

REPUBLIKA NG PILIPINAS  
REPUBLIC OF THE PHILIPPINES  
**KAGAWARAN NG EDUKASYON**  
**DEPARTMENT OF EDUCATION**  
DepEd Complex, Meralco Avenue  
Pasig City, Philippines

**JAN 16 2002**

DepEd MEMORANDUM

No. 6, s. 2002

**SEMINAR-WORKSHOP FOR THE PREPARATION OF 2001  
YEAR-END FINANCIAL REPORTS**

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

1. The Sixteenth Workshop on the Preparation of 2001 Year-End Financial Reports which is being sponsored by DepEd National Capital Region will be held from February 3-9, 2002.
2. The week-long workshop will facilitate the preparation and submission on time by each region of accurate and up-to-date 2001 year-end financial reports to the Department of Budget and Management, Commission on Audit, DepEd 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. Furthermore, COA will discuss the preparation of the pre-closing and post-closing trial balance and the adjusting and closing journal entries before the financial statements are prepared in line with the New Government Accounting System
4. The participants will be composed of the following as listed in the attached Annex.
  - 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 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 DepEd Chief Accountant.

- c) Four ( 4 ) representatives from COA, two ( 2 ) from DBM-CO, one ( 1 ) from each DBM-Regional Office and one ( 1 ) from COA-DepEd RO who will act as consultants for immediate results in thrashing out problems encountered by the participants during the workshop.
  - 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 participants 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 DepEd-Central Office. Workshop fee will be payable to DepEd National Capital Region, Quezon 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 document.
  7. Immediate dissemination of this Memorandum is desired.

  
ERNESTO S. PANGAN  
Undersecretary

Encl.:

As stated

Reference:

DECS Memorandum: No. 7, s. 2001

Allotment: 1—(D.O. 50-97)

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

REPORTS  
SEMINARS  
WORKSHOPS

(Enclosure to DepEd Memorandum No. 6, s. 2002)

Annex to DepEd Memorandum Regarding the  
Seminar-Workshop on the Preparation of 2001  
Year-End Financial Reports

A.	1.	Regional Offices - 15 Regional Accountants & Division of Tarlac	61
	2.	DepEd Finance Officers	15
	3.	DBM Regional Office Representatives - February 4-8, 2002	15
	4.	COA DepEd RO Auditors - February 4-8, 2002	15
B.		Central Office accounting staff secretariat/in charge of the regions	
	I.	Secretariat/In-Charge of RO	17
		1. Jovita R. Malig	Over-all Coordinator/Financial Analyst
		2. Manuel Cabalejo	Asst. Coordinator/Analyst - RO IV
		3. Neliza Advincula	Asst. Coordinator/Analyst - NCR
		4. Teresita Dela Cruz	Asst. Coordinator/Analyst - RO VIII
		5. Adorable P. Guevara	Analyst - CAR
		6. Zenaida Gonzales	Analyst - RO I
		7. Solomon Bagcal	Analyst - RO II
		8. Leticia Aguinaldo	Analyst - Div. Of Tarlac
		9. Juliet Nicolas	Analyst - Region V
		10. Juliet Icamen	Analyst - RO VI
		11. Fe Reyes	Analyst - RO VII
		12. Gloria Ramos	Analyst - RO X
		13. Oscar Lontok	Analyst - RO IX
		14. Delia Arcilla	Analyst - RO XI
		15. Cleofe Bernabe	Analyst - CARAGA
		16. Lina Marquez	Analyst - RO XII
		17. Editha Pasta	Analyst - RO III
	II.	Staff In-Charge of Centrally Managed Projects	7
		1. Concepcion Delgado	February 3-6, 2002
		2. Presentacion Salandanan	February 3-6, 2002
		3. Melyn Dionela	February 3-6, 2002
		4. Helen Laya	February 7-9, 2002
		5. Alejandro Ocampo	February 7-9, 2002
		6. Leonora Coronado	February 7-9, 2002
		7. Rhunna Catalan	February 3-6, 2002
	III.	Bureaus pax for NGAS	6
		1. Maribeth Gonzales	BSE
		2. Florinda Acapulco	BEE
		3. Nerea Alpasan	NETRC
		4. Mary Ann Cherry Silla	SEMP
		5. Aurora Vargas	SHNC
		6. Belen Demonteverde	Budget

C. Representative from COA - CO	4
1. Dir. Felicitas Ona	
2. Juanita Abe	
3. Mercy Empleo	
4. Florencia Gaboy	
D. Department of Budget and Management	3
1. )	
2. ) To be determined by DBM	
3. )	
E. COA - DECS	4
1. )	
2. )	
3. ) To be determined by COA -DECS	
4. )	
F. Others	6
1. Olivia M. San Pablo	
2. Merly Asprer	
3. Rowena Romblon	
4. Armando Ruiz	
5. Minrado Batonghinog	
6. Catalino Fortes, Jr.	