



Republic of the Philippines  
Department of Education  
REGION I



Finance Division

JUL 05 2021

**REGIONAL MEMORANDUM**

No. 689, s. 2021

**PRESENTATION OF CY 2021 MID-YEAR FINANCIAL REPORTS**

To: Schools Division Superintendents

1. The Presentation of CY 2021 Mid-Year Financial Reports will be on July 13, 2021 at exactly 8:00 AM thru Microsoft Teams.
2. Objectives are as follows:
  - a. To monitor the performance of Schools Division Offices (SDOs) on their financial reports and budget and financial accountability reports.
  - b. To discuss the different issues and concerns associated with financial management brought about by recent issuances of Department and oversight Agencies.
3. The participants are the following:
  - a. All Finance Staff of the Regional Office; and
  - b. SDO Accountants and Budget Officers.
4. Each SDO shall be given 15 minutes to present the financial reports and budget and financial accountability reports.
5. The participants are required to join the online session. Attached are the protocols to be observed during the activity.
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 presentation of mid-year financial reports with the implementing units.
8. Immediate dissemination of this Memorandum is desired.



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**TOLENTINO G. AQUINO**

Director IV



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

FD-BS/sav/RM01  
June 30, 2021

## **PROTOCOLS DURING THE WEBINAR**

1. Log-in MS Teams on July 13, 2021, Tuesday, before 8:00 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 post through the chat box.
6. Reminders:
  - Use earphones with microphone to minimize feedbacks.
  - For those who will participate using a mobile phone, it is advised that you bring a powerbank.