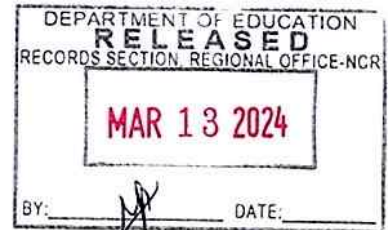




Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



March 8, 2024

REGIONAL MEMORANDUM

ORD No. 2024 - 219

To: Schools Division Superintendents
Division Budget Officers
RO Finance Staff Concerned

**QUARTERLY WORKSHOP ON THE PREPARATION AND CONSOLIDATION OF
FINANCIAL ACCOUNTABILITY REPORTS (FAR) Nos. 1 and 1A**

1. The Department of Education – National capital Region, through the Finance Division will conduct the **Quarterly Workshop on the Preparation and Consolidation of FAR No. 1 and 1A, CY 2024 (Q1)** on April 10-12, 2024 which will be hosted by SDOs (Parañaque, Las Piñas, TAPAT, Pasay and Muntinlupa). The venue will be announced later.
2. This activity aims to:
 - Address any issues and concerns related to the preparation of Financial Accountability Reports FAR Nos. 1 and 1A;
 - Collect and consolidate best practices shared by the division offices in preparing FARs;
 - Established and implement standardized strategy for verifying reports at all levels of governance, and
 - Ensure the timely submission of Final SAAOOB (Far No. 1) and SAAODBOE (Far No. 1A CY 2024 (Q1)
3. Participants to the above activity.
 - Division Budget Officers and 1 selected staff
 - Selected Finance Staff from ROP who are in Charge of preparing FAR Nos. 1 and 1A



Address: # 6 Misamis St., Bago Bantay, Quezon City
Email address: ncr@deped.gov.ph
Website: depedncr.com.ph

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4. A registration fee of Six Thousand Pesos Only (6,000.00) per participant shall be charged payable to SDO Parañaque to cover board and lodging, workshop materials and supplies, conference room and other contingencies. Travelling and other incidental expenses of participants shall be charged against their MOOE Fund subject to the usual accounting and auditing rules.
5. Participants of the said activity shall be entitled to Compensatory Time-Off (CTO) per Civil Service Commission (CSC) and DNBM Joint Circular No. 2, s. 2004 if holiday will fall on the said dates.
6. Participants are required to bring their own laptops and extension cords.

Please be guided accordingly.


JOCELYN DR. ANDAYA
Director IV

Encl.: As stated



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PROGRAM OF ACTIVITIES (INDICATIVE)

QUARTERLY WORKSHOP ON THE PREPAATION AND CONSOLIDATION OF FINANCIAL ACCOUNTABILITY REPORTS (FAR) NoS. 1 AND 1A

April 10-12, 2024

DAY	TIME	ACTIVITIES	IN-CHARGE
Day 0	8:00 am - 12 noon	Travel and arrival of the participants at the venue	Participants
	1:00 pm - 2:00 pm	Setting up of needed equipment and other resources	Secretariat
	2:00 pm - 5:00 pm	Preliminaries: - House Rules - Program of Activities	Emcee
Day 1	7:00 am - 8:30 am	Breakfast and Registration	Secretariat
	8:30am - 8:45 am	Opening Programs National Anthem and Prayer	Host Division
	8:45 am - 9:15 am	Presentation of Participants and Overview of the Objectives	Juliet J. Icamen Chief Admin Officer Finance Division
	9:15 am - 9:45 am	Welcome Remarks	SDS, Parañaque
	9:45 am - 10:15 am	Inspirational Message	RD Andaya
	10:15am - 12:00 noon	Overview of Time lines and Targets	CO-Budget Division Personnel
	12:00 - 1:30 pm	Break	
	1:30 pm - 2:30 pm	Workshop Preliminaries	Minerva L. Generoso Loida C. dasco
2:30 pm - 5:00 pm	Workshop Proper	RO Budget Staff	
Day 3	7:00 am - 8:00 am	Breakfast	Participants
	8:00 am - 11:00 am	Finalization and Submission of FARs Report	Participants
	11:00 - 12:00	Lunch break	