seminar/Workshop on the Consolidation of CY 2021 Year-End Financial Reports on January 11-14, 2022, on a digital platform via MS Teams**. Link will be sent immediately before the said date. Participants to this seminar/workshop are the following: 1) Finance Staff of this Region; 2) Division Budget Officers; 3) Division Accountants; 4) selected finance staff of Division Offices; and 5) Bookkeepers of Implementing Units. Participants are required to confirm their attendance on or before January 10, 2022, thru this link: bit.ly/R9-YE-REG.

Likewise, all Implementing Units, including Division Offices are hereby directed to prepare their respective Financial Reports as of December 31, 2021, with its complete attachments and schedules as required to all agencies of the government pursuant to PD 1445. As usual, financial reports of



Address: President Corazon C. Aquino Regional Government
Center, Balintawak, Pagadian City 7016
Website: www.depedro9.net; www.ro9-deped.com
Email: region9@deped.gov.ph



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and submit the same to this Office thru online, on or before **January 14, 2022, at 11:59pm** to give ample time for the consolidation of the Regional Financial Reports as of December 31, 2021. Meanwhile, hard copies shall be submitted on or before **January 28, 2022**.

To swift the gathering of reports under the Accounting Section, online folders for respective Division Offices shall be provided thru Google Drive where only authorized DepEd accounts will be granted access to the folders, for security purposes. Division folders have separate online excel files for every Fund. It should be noted that addition, deletion of columns and rows, re-uploading or downloading of the files and editing of formulas are prohibited.

Please be guided with the List of financial reports enclosed to be complied with.

For questions and inquiries on the foregoing process, please do not hesitate to contact Mr. Waren Y. Indoc for assistance. Other reports that are not included in the Google Drive should be emailed to the respective Accountant in-charged. Meanwhile, for the reports required by the Budget Section, please email the same to Mr. Muhammad Yusuf J. Sali (muhammad.sali@deped.gov.ph)

Dissemination of the content of this Memorandum to your respective jurisdiction is enjoined.

For information and strict compliance.

Enclosure: as stated

Copy Furnished:

The OIC-Assistant Regional Director
The Records Officer
This Office

The Resident Auditor
COA-DepEd RO IX
Tiguma, Pagadian City

ORD-FD-RM-2022-001



Address: President Corazon C. Aquino Regional Government Center, Balintawak, Pagadian City 7016
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Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR FINANCE

MEMORANDUM
OUF-2021-0876

TO : REGIONAL DIRECTORS
REGIONAL FINANCE OFFICERS
REGIONAL ACCOUNTANTS
REGIONAL BUDGET OFFICERS
CENTRAL OFFICE ACCOUNTING & BUDGET PERSONNEL
ALL OTHERS CONCERNED

FROM :  ANNALYN M. SEVILLA
Undersecretary for Finance

SUBJECT : NATIONAL SEMINAR/WORKSHOP ON THE CONSOLIDATION OF CY
2021 YEAR-END FINANCIAL REPORTS

DATE : DECEMBER 28, 2021

The DepEd Central Office Accounting and Budget Divisions will be conducting the **National Seminar/Workshop on the Consolidation of CY 2021 Year-end Financial Reports on January 26 - 28, 2022**, hosted by DepEd-MIMAROPA on a digital platform. Link to the said Webinar/Workshop will be sent immediately before said date.

1. This activity aims to facilitate the following:
 - Workshop on the review and consolidation of financial reports, budget and financial accountability reports, and schedule of accounts;
 - Presentation and discussion of relevant issues and concerns associated with financial management brought about by recent issuances of Department and oversight agencies.
2. The participants are the following:
 - a. Selected Finance Staff of the Central Office
 - b. Resource Persons
 - c. Chief Administrative Officers or Supervising Administrative Officers, Budget Officers, Accountants and Selected Finance Staff from the Regional Office.
 - d. Selected ADEFPI Officers
3. Participants are required to confirm their attendance **on or before January 15, 2022** thru this link: <https://bit.ly/RegistrationLinkforYEnationalWorkshop>.
4. **All Regions are required to strictly comply with the submission of all reports on time.** The deadline for the submission will be on **January 31, 2022, 5:00 PM**. Please refer to the attached list of reports to be submitted.
5. For other concerns or queries, please coordinate with Ms. Neliza G. Advincula of Consolidated Reports and Other Concerns Section (CROCS) thru contact no. (08) 633-7201.
6. Wide dissemination of this memorandum is desired.