



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

DIVISION ADVISORY

No. 141, s. 2025

JUN 27 2025

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

This Office informs all concerned that the Department of Education Regional Office III in cooperation with the Association of the Department of Education (DepEd) Bookkeepers in Region III (ADB-III), Inc. will conduct the **Regional Seminar-Workshop on the Reconciliation and Consolidation of Calendar Year 2025 Mid- Year Financial Reports with the theme " One Report, One Region: Fostering Financial Unity Through Stronger Connections"** on July 8 to 11, 2025 at Fort Ilocandia Resort, Laoag City, Ilocos Norte.

Attached is a copy of Regional Memorandum No. 202, s. 2025 which disseminates the said seminar- workshop, for further details and inquires.

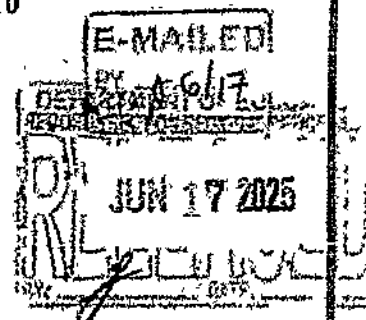

CAROLINA S. VIOLETA, EdD, CESO V
Schools Division Superintendent

In compliance with DepEd Order No. 8, s. 2013, this Division Advisory is issued not for endorsement per D.O 28, s. 2001 only for the information of DepEd Officials, personnel as well the concerned public.

SOS/jmn



Republic of the Philippines
Department of Education
REGION III-CENTRAL LUZON



REGIONAL MEMORANDUM
No. 202 s. 2025

18 JUN 2025
2:21 PM

**REGIONAL SEMINAR-WORKSHOP ON THE RECONCILIATION AND
CONSOLIDATION OF CALENDAR YEAR 2025 MID-YEAR FINANCIAL REPORTS
cum BUILDING CONNECTIONS**

To : Assistant Regional Director
Schools Division Superintendents
Public Elementary and Secondary School Heads
All Other Concerns

1. The Department of Education, Regional Office III, in cooperation with the Association of the Department of Education (DepEd) Bookkeepers in Region III (ADB-III), Inc., will conduct Regional Seminar-Workshop on the Reconciliation and Consolidation of Calendar Year 2025 Mid-Year Financial Reports with the theme **"One Report, One Region: Fostering Financial Unity Through Stronger Connections"** on July 8 to 11, 2025 at Fort Ilocandia Resort, Laoag City, Ilocos Norte at 8:30 a.m. onwards.

2. The objectives of the activity are the following:
a. Direction setting;
b. Financial Accomplishments as of June 30, 2025;
c. Issues and Concerns on Financial Management;
d. Review and submission of Consolidated Financial Statements and Other Financial Reports as of June 30, 2025

3. Topics to be discussed are enclosed in the Annex B.

4. The participants in this activity are the Regional and Division Accountants and Budget Officers together with a minimum of two finance staff members who are in charge of the preparation, reconciliation and consolidation of financial reports as well as the ADAS III (Senior Bookkeepers), and School Head of the Fiscally Autonomous Secondary School, ADAS III of Elementary Central School (District or Cluster bookkeeper) who will each bring a laptop and wireless internet.

5. A registration fee of Php11,200.00 shall be charged to each participant to cover expenses for the **board and lodging, meals and snacks, training venue, transportation** with full on-board meals (designated pick-up point to the venue and vice versa) refer to ANNEX D, training kit, equipment and materials, certificates and other incidental and miscellaneous expenses. The registration fee shall be paid to the Association of DepEd Bookkeepers in Region III Inc. Account at Landbank of the Philippines with the following details:

Account Number: 2151-1093-33 (Savings Account)

Account Name: ASSOCIATION OF DEPED BOOKKEEPERS R-3 INC

Branch: Landbank of the Philippines, Mariveles Branch, Bataan

6. The registration fee, travel expense from the point of origin to the point of pick up and incidental expenses of the participants shall be charged against Local



Address: Matalino St. D.M. Government Center, Malampis,
City of San Fernando (P)
Telephone Number: (045) 598-8580 to 89
Email Address: region3@deped.gov.ph
Website: <https://region3.deped.gov.ph/>





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Funds such as but not limited Regional/Division/Schools Maintenance and Other Operation Expense (MOOE), and or Special Education Fund (SEF), and other possible sources subject to the usual accounting and auditing rules and regulations. It shall be noted that the attendance of participants in the said activity is on **Official Business**.

7. Schools Division Offices are directed to comply with the submission of consolidated financial reports on time. The deadline for the submission shall be on **July 11, 2025**. Please refer to Annex A on the list of financial statements and other financial reports to be submitted.

8. A copy of the Program Matrix is provided in Annex B. Participants are required to register using this link <https://tinyurl.com/DepEdRegionIII> deadline will be on **June 30, 2025**.

9. The Dress code is Asian inspired for Day 2, business attire for Day 3 and 4 and Retro inspired for socialization night with the theme "**Social Rewind: Decades of Connection**".

10. The ADB-III, Inc., Officers and Members of the Technical Working Group (TWG) are authorized to travel one or two day/s prior to the start of the activity for the necessary preparation and one day after the activity for post evaluation please refer to Annex C.

11. Arrival and registration of participants shall be on the morning of Day 1 July 8, 2025. The first meal to be served is breakfast on Day 1 (on-board), while the last meal to be served is lunch on Day 4 (on-board).

12. This memorandum serves as the Travel Authority of the Officers of Association of DepEd Bookkeepers in Region III (ADB-III Inc.) and members of Technical Working Group/Committee. For questions and concerns, you may contact through **ADB-III Inc.** email associationofdepedbkeepers@gmail.com or **Mr. Diomedes G. Millano** through email diomedes.millano@deped.gov.ph or **Mr. Ray Angelo G. Zialcita** email rayangelo.zialcita@deped.gov.ph.

13. This Memorandum is issued for information and compliance.


RONNIE S. MALLARI, PhD, CESO V
Regional Director

Encl.: Annexes A, B, C, D

References:

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

ACCOUNTING	RECONCILIATION
TRAINING	CONSOLIDATION

FIN1

June 3, 2025



Republic of the Philippines
Department of Education
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Annex A

DEPARTMENT OF EDUCATION

List of Regional Consolidated Mid-Year Financial Reports CY 2025

As of June 30, 2025

Reports Common to Per Fund Cluster (Fund Cluster 01, 06, 07)	Reports Applicable to Specific Cluster Only		FARs
	Regular Agency Fund (Fund Cluster 1)	Provident Fund (Fund Cluster 1)	
Statement of Management Responsibility	Subsidy from National Government (SING)	Report of Delinquent Loans	Far 1 - Statement of Appropriations, Allotments, Obligations, Disbursements and Balances
Pre-closing Trial Balance	Status of NCAs Received/Utilized	Certification of Deposit from BTR	Far 1-A - Summary of Appropriations, Allotments, Obligations, Disbursements and Balances by Object of Expenditures
Post-closing Trial Balance	Summary of Receipt of Notice of Transfer of Cash Allocation from Central Office	Annex A - Status Report on Loans	Far 1-B - List of Allotments and Sub-Allotments
Detailed Comparative Statement of Financial Position		Annex A-1 - Cash Disbursements & Receipt	Far 4 - Monthly Report of Disbursements
Condensed Comparative Statement of Financial Position		Annex B - Aging of Loans Receivable by Reason of Delinquency	
Detailed Comparative Statement of Changes on Net Assets/Equity		Report of Service Fees Collected & Deposited to BTR	
Detailed Comparative Statement of Financial Performance		Report on Allocations Received from National and Releases to Division Offices	
Condensed Comparative Statement of Financial Performance			
Detailed Comparative Statement of Cash Flow			
Status of Cash Advances			
Aging of Unliquidated Cash Advances			
Breakdown per Year of Unliquidated Cash Advances			
Aging of Receivables, except the account Loans Receivables - Other in Provident Fund			
Breakdown per Year of Receivables			
Aging of Accounts Payable			



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Annex B

**REGIONAL SEMINAR-WORKSHOP ON THE RECONCILIATION AND
 CONSOLIDATION OF CALENDAR YEAR 2025 MID-YEAR FINANCIAL REPORTS**
 July 8 to 11, 2025, 8:30 a.m. onwards

FORT ILOCANDIA RESORT
 Laoag City, Ilocos Norte

PROGRAM

DAY 1 – JULY 8, 2025			
I	ARRIVAL AND REGISTRATION OF PARTICIPANTS		

DAY 2 – JULY 9, 2025			
I	08:30 – 08:40	Philippine National Anthem DepEd RO III March DepEd Quality Policy Statement	AVP
II	08:41 – 08:45	Prayer	PAULO H. MANITI BOT - ADB-III, Inc.
III	08:46 – 09:00	Welcome Remarks	ANGELINA S. MANIO Chief Administrative Officer, Finance
IV	09:01 – 09:15	Inspirational Message	RONNIE S. MALLARI, PHD, CESO V Regional Director
V	09:16 – 09:30	Attendance Check	JOVEN DJ. SUPAN Administrative Assistant V
VI	Seminar-Workshop Proper		
	09:31 – 10:00	House Rules	RAYMOND MARTIN P. GONZALES Accountant III FORT ILOCANDIA RESORT & CASINO Representative
	10:01 – 12:00	Session 1: Direction Setting Financial Accomplishments as of June 30, 2025	ANGELINA S. MANIO Chief Administrative Officer Finance
	12:01 – 01:00	Lunch Break	
	01:01 – 01:45	Session 2:	



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		Budget Issues and Concerns • Feedback on the 1st and 2nd Quarter Budget Accountability Reporting • Status of the Utilization of Downloaded Funds for Major PAPs • Status of Financial Accomplishment in the PMIS • Timelines on the Submission of Reports	LOLITA P. ALDAMA Administrative Officer V - RII
	01:46 - 02:00	Open Forum	
	02:01 - 03:00	Session 3: Procurement for IUs and NON-IUs	ANGELINA S. MANIO Chief Administrative Officer - Finance
	03:01 - 03:10	Open Forum	
	03:11 - 04:00	Session 4: Digitalization of Finance - Strategic Directions	
	04:01 - 04:10	Open Forum	
MERLITA D. YNCIONG Master of Ceremony			

DAY 3 - JULY 10, 2025			
I	08:30 - 08:40	Makabayan Song DepEd RO III March DepEd Quality Policy Statement	AVP
II	08:41 - 08:45	Prayer	PAULO H. MANITI BOT - ADB-III Inc
III	08:46 - 09:00	Energizer	SDO -
IV	09:01 - 09:15	Management of Learning (MOL)	
V	09:16 - 09:30	Attendance Check	JOVEN DJ. SUPAN Administrative Assistant V
VI	Seminar-Workshop Proper		
	09:31 - 10:30	Session 5: RPSU Issues and Concerns	WELLY C. YUMUL Accountant II



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ANNEX C

**REGIONAL SEMINAR WORKSHOP ON THE RECONCILIATION AND
 CONSOLIDATION OF CALENDAR YEAR 2025 MID-YEAR FINANCIAL REPORTS**
 July 8 to 11, 2025

FORT ILOCANDIA RESORT
 Laoag City, Ilocos Norte

COMMITTEES	
Program Management	ANGELINA S. MANIO Chief Administrative Officer - Finance Chairperson
	DIOMEDES G. MILLANO President - ADB-III Inc. Co-Chairperson
	MARGIE DURO TWG Member
	ARNOLD JAMES B. GRECIA TWG Member
Registration, Daily Attendance, Certificate of Appearance and Certificate of Completion	RAYMOND MARTIN P. GONZALES Accountant III Chairperson
	RAY ANGELO G. ZIALCITA Vice-President - ADB-III Inc. Co-Chairperson
	MYRNA B. TIHIM Treasurer - ADB-III Inc. Member
	DENISE ANE REYES TWG Member
Food and Physical Arrangements	WELLY C. YUMUL Accountant II Chairperson
	SHERYLYN D. BETITO Assistant Treasurer - ADB-III Inc. Co-Chairperson
	RAINIELL G. ZIALCITA TWG Member
	JON JON O. MANALAD TWG Member



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ANNEX D

**REGIONAL SEMINAR-WORKSHOP ON THE RECONCILIATION AND
 CONSOLIDATION OF CALENDAR YEAR 2025 MID-YEAR FINANCIAL REPORTS**
 July 8 to 11, 2025

FORT ILOCANDIA RESORT
 Laoag City, Ilocos Norte

Pick up Time	Pick up Point	SDO Participants
2 AM July 8, 2025	DepEd Division of Olongapo City	SDO - Zambales SDO - Olongapo City
2 AM July 8, 2025	DepEd Division of Pampanga	SDO - Pampanga SDO - Angeles City SDO - Mabalacat City SDO - San Fernando City Regional Office
2 AM July 8, 2025	New Malolos City Hall	SDO - Bulacan SDO - Malolos City SDO - San Jose Del Monte City SDO - Baliwag City SDO - Meycauayan City
2 AM July 8, 2025	Vista Mall, Bataan	SDO - Bataan SDO - Balanga City
3 AM July 8, 2025	DepEd Division of Nueva Ecija	SDO - Nueva Ecija SDO - Gapan City SDO - Cabanatuan City SDO - Science City of Munoz SDO - San Jose City SDO - Aurora
4 AM July 8, 2025	DepEd Division of Tarlac Province	SDO - Tarlac Province SDO - Tarlac City