



Republic of the Philippines
Department of Education
 REGION VII - CENTRAL VISAYAS
Schools Division of Negros Oriental



TRAVEL AUTHORITY FOR OFFICIAL TRAVEL		NO: <u>6017</u>
NAME	MA. JENNIFER P. PIODOS , Accountant III LYDIA D. CACAS , Budget Officer III LIZBETH R. VALENCIA , Administrative Officer II KAREN I. CUAJAO , Administrative Officer II MARIA SUZETTE N. CATUBAY , Administrative Assistant III KEVIN B. SAMSON , Administrative Officer II LOREFE S. VENTURA , Administrative Officer II NICKO P. TUBALLA , Administrative Assistant III REZALYN M. REVIDAD , Administrative Assistant III ERIC J. RETES , Administrative Officer II	
Position /Designation		
Permanent Station	Schools Division Office – Finance Section	
Purpose of Travel (must be supported by attachments)	REGIONAL SEMINAR/ WORKSHOP ON THE PREPARATION OF CY 2023 YEAR-END FINANCIAL REPORTS	
Host of Activity	DepEd, REGION OFFICE VII	
Inclusive Dates	January 8-12, 2024	
Destination	MJ Hotel and Suites, #80 Apitong Street, Kamputhaw, Cebu City	
Fund Source	Division / local MOOE funds	
<i>I hereby attest that the information in this form and in the supporting documents attached hereto are true and correct.</i>		
MA. JENNIFER P. PIODOS Accountant III <i>Name and Signature of Requesting Employee</i>		<u>1/5/24</u> <i>Date</i>
<i>This is to certify that the trip of the requesting employee satisfies all the minimum conditions for authorized official travel and that alternatives to travel are insufficient for the purpose stated herein.</i>		
MARCELO K. PALISPIS, EdD OIC- Assistant Schools Division Superintendent <i>Name and Signature of Recommending Authority</i>		_____ <i>Date</i>
APPROVED		
By Authority of the Schools Division Superintendent:		
MARCELO K. PALISPIS, EdD OIC- Assistant Schools Division Superintendent <i>Name and Signature of Approving Authority</i>		<u>Jan 5, 2024</u> <i>Date</i>



Address: Kagawasan Ave., Capitol Area, Daro, Dumaguete City
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DepEd Tayo SDO Negros

www.depednegor.net



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS

Office of the Regional Director

02 JAN 2024

REGIONAL MEMORANDUM

No. 010 s. 2023

REGIONAL SEMINAR/WORKSHOP ON THE PREPARATION OF CY 2023 YEAR-END FINANCIAL REPORTS

To: Schools Division Superintendents
Assistant Schools Division Superintendents
All Others Concerned


1. This Office, through the Finance Division, will conduct the Regional Seminar/Workshop on the Preparation of CY 2023 Year-End Financial Reports on January 9-11, 2024 at DepEd Ecotech Center.
2. To ensure that the DepEd Regional Office VII will be able to comply with the timeline of the DepEd Central Office for the National deadline of submission, this Office hereby reiterates that all School Division Offices are expected to produce and submit all required reports by Thursday, January 11, 2024, so as to provide time for the Regional Office Finance personnel to analyze and consolidate the reports accordingly.
3. All reports submitted must be system generated, except for the supporting schedules. Financial and Budgetary reports must be eFRS and BMS generated.
4. Participants to the said activity are the Regional Office Finance Personnel, SDO Budget Officers and Accountants. Each Division is expected to have 10 participants.
5. Please confirm list of participants through this link:
<http://tinyurl.com/RegionalYE2023>
Deadline will be on or before January 3, 2024.
6. Expenses incurred by the participants relative to the conduct of the said activity are chargeable against their respective local funds subject to the usual accounting and auditing rules and procedures.
7. For your guidance and compliance.


SALUSTIANO T. JIMENEZ JD, EdD, CESO V
Director IV
Regional Director

STJ/PYA/PD/SHS/ac



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 DepEd Tayo Region VII

 region7.deped.gov.ph