




Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

REGIONAL MEMORANDUM

ORD No. 2023 - 1137

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

FROM : 
 WILFREDO E. CABRAL, CESO III
 Regional Director

SUBJECT : 4th QUARTER LEARNING ENGAGEMENT WITH SDO
 FINANCE OFFICERS

DATE : October 31, 2023

1. In preparation for the Closing of Books of CY 2023, the Finance Division will be conducting the 4th Quarter Learning Engagement with SDO Finance Officers on November 22, 2023, at the DepED NCR Conference Room.
2. This activity aims to:
 - Check and reconcile the balances of SARO and Sub-ARO released to various SDOs as of November 15, 2023.
 - Discuss issues and concerns relative to the closing of books for CY 2023, Budget Utilization, Catch-Up Plans, Year-End Reportorial Requirements, Funding Requirements, Updated Status of AAPSI/SIPYAR, Catch-Up Plans, and clarify other 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/4thQLearningEngagement> on or before November 13, 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-006, subject to the usual accounting and auditing rules and regulations.



Address: Misamis St., Bago Bantay, Quezon City
 Email address: ncr@deped.gov.ph
 Website: depedncr.com.ph

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