



*Tanggapan ng Kalihim
Office of the Secretary*

REPUBLIKA 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*

January 19, 2001

DECS MEMORANDUM

No. 32, s. 2001

ADDENDUM TO DECS MEMORANDUM NO. 7, S. 2001
(Seminar-Workshop for the Preparation of the 2000 Year-End Financial Reports)

**To: Regional Directors
Regional Planning Officers
Regional Finance Officers
All Others Concerned**

1. The CY 2001 Regional Planning and Budgeting Seminar-Workshop will be held simultaneously with the Fifteenth Seminar-Workshop on the Preparation of 2000 Year-End Financial Reports. Both seminar-workshops will be held in Legaspi City on February 4-10, 2001.

2. The objectives of the week-long Regional Planning and Budgeting Seminar-Workshop are as follows:

- a. To serve as the pre-budget preparation workshop to promote greater efficiency in the formulation and submission of the CY 2002-2004 budgets of the respective DECS regional offices by way of strengthening budgeting and planning linkages;
- b. To assess past year's performance and device a system that will enhance performance accountability of the various DECS offices; and
- c. To arrive at a common parameter in the formulation/preparation of an operating budget to serve as guide in the implementation of the approved budget on the principle of prudent spending.

3. The participants to the seminar-workshop are:


- a. fifteen (15) regional planning officers;
- b. fifteen (15) regional finance officers;

- c. **Technical staff from the Budget Division, Office of the Planning Service, Management Division and other personnel to be determined by Assistant Secretary Mario P. Bravo; and**
- d. **Resource persons from the Department of Budget and Management.**

4. **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. The traveling expenses, however, of the resource persons from the DBM shall be borne by the DECS-Office of the Secretary Proper. The workshop fee is payable to DECS Region V, Legaspi City.**

5. **The participants shall bring with them all documents pertinent to the objectives of the seminar-workshop.**

6. **Immediate dissemination of this Memorandum is desired.**


ANDREW GONZALEZ, FSC
Secretary

Reference:

DECS Memorandum: (No. 7, s. 2001)

Allotment: 1—(D.O. 50-97)

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

**SEMINARS
WORKSHOPS**



*Tanggapan ng Kalihim
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REPUBLIKA NG PILIPINAS
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KAGAWARAN NG EDUKASYON, KULTURA AT ISPORTS
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS

DECS Complex, Meralco Avenue
Pasig City, Philippines



SECRET

January 3, 2001
LECS 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. Such 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

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 DBM-Regional Office February 4-7, 2001
- 43
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.

- 1.
- 2.
- 3.

b.) Department of Budget and Management (DBM)

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

- 1.
- 2.

c.) Commission on Audit (DECS)

To be determined by Chief COA-DECS

d.)

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