



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

---

19 Sep 2025

**DIVISION MEMORANDUM**

OSDS-2025-144

**WORKSHOP ON THE ALIGNMENT AND RECONCILIATION OF FAR 1 AND 1A  
FOR FY 2026, PREPARATION AND FINALIZATION OF 3<sup>RD</sup> QUARTER  
FINANCIAL BUDGET AND ACCOUNTING REPORTS CUM PREPARATION OF  
BUDGET EXECUTION DOCUMENTS (BEDs) 1 and 3 of IMPLEMENTING UNITS  
BOOKKEEPERS FOR THE YEAR 2026**

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 3<sup>RD</sup> Quarter Financial Budget and Accounting Reports cum Preparation of Budget Execution Documents (BEDs) 1 and 3 of 13 Implementing Units Bookkeepers for the year 2026** from September 29-30, 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.
  - C. Provide hands-on activity to test the operation ability of the strategy.
  - D. Make preparation on BEDs 1 and 3 for the year 2026 for the 13 IUs and prompt submission of BEDs is required for the subsequently early release of funds, as well as the conduct of early procurement activities, thereby ensuring the timely delivery of public service.
  - E. Procedures in requesting NCA for SUB-Aro from the DBM.
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 September 29, 2025, and the last meal will be Lunch on September 30, 2025.
5. For inquiries, contact Grace Albarracin at grace.albarracin001@deped.gov.ph.



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

---

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:

**WORKSHOP**

Irma May G. Dinastas/OSDS/MLA – workshop on the alignment and reconciliation of far 1 and 1a for fy 2026,  
preparation and finalization of 3rd quarter financial budget and accounting  
reports cum preparation of budget execution documents (beds) 1 and 3  
of implementing units bookkeepers for the year 2026

0886/September 19, 2025



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

---

LIST OF PARTICIPANTS

NO	NAME	SCHOOL
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	Mae Vour Neen Marayan	Budget Staff
6	Edisa T. Retulla	Budget Staff
7	Romeo P. Astilla Jr.	Budget Staff
8	Maria Gina G. Gonzales	Budget Staff
9	Israel M. Bandalan	Accounting Staff
10	Karen B. Santarin	Accounting Staff
11	Dyna Lou Jane L. Catan	Accounting Staff
12	Ella Mae Cuarteros	Accounting Staff
13	Jelyn Rencio	Accounting Staff
14	Haney Mae B. Catudio	Alabel NHS
15	Jeanalyn Ellaga	ALSCI
16	Jeric D. Danie	Banate NHS
17	Bonifacio S. Ladiza Jr.	Colon NHS
18	Renritz Brylle B. Savacion	Glan Padidu NHS
19	Revirose R. Cabaraban	GSAT
20	Rizza Marie Notario	GSAT
21	Chriselyn G. Torrejas	James L. Chiongbian
22	Analyn Erida	Leonard Young Sr., NHS
23	Mariz A. Silva	Lun Padidu NHS
24	Rosemarie P. Aris	Malalag NHS
25	Bernalou Agreda	Malandag NHS
26	Jannette M. Bernabe	Malapatan NHS
27	Paz Apostol	Pangyan NHS
28	Jestoni Sales	SMME



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

**Activity Matrix**

**Title: WORKSHOP ON THE ALIGNMENT AND RECONCILIATION OF FAR 1 AND 1A FOR FY 2026, PREPARATION AND FINALIZATION OF 3<sup>RD</sup> QUARTER FINANCIAL BUDGET AND ACCOUNTING REPORTS CUM PREPARATION OF BUDGET EXECUTION DOCUMENTS (BEDs) 1 and 3 of IMPLEMENTING UNITS BOOKKEEPERS FOR THE YEAR 2026**

**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	Preparation of Budget Execution Documents (BEDs) 1 and 3 of Implementing Units Bookkeepers for the year 2026	
10:30am-10:45AM	Health Break	
10:45AM-12:00PM	Workshop Proper	
12:00PM-1:30PM	Lunch	
1:30PM-3:00PM	Presentation of output BEDs 1 and 3 -MAKIMA -Alabel and Malapatan - Malungon and Glan	
3:00PM-4:00PM	Checking and Reconciliation of outputs Submission of outputs	Accounting and Budget Staff



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

	-Reconciled FAR1 and 1A -BED 1 -BED 3	
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.*