



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2025-287

To : MA. FLORINEL G. GALLARDO - Accountant III
GISELLE D. GONZALES – Administrative Officer II, OIC Budget

Subject : ATTENDANCE TO THE CONFERENCE OF BUDGET OFFICERS AND
ACCOUNTANTS ON THE PREPARATION OF VARIOUS UTILIZATION
REPORTS AND OTHER FINANCIAL MATTERS

Date : September 15, 2025

In line with the Regional Memorandum FD-2025-036 re: ATTENDANCE TO THE CONFERENCE ON THE PREPARATION OF VARIOUS UTILIZATION REPORTS AND OTHER FINANCIAL MATTERS dated September 10, 2025 you are hereby directed to attend the aforementioned activity to be held on September 18-19, 2025 at the **Malagos Garden Resort, Baguio District, Davao City**.

Travel and incidental expenses related to the attendance of the said conference shall be against local funds subject to the usual accounting and auditing rules and regulations.

For information and compliance.

Melanie P. Estacio

MELANIE P. ESTACIO, PhD, CESO VI
Schools Division Superintendent

Schools Division of Digos City
RECORDS SECTION

RELEASED
25-70666

DATE: SEP 17 2025 TIME: 9:24 am
BY: [Signature]



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Recd



Republic of the Philippines
Department of Education
DAVAO REGION



September 10, 2025

REGIONAL MEMORANDUM
FD-2025-036

CONFERENCE OF BUDGET OFFICERS AND ACCOUNTANTS ON
THE PREPARATION OF VARIOUS UTILIZATION REPORTS
AND OTHER FINANCIAL MATTERS

To: Schools Division Superintendents

1. This Office will be conducting a Conference of Budget Officers and Accountants on the Preparation of Various Utilization Reports and Other Financial Matters at Malagos Garden Resort, Baguio District, Davao City on September 18-19, 2025. The participants of the activity are the Division Budget Officers, Division Accountants and selected staff from the Finance Division of the Regional Office.
2. The activity aims to:
 - a. Ensure that Finance Division personnel from the Regional and Schools Division Offices are equipped with updated guidelines, standard templates and best practices on the preparation of reliable utilization reports in compliance with DepEd Central Office, COA and DBM requirements;
 - b. Standardize procedures, clarify roles and establish a more efficient reporting workflow between the Regional Office and Schools Division Offices;
 - c. Identify and resolve common issues encountered in the preparation, validation and submission of utilization reports and other related financial matters.
3. Traveling expenses of the participants are chargeable against local funds, while expenses for conference venue, meals and lodging shall be charged against downloaded funds to the host Division, subject to the usual accounting and auditing rules and regulations.
4. For information, guidance and compliance.

Encl: As stated
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DEPARTMENT OF EDUCATION
RECORDS SECTION
RELEASED
ALLAN G. FARNAZO
Director IV
Sept. 11, 2025
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