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REPUBLICA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON, KULTURA AT ISPORTS
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS
DECS Complex, Meralco Avenue
Pasig City, Philippines



Sama-Sama
sa DECS

Tanggapan ng Kalihim
Office of the Secretary

January 14, 1999

DECS MEMORANDUM
No. 6, s. 1999

**WORKSHOP ON THE PREPARATION OF 1998
YEAR-END FINANCIAL REPORTS**

To: Regional Directors
Regional Finance Officers
Regional Chief Accountants
Central Accounting Personnel
All Others Concerned

1. The Thirteenth Workshop on the Preparation of 1998 Year-End Financial Reports will be held in Region VIII from February 1 to 6, 1999.
2. The seven-day workshop will facilitate the preparation and submission on time by each region of accurate and up-to-date 1998 year-end financial reports to the Department of Budget and Management, Commission on Audit, DECS Central Office and other concerned agencies.
3. The participants will be composed of the following as named and listed in the attached Annex:
 - a) Regional Accountants, the Accountant of the Division of Tarlac and Finance Officers who will actually work to produce the needed financial statements. Said participants will be determined by their respective Regional Directors.
 - b) Fifteen (15) Central Office accounting personnel in charge of the different regions and six (6) other staff in charge of centrally managed projects to be determined by the DECS Chief Accountant;
 - c) Three (3) representative from COA-CO, two (2) from DBM-CO and one (1) from each DBM - Regional Office who will act as consultants for immediate results in threshing out problems encountered by the participants during the workshop; and
 - d) Five (5) others authorized to join the workshop.

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- e) The Department Auditor and one of his staff.
4. Transportation and other allowable expenses of the participants including a workshop fee of P 6,000.00 shall be charged against the office where the participant comes from, subject to the usual accounting and auditing regulations. However, the travelling expenses of the COA and DBM Central Office consultants shall be borne by the DECS Central Office. Workshop fee will be payable to DECS RO-VIII.
 5. Participants shall bring with them all documents necessary in the preparation of the Trial Balance and other necessary reports together with the supporting documents.
 6. Immediate dissemination of this Memorandum is desired.

Andrew Gonzalez
ANDREW GONZALEZ
Secretary

Reference:

N o n e

Allotment: 1—(D.O. 50-97)

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

✓ REPORTS
✓ WORKSHOPS

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