



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

CN-2023-5-22-4276

MEMORANDUM
 No. NCR 405 s. 2023

TO : Regional Office and Field Accountants
 Regional Office and Field Bookkeepers
 Regional Office and Field Disbursing Officers
 Other Finance Officers

FROM : 
 WILFREDO E. CABRAL, CESO III
 Regional Director

SUBJECT : **Advisory on Attendance of Finance Staff to Professional Workshops, Conferences, and Other Gatherings Sponsored by Government, Non-Government and Private Institutions**

DATE : May 22, 2023

1. Enclosed is the **Memorandum OUF-2023-0282** dated May 15, 2023, authorizing the Accountants, Bookkeepers, Budget Officers, Disbursing Officers and other Finance Officer to attend "select and relevant activities such as conventions, seminars, conferences, symposia, and other similar gatherings conducted/sponsored by government, non-government, or private institutions on Official Business to keep abreast with latest issuances related to finance and rulings with direct impact to effective and efficient performance of their mandated functions in their respective workplace. This amends the **DepEd Memorandum OUF-2023-0253** dated April 26, 2023.
2. Attention is invited to the cited conditions under paragraph two for the participation of employees to such activities on Official Business.
3. For the information and guidance of all concerned.

Encl.: As stated



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
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Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR FINANCE

MEMORANDUM
OUF-2023-0282

TO : **CENTRAL AND FIELD ACCOUNTANTS**
CENTRAL AND FIELD BOOKKEEPERS
CENTRAL AND FIELD BUDGET OFFICERS
CENTRAL AND FIELD DISBURSING OFFICERS
OTHER FINANCE OFFICERS

FROM : 
ANNALYN M. SEVILLA
Undersecretary for Finance 

SUBJECT : **ADVISORY ON ATTENDANCE OF FINANCE STAFF TO**
PROFESSIONAL WORKSHOPS, CONFERENCES, AND OTHER
GATHERINGS SPONSORED BY GOVERNMENT, NON-
GOVERNMENT, AND PRIVATE INSTITUTIONS

DATE : **May 15, 2023**

Cognizant of the needs of our Accountants, Bookkeepers, Budget Officers, Disbursing Officers, and other Finance Officers to keep abreast with latest finance related issuances and rulings with direct impact to effective and efficient performance of their mandated functions in their respective work place, mentioned employees are hereby authorized to attend "select and relevant activities such as conventions, seminars, conferences, symposia, and other similar gatherings conducted/sponsored by government, non-government, or private institutions on Official Business. This amends the previous advisory issued on April 26, 2023.¹

Attendance to activities is subject to the following conditions:

1. Participation of employees are strictly monitored to ensure that selected/qualified employees will only attend at least two (2) activities per year or until the 15 Continuing Professional Development (CPD) units has been earned by the CPA participant for the given year;

¹ **Annex "A"** – OUF-2023-0253 "Advisory on Attendance of Certified Public Accounts (CPAs) to Professional Workshops, Conferences, and Other Gatherings Sponsored by Government, Non-Government, and Private Institutions" dated April 26, 2023

2. Authority to Travel / Travel Order is duly recommended by the immediate supervisor and approved by the Head of Office;
3. Registration fees, travel, and incidental expenses are included in the Work and Financial Plan of the Office; and
4. Payment of expenses is subject to availability of funds.

For the information and guidance of all concerned.

Thank you.

Cc: **Director Ana Marie C. Calapit**, Finance Service