



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 3, 2001

DECS MEMORANDUM
No. 7, s. 2001

**SEMINAR-WORKSHOP FOR THE PREPARATION OF 2000
YEAR-END FINANCIAL REPORTS**

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

1. The Fifteenth Seminar-Workshop on the Preparation of 2000 Year-End Financial Reports which is being sponsored by DECS Region V will be held in Legaspi City on February 4-10, 2001.
2. The seven-day seminar-workshop will facilitate the preparation and submission on time by each region of accurate and up-to-date 2000 year-end financial reports to the Department of Budget and Management (DBM), Commission on Audit (COA), DECS-Central Office and other concerned agencies.
3. With the presence of consultants and analysts from the Department of Budget and Management and Commission on Audit, 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 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 statement. 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 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; and

- d. Five (5) others authorized to join the workshop.
5. Transportation and 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 rules and 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 Region V, Legaspi 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

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Reference:

DECS Memorandum: No. 15, s. 2000

Allotment: 1—(D.O. 50-97)

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

REPORTS
SEMINARS
WORKSHOPS

**ANNEX TO DECS MEMORANDUM REGARDING THE
SEMINAR-WORKSHOP ON THE PREPARATION OF 2000
YEAR-END FINANCIAL REPORTS**

- A. Regional Offices - 15 Regional Accountant and Division of Tarlac and two (2) other staff who will work and assist the Accountant Finance Officer 48
DBM-Regional Office February 4-7, 2001 15
16
- B. a.) Central Office accounting staff secretariat/in charge of the regions 16

Secretariat/In-charge of RO

- | | | |
|-----|---------------------|--|
| 1. | Jovita R. Malig | Over all Coordinator/Financial Analyst |
| 2. | Manuel Cabalejo | Asst. Coordinator/Analyst RO IV, X |
| 3. | Liza Advincula | Asst. Coordinator/Analyst RO NCR |
| 4. | Teresita dela Cruz | Asst. Coordinator/Analyst RO VIII |
| 5. | Adorable P. Guevara | Analyst RO CAR |
| 6. | Zenaida Gonzales | -do- RO I |
| 7. | Solomon T. Bagcal | -do- RO II |
| 8. | Eduviges Liwanag | -do- RO III, Div.of Tarlac |
| 9. | Juliet Nicolas | -do- RO V |
| 10. | Rhuna Catalan | -do- RO VI |
| 11. | Fe Reyes | -do- RO VII |
| 12. | Cholita Chong | -do- RO VIII |
| 13. | Oscar Lontok | -do- RO IX, XII |
| 14. | Delia Arcilla | -do- RO XI |
| 15. | Cleofe Bernabe | -do- CARAGA |
| 16. | Lina Marquez | -do- RO XII |

b.) Staff In-Charge of Centrally Managed Projects

- | | | |
|----|-------------------------|---------------------|
| 1. | Concepcion Delgado | February 7-10, 2001 |
| 2. | Presentacion Salandanan | Feb. 4-7, 2001 |
| 3. | Molyn Dionela | Feb. 4-7, 2001 |
| 4. | Helen Laya | Feb. 8-10, 2001 |
| 5. | Teresa Javier | Feb. 7-10, 2001 |
| 6. | Evangeline Adversalo | Feb. 7-10, 2001 |

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

- 1.
2. To be determined by Commission on Audit
- 3.
- 4.

b.) Department of Budget and Management (DBM)

- 1.
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. Blanquita D. Bautista
Rowena Romblon
Armando Ruiz
Minrado C. Batonghinog
Catalino Fortez