



Republic of the Philippines
Department of Education
REGION I



REGIONAL MEMORANDUM

No. 0024, s. 2024

**ADVISORY ON THE YEAR-END FINALIZATION AND SUBMISSION OF FY 2023
BUDGET AND FINANCIAL ACCOUNTABILITY REPORTS**

To: Schools Division Superintendents
SDO Accountants and Budget Officers
School Accountants/Bookkeepers
All Others Concerned

Relative to the issued Regional Memorandum No. 005, s. 2024 (**attached as Annex A**) dated January 3, 2024, titled *Year-End Finalization and Submission of FY 2023 Budget and Financial Accountability Reports*, **this is to provide updates on the conduct of the said activity.**

1. The activity will be held at **Ynad's Place Hotel and Resort, Brgy. Namtutan, City of San Fernando, La Union.**
2. For the participants, check-in time is **2:00 PM** on **January 10, 2024** with PM snacks as the first meal, and check-out time is **until 12:00 NN** of **January 12, 2024** with lunch as the last meal.
3. The activity will start on **January 10, 2024 at exactly 3:00 PM.** The indicative program is attached as "**Annex B**".
4. Travelling expenses of the participants shall be charged against their respective local funds.
5. Immediate dissemination of this memorandum is desired.

TOLENTINO G. AQUINO
Director IV

Encl.: None
Reference: None
To be indicated in the Perpetual Index
under the following subjects:

FUNDS REPORTS

FD/mgc/RM_AdvisoryontheYEFinalizationandSubmissionofFY2023BudgetandFinancialAccountabilityReports
FD24002/January 8, 2024



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Flores St., Catbangen, City of San Fernando, La Union

Telephone Nos.: (072) 607-8137/682-2324

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Department of Education
 REGION I

REGIONAL MEMORANDUM

No. 0005, s. 2024

JAN 03 2024

**YEAR-END FINALIZATION AND SUBMISSION OF FY 2023
 BUDGET AND FINANCIAL ACCOUNTABILITY REPORTS**

To: Schools Division Superintendents
 SDO Accountants and Budget Officers
 School Accountants/Bookkeepers
 All Others Concerned

1. This Office through the Finance Division will be conducting the Year-end Finalization and Submission of FY 2023 Budget and Financial Accountability Reports on **January 10 - January 12, 2024** (venue to be announced later), inclusive of travel time.
2. The objectives of this activity are to:
 - Facilitate the review, preparation and consolidation of financial reports, budget, and financial accountability reports
 - Monitor and evaluate the financial performance of Regional Office (RO) and Schools Division Offices (SDOs)
3. The participants are the following:
 - a) RO Finance Staff
 - b) SDO Accountants and Budget Officers
 - c) Accountants/Bookkeepers of the Implementing Units (IUs)
4. Names of participants should be submitted **on or before January 8, 2024** thru this link: <https://shorturl.at/qwJK4>.
5. Immediate dissemination of this memorandum is desired.



TOLENTINO G. AQUINO
 Director IV

Encl.: None
 Reference: None
 To be indicated in the Perpetual Index under the following subjects:

FUNDS REPORTS

FD/mgc/RM_YearendFinalizationandSubmissionofFY2023BudgetandFinancialAccountabilityReports
 FD24001/January 3, 2024



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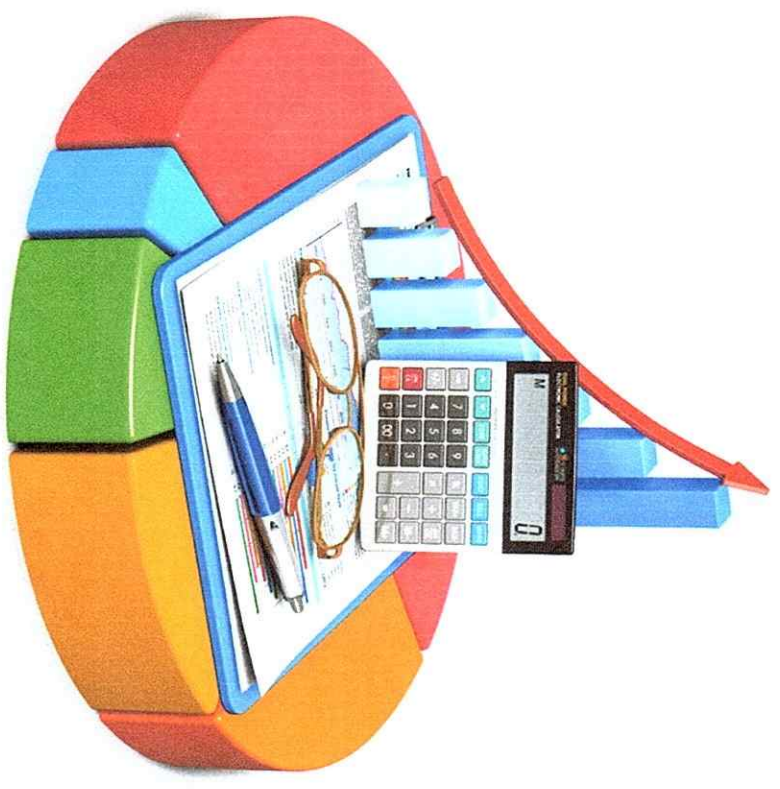
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Year-End Finalization and Submission of FY 2023 Budget and Financial Accountability Reports

Year-end Finalization and Submission of FY 2023
Budget and Financial Accountability Reports
January 10 – 12, 2024



January 10 – 12, 2024

Ynad's Place Hotel and Resort
Brgy. Namtutan, City of San Fernando, La Union

PROGRAM

Day 1

Opening Program

- | | |
|------------------------------|---|
| National Anthem | Audio Visual Presentation |
| Prayer | Audio Visual Presentation |
| Region I Hymn | Audio Visual Presentation |
| Quality Policy Statement | Audio Visual Presentation |
| Presentation of Participants | Maureen M. Macalling Supervising Administrative Officer |
| Welcome Message | Rhoda T. Razon Director III |
| Message | Tolentino G. Aquino Director IV |

Day 2

Discussion

- Presentation of Lapsed NCA of SDO and Implementing Units (to be presented by SDO Accountants)
- Presentation of Lapsed Allotment (to be presented by SDO Budget Officers)
- Updates on Accounting and Budgetary Matters (to be presented by RO Finance personnel)

Order of Presentation

| | |
|----------------------|-------------------|
| 1. Candon City | 8. Ilocos Sur |
| 2. Dagupan City | 9. Ilocos Norte |
| 3. Laoag City | 10. La Union |
| 4. San Carlos City | 11. Pangasinan I |
| 5. San Fernando City | 12. Pangasinan II |
| 6. Urdaneta City | 13. Alaminos City |
| 7. Vigan City | 14. Batac City |

Day 3

I. Continuation of Discussion

- Issues and Concerns
- Other Matters

II. Closing Remarks

Arnold I. Vino
Chief Administrative Officer