



Republic of the Philippines
OFFICE OF THE SECRETARY
Elliptical Road, Diliman 1100 Quezon City
+63(2) 8928-8741 to 64 and +63(2) 8273-2474

SPECIAL ORDER

No. 1486

Series of 2023

SUBJECT: AUTHORITY TO CONDUCT AND PARTICIPATE IN A SERIES OF WORKSHOPS FOR THE PREPARATION OF FINANCIAL ACCOUNTABILITY REPORTS (FARs) AND REVIEW ON THE IMPLEMENTATION OF CENTRALLY MANAGED MANUAL TEMPLATE FOR OPERATING UNITS

In the interest of service, the Budget Division, in partnership with the Accounting Division of the Financial and Management Service (FMS), DA-Central Office (DA-CO), is hereby authorized to conduct a **“Series of Workshops for the Preparation of Financial Accountability Reports (FARs) and Review on the Implementation of Centrally Managed Manual Template (CMMT) for Operating Units”** on the following schedule, venue, and funding source:

Activities	Tentative Dates	Venue	Sources of Funds
A. FY 2023 4 th Quarter Financial Accountability Reports and Review on the implementation of CMMT	January 15-19, 2024	Region XIII	Region XIII
B. FY 2024 2 nd Quarter Financial Accountability Reports	July 8-12, 2024	Region IVB	Region IVB
C. FY 2024 3 rd Quarter Financial Accountability Reports	October 7-11, 2024	Region IX	Region IX

This activity aims to:

- Assist the operating units in the preparation of FARs.
- Discuss the updates to CMMT version 2.0.
- Review the implementation of CMMT to determine the issues and concerns.
- Guide the operating units in the preparation of monthly and quarterly financial reports using the required template.

The following operating units are authorized to participate in the activity:

Operating Unit / Office	Number of Participants
Bureaus (ATI, BAFE, BAI, BAR, BPI, BSWM, PRRI)	21 (2 Budget Staff and 1 Accounting Staff each)
Regional Field Offices (RFOs I, CAR, II, *III, *IVA, IVB, V, *VI, VII, VIII, IX, X, *XI, XII and XIII)	49 (2 Budget Staff, 1 Accounting Staff and *1 PRDP Representative each)
Office of the Undersecretary for Finance	2
Office of the OIC Assistant Secretary for Finance	2
Office of the OIC Director, FMS	2
Budget Division, DA-CO	8
Accounting Division, DA-CO	6
Management Division, DA-CO	2
IT Personnel (ICTS), DA-CO	2
Secretariat (host region)	2
Support Staff (host region)	3
TOTAL	99

Expenses incurred during the activity such as food, venue, accommodation, and other incidental cost shall be chargeable against the host region as mentioned above, while travelling expense and per diems of participants shall be charged against the funds of their respective offices, subject to the existing accounting and auditing rules and regulations.

This Order shall take effect immediately and shall be considered revoked upon the completion of the activity. All orders, memoranda, and issuances inconsistent herewith are deemed revoked.

Done this 12th day of DECEMBER 2023.


FRANCISCO P. TIULAUREL, JR.
Secretary

