



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



REGIONAL MEMORANDUM

No. NCR-789, s 2023

TO : Schools Division Superintendents
Division Office Accountants/Budget Officers
All Other concerned

FROM : 
WILFREDO E. CABRAL, CESO III
Regional Director

SUBJECT : ONE-DAY SEMINAR ON COA AND BIR RELATED ISSUANCES
AND UPDATES

DATE : August 17, 2023

1. This Office recognizes the need to continuously improve the competencies of the Regional Office (RO) and Schools Division Offices (SDO) Finance personnel to ensure that all laws, rules, and regulations affecting government financial transactions being entered by the DepEd NCR are faithfully executed and complied with. In this connection, the Finance Division will be conducting the above subject on September 28, 2023, at the DepEd NCR Conference Room.
2. This activity aims to:
 - Capacitate the RO and SDO Finance personnel, especially those newly appointed one, with in-depth knowledge and understanding of the basic concepts, terminologies, systems and procedures particularly on the following:

To be discussed by COA Representative	To be discussed by BIR Representative
Updated Documentary Requirements for Common Government Transactions, amending COA Circular No. 2012-001 dated June 14, 2023	Withholding and remittance of taxes applicable to Government Agencies
Revised Chart of Accounts	Filing of tax returns
COA Reportorial Requirements and other related issuances	Other BIR related issuances



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- Clarify and address other budget and accounting related issues and concerns.
- 3. All participants from the Regional Office and (16) Division Offices consisting of **two (2) personnel per Division** are directed to pre-register via the link: <https://tinyurl.com/SEMINARCOABIR> on or before September 01, 2023.
- 4. All expenses incurred in the conduct of the activity shall be charged against ROP MOOE Fund under Activity Code #AC-23-5822-GASS-005, subject to the usual accounting and auditing rules and regulations.
- 5. Immediate dissemination of this memorandum is enjoined. Thank you.



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