



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

04 Jun 2025

DIVISION MEMORANDUM
OSDS-2025-071

**DIVISION WORKSHOP ON ALIGNMENT AND RECONCILIATION
OF FAR NOS. 1 AND 1A FOR FY 2025, PREPARATION
AND FINALIZATION OF 2ND QUARTER FINANCIAL
BUDGET AND ACCOUNTING REPORTS**

To: Assistant Schools Division Superintendent
Public Schools District Supervisors Concerned
Public Secondary Schools 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 2025, Preparation and Finalization of 2nd Quarter Financial Budget and Accounting Reports** from July 08-09, 2025, at Venue 88 Hotel and Events Place, Mabuhay Rd., General Santos City
2. The 2-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 July 08, 2025, and the last meal will be Lunch of July 09, 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



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Encl.: As stated

Reference: N o n e

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

WORKSHOPS

GMA/OSDS-BU/MLA – division workshop on alignment and reconciliation of far nos. 1 and 1a
for fy 2025, preparation and finalization of 2nd quarter f
inancial budget and accounting reports

0480/June 3, 2025



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LIST OF PARTICIPANTS		
NO	NAME	PARTICULARS
1	Ruth L. Estacio PhD, CESO V	SDS
2	Atty. Nelyn B. Frinal, CESO VI	ASDS
3	Grace M. Albarracin	AO V/Budget Officer III
4	Ranolyn Undray	Accountant III
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	Jeric D. Danie	Banate NHS
16	Bonifacio S. Ladiza Jr.	Colon NHS
17	Renritz Brylle B. Savacion	Glan Padidu NHS
18	Revirose R. Cabaraban	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



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Activity Matrix

Title: **DIVISION WORKSHOP ON ALIGNMENT AND RECONCILIATION OF FAR NOs. 1 and 1A FOR FY 2025, PREPARATION AND FINALIZATION OF 2ND QUARTER FINANCIAL BUDGET AND ACCOUNTING REPORTS**

Day 1

Time	Topic/s	Person In-charge
8:00AM-9:00AM	Registration	TWG
9:00AM-10:00AM	Opening Program:	
	Preliminaries	AVP
	Acknowledgement of Participants and Guest	Israel M. Bandalan
	Welcome Remarks	Ranolyn B. Undray, CPA
	Message	SDS Ruth L. Estacio, PhD. CESO V
	Statement of Purpose	Grace M. Albarracin
10:00AM-10:30AM	Message	ASDS Atty. Nelyn B. Frinal, CESO VI
	Status of Submission of Reports	Accounting & Budget Personnel
10:30AM-2:00PM	Accounting Matters	Ranolyn B. Undray, CPA
2:00PM-5:00PM	Budget Matter	Grace M. Albarracin

Day 2

8:15AM-8:30AM	Management of Learning Attendance Checking	Selected IU
8:30AM-10:30AM	Workshop Proper	
10:30am-10:45AM	Health Break	
10:45AM-12:00PM	Workshop Proper	
12:00PM-1:30PM	Lunch	
1:30PM-3:00PM	Workshop Proper	
3:00PM-4:00PM	Reconciliation on the Submitted Financial Reports	Accounting & Budget Unit Staff
4:00-4:30PM	Finalization of Reports	Accounting & Budget Unit Staff
4:30PM-5:00PM	Ways Forward	Ranolyn B. Undray, CPA

**Note: The activity matrix can be adjusted depending on the flow of activities and the number of days and hours to be utilized and the number of resource speakers who will deliver the topics.*



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