



Republic of the Philippines
Department of Education
Region I

DEPED REGIONAL OFFICE I

RELEASED

DEC 16 2020

BY: 14791

Office of the Regional Director

DEC 16 2020

REGIONAL MEMORANDUM

No. 80, s. 2020

**WEBINAR ON THE PREPARATION AND SUBMISSION OF CY 2020 YEAR-END
FINANCIAL REPORTS**

To: Schools Division Superintendents

1. The webinar on the Preparation and Submission of CY 2020 Year-End Financial Reports will be on January 6, 2021 at exactly 9:00 AM thru Microsoft Teams.
2. This activity aims to facilitate the following:
 - a. Workshop on preparation, review and consolidation of financial reports, budget and financial accountability reports, and schedule of accounts.
 - b. Presentation and discussion of relevant issues and concerns associated with financial management brought about by recent issuances of Department and oversight Agencies.
3. The participants are the following:
 - a. Selected Finance Staff of the Regional Office; and
 - b. SDO Accountants and Budget Officers.
4. The following topics shall be presented by SDOs through PowerPoint:
 - a. Status of Cash Advances of SDO Proper as of December 31, 2020 to be presented by SDO Accountant
 - i. Advances for Operating Expenses
 - ii. Advances for Payroll
 - iii. Advances to Special Disbursing Officer
 - iv. Advances to Officers and Employees
 - b. CY 2019 and Prior Years Agency Action Plan and Status Implementation (AAPSI) as of December 31, 2020 based on the Management Letter of Region 1 to be presented by SDO Accountant

DepEd Region 1: Built on character; empowered by competence.



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c. Budget Utilization Report as of December 31, 2020 to be presented by SDO Budget Officer

5. The participants are required to join the online session. Attached is the protocol to be observed during the webinar.

6. All divisions are required to strictly comply with the submission of all reports on time. Please refer to the attached list for the reports to be submitted with their corresponding deadlines.

7. Division offices are encouraged to conduct their own webinar with their implementing units.

8. Immediate dissemination of this Memorandum is desired.



TOLENTINO G. AQUINO
Director III
Officer-In-Charge
Office of the Regional Director

Reference: Government Accounting Manual
COA-DBM Joint Circular No. 2019-1
COA-DBM-DepEd Joint Circular No. 2019-1

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

Asset
Expenses
Funds
Records
Reports

PROTOCOL DURING THE WEBINAR

1. Log-in MS Teams on January 6,2021, Wednesday at exactly 8:30 AM.
2. Upon log-in, all participants must turn-off the video and microphone.
3. For checking of attendance, please post the following details on the chat box:
 - Division
 - Name
4. When recognized, please turn on the video and microphone. After responding, turn it off again.
5. For questions, please press the hand button.
6. Reminders:
 - Use earphones with microphone to minimize feedbacks especially when you are nearly seated to each other.
 - For those who will participate using a mobile phone, it is advised that you bring a powerbank.