



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION
SCHOOLS DIVISION OF SARANGANI

03 Jan 2025

DIVISION MEMORANDUM

OSDS-2025-001

WORKSHOP ON THE ALIGNMENT AND RECONCILIATION OF FAR 1 AND FAR 1A
FOR FY 2024 AND PREPARATION OF 2024 YEAR-END FINANCIAL BUDGET
AND ACCOUNTING REPORTS

To: Assistant Schools Division Superintendent
Public Schools District Supervisors Concerned
Public Secondary School Heads Concerned

1. The Finance Services – Budget and Accounting Units will conduct a **Workshop on the Alignment and Reconciliation of FAR 1 and FAR 1A for FY 2024 and Preparation of 2024 Year-End Financial Budget and Accounting Reports** from January 6 to 8, 2025, at Eulogia Hotel, General Santos City.
2. The 3-day workshop shall focus on achieving the following objectives:
 - a. discuss the process of the strategy employed for familiarization and adoption,
 - b. determine the financial reports required, and
 - c. provide hands-on activity to test the operation ability of the strategy.
3. Enclosed are the activity matrix and list of participants for easy reference. Participants are required to bring laptops, extension wires, and printers during the workshop. All identified Senior Bookkeepers of Implementing Units are required to attend and proxy is not allowed.
4. The first meal shall be AM snacks on January 6, 2025, and the last meal will be Lunch of January 8, 2025.
5. For inquiries, contact Grace Albarracin at 09286768020.
6. For appropriate action of all concerned.


RUTH L. ESTACIO PhD, CESO V
Schools Division Superintendent

Encl.: As stated

Reference: N o n e

To be indicated in the Perpetual Index
under the following subjects:



Republic of the Philippines
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SCHOOLS DIVISION OF SARANGANI

WORKSHOPS

GMA/OSDS-BU/MLA – workshop on the alignment and reconciliation of far 1 and far 1a for fy 2024
and preparation of 2024 year-end financial budget and accounting reports
0007/03 January 2025

(Enclosure to DM-OSDS-2025-001)

PROGRAM OF ACTIVITIES

TIME	ACTIVITIES	SPEAKER/FACILITATOR
DAY 1		
10:30 - 12:00	Registration	Secretariat
12:01 - 1:00	Lunch Break	
1:01 - 1:30	PRELIMINARIES	AVP
1:31 - 2:00	Welcome Remarks and Acknowledgement of Participants	
	Message	Ruth L. Estacio PhD, CESO V
	Statement of Purpose	Grace M. Albarracin
3:00 - 4:00	Accounting Matters	Leonardo O. Eugenio, CPA
4:00 - 5:00	Presentation of FAR 1A Excel file for reconciliation	Grace M. Albarracin
	DINNER	
DAY 2		
7:00 - 8:00	Registration	Secretariat
8:00 - 8:10	Preliminaries	AVP
8:30 - 10:30	OPEN FORUM	Secretariat
10:31 - 12:00	WORKSHOP PROPER	Secretariat
12:01 - 1:00	LUNCH	
1:01 - 3:00	CONTINUATION OF WORKSHOP PROPER	
3:01 - 5:00	Finalization of FAR 1 AND 1A	Grace M. Albarracin
	DINNER	
Day 3		
7:00 - 8:00	Registration	Secretariat
8:00 - 8:10	Preliminaries	AVP
8:11 - 10:00	Presentation of Output (FAR 1 AND 1A) - MAKIMA - Alabel - Malapatan - Malungon - Glan	Secretariat
10:01 - 11:00	Checking and reconciliation of outputs	
11:01 - 12:00	Submission of Outputs Reconciled FAR1 Reconciled FAR1A	Grace M. Albarracin Leonard O. Eugenio, CPA
12:00 - 1:00	Closing Prayer/LUNCH	
1:00	Departure	

LIST OF PARTICIPANTS

1	Ruth L. Estacio PhD, CESO V	SDS
2	Atty. Nelyn B. Frinal	ASDS
3	Grace M. Albarracin	AO V/Budget Officer III
4	Mae Vour Neen B. Marayan	Budget Staff

(Enclosure to DM-OSDS-2025-001)

5	Edisa T. Retulla	Budget Staff
6	Romeo P. Astilla Jr.	Budget Staff
7	Maria Gina G. Gonzales	Budget Staff
8	Israel M. Bandalan	Accounting Staff
9	Karen B. Santarin	Accounting Staff
10	Dyna Lou jane L. Catan	Accounting Staff
11	Ella Mae Cuarteros	Accounting Staff
12	Jelyn Rencio	Accounting Staff
13	Haney Mae B. Catudio	Alabel NHS
14	Jeanalyn Ellaga	Alabel National Science HS
15	Mary Grace Pacayra	Banate NHS
16	Bonifacio S. Ladiza Jr.	Colon NHS
17	Renritz Brylle B. Savacion	Glan Padidu NHS
18	Ranolyn Undray	GSAT
19	Chriselyn G. Torrejas	James L. Chiongbian
20	Analyn Erida	Leonard Young Sr., NHS
21	Mariz A. Silva	Lun Padidu NHS
22	Rosemarie P. Aris	Malalag NHS
23	Bernalou Agreda	Malandag NHS
24	Jannette M. Bernabe	Malapatan NHS
25	Paz Apostol	Pangyan NHS