



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF THE CITY OF BATAC

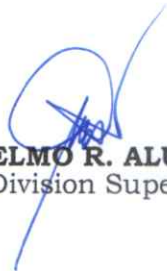
DIVISION MEMORANDUM
No. 015, s. 2025

09 JAN 2025

**MEETING AND WORKSHOP ON CY 2024 YEAR-END AND
SUBMISSION OF FY 2024 BUDGET AND FINANCIAL
ACCOUNTABILITY REPORTS**

To: School Head of Implementing Units (IUs)

1. In line with the Preparation and Submission of CY 2024 Year-End Financial Reports, please advise your Bookkeeper in charge in the preparation of budget and financial accountability reports (BMS and EFRS) to attend the meeting-workshop on 13-15 January 2025, 9:00AM at Schools Division Office Accounting/Budget Room.
2. Attached is Regional Memorandum No. 635, s, 2025.
3. For information and guidance.


ANSELMO R. ALUDINO
Schools Division Superintendent

Encl.: as stated
Reference: Regional Memorandum No.365, s.2025
To be included in the Perpetual Index
Under the following subject:

Meeting - Workshop

JCB/Meeting and workshop on Preparation and Submission of Year-End Reporting 2024
January 09, 2025



DepEd Batac City

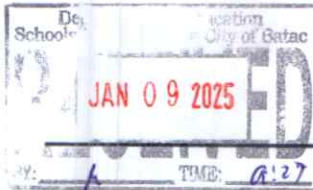
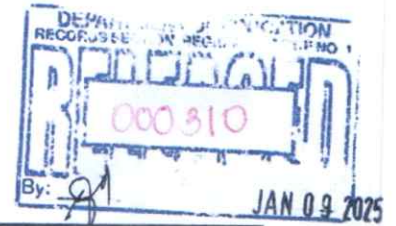


batac.city@deped.gov.ph



www.csdbatac.com

Asuncion Street, 16-S Quiling Sur,
City of Batac, Ilocos Norte
Telephone No.: (077) 677-1993

**REGIONAL MEMORANDUM**No. 035, s. 2025

**YEAR-END FINALIZATION AND SUBMISSION OF FY 2024 BUDGET AND
 FINANCIAL ACCOUNTABILITY REPORTS**

To: Schools Division Superintendents
 School Principals
 All Concerned Personnel

1. There will be a Seminar for the Year-End Finalization and Submission of FY 2024 Budget and Financial Accountability Reports from January 20-22, 2025 at Janpac Realty and Development (J&V Hotel and Resort), Purok 5 Sevilla Center, City of San Fernando, La Union
2. Objectives are as follows:
 - a. Facilitate the review, preparation, and consolidation of Financial Reports, Budget, Financial Accountability Reports and schedule of accounts;
 - b. Keep the participants abreast the relevant issues and concerns associated with Financial Management brought about by recent issuances of Department and Oversight Agencies.
3. Participants include:
 - a. Finance Staff of the Regional Office
 - b. Accountants and Budget Officers from the Schools Division Office
 - c. Bookkeeper/Accountants from the Implementing Units (Schools)
4. First meal to be served is pm snacks on January 20, 2025 and last meal is lunch on January 22, 2025.
5. Travelling expenses of participants shall be charged against respective local funds.
6. Participants must confirm their attendance by accomplishing the registration form thru this link <https://bit.ly/4thQtrYearEndSeminar> by January 10, 2025 at 5:00PM, to be used for the room assignments and certificates.
7. For dissemination and information.

TOLENTINO G. AQUINO

Director IV

Encl.: None
 Reference: None

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

FIN/emp/RM_4thQtrSeminar
 FIN25005/January 7, 2025



DepEd RO1

FIN241048