



*Tanggapang Kalihim,*  
*Office of the Secretary*

January 14, 2000

DECS MEMORANDUM  
No. 15, s. 2000

SEMINAR WORKSHOP FOR THE PREPARATION OF 1999  
YEAR-END FINANCIAL REPORTS

1. Regional Directors  
Regional Finance Officers  
Regional Chief Accountant  
Central Office Accounting Personnel  
All Others Concerned

1. The fourteenth Seminar Workshop on the Preparation of 1999 Year End Financial Reports which is being sponsored by DECS Central Office will be held in Iquna on February 6-12, 2000. The specific venue will be announced later.

2. The seven-day seminar workshop will facilitate the preparation and submission on time by each region of accurate and up-to-date 1999 year-end financial reports to the Department of Budget and Management, Commission on Audit, DECS Central Office and other concerned agencies.

3. With the presence of consultants and analysts from the Department of Budget and Management (DBM) and Commission on Audit (COA), issues and concerns that are common to all regional offices that need to be resolved will be answered immediately.

4. The participants will be composed of the following as listed in the enclosure:

- a. Regional Finance Officers, Regional Accountants, the Accountant of the Division of Tarlac, other attached agencies and other budget and finance staff 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. Four (4) representatives from COA, 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.

5 Transportation, other allowable expenses of the participants including a workshop fee of Six Thousand Three Hundred Pesos (P6,300.00) per participant shall be charged against the office where the participants come 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 NECSRO Trust, DECS Central Office, Pasig City.

6 Participants shall bring with them all documents necessary in the preparation of the Trial Balance and other necessary reports together with the supporting documents.

7 Immediate dissemination of this Memorandum is desired.

*Andrew Gonzalez*  
ANDREW GONZALEZ, FSC  
Secretary

Encl. As stated

Reference DECS Memorandum No. 6, s. 1999

Attachment 1 -(D.O. 50-97)

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

✓REPORTS  
✓SEMINARS  
✓WORKSHOPS

(Enclosure to DECS Memorandum No 15, s 2000)

A Regional Offices - 15 Regional Accountant and Division of Tarlac and 2 other staff who will work and assist the Accountant Finance officer DBM-Regional Office 48 15 16

B a) Central Office accounting staff secretariat/ in charge of the regions 15

**Secretariat/ In-charge of RO**

1	Jovita R Malig	Over all Coordinator/Financial Analyst
2	Paulino Garcia	Asst Coordinator/Analyst RO NCR
3	Manuel Cabalejo	Asst Coordinator/Analyst RO IV
4	Adorable P Guevar a	Analyst R O I / CAR
5	Lina Marquez	-do- - RO II
6	Eduviges Liwanag	-do- - RO III, Tarlac
7	Juliet Nicolas	-do- - RO V
8	Wilma E. calnir	-do- - RO VI
9	Solomon Bagca/	-do- - RO VII
10	Zonaida Gonzales	-do- - RO VIII
11	Rhunna Catalan	-do- - RO IX
12	Fe Reyes	-do- - RO X
13	Delia Arcilla	-do- - RO XI
14	Oscar Lonto/k	-do- - RO XII
15	Cleofe Bernabe	-do- - CARAGA

b) Staff In - charge of Centrally Managed Projects

1	Concepcion Delgado	Feb 6-9, 2000
2	Presentacion Salandanran	Feb 6-9, 2000
3	Molyn Dionela	Feb 6-9, 2000
4	Helen Laya	Feb 9-12 2000
5	Teresa Javier	Feb 9-12, 2000
6	Evangelina Adversario	Feb 9-12 2000

c) Representative from COA-CO, DBM AND COA-DECS  
a) Commission on Audit (COA)

1  
2 To be determined by Commission on Audit  
3  
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~~1~~ b) Department of Budget and Management (DBM)

2 To be determined by Department of Budget and Management (DBM)

3

c) Commission on Audit (DECS)

1

2 To be determined by Chief COA-DECS

d) Dr. Blaquita D. Bautista  
Rowena Rombion  
Armando Ruiz  
Minrado C. Batonghinog  
Ma. Lourdes De Vera