



Republic of the Philippines
OFFICE OF THE SECRETARY
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SPECIAL ORDER

No. 1846

Series of 2024

SUBJECT: AUTHORITY TO CONDUCT AND PARTICIPATE IN A SERIES OF WORKSHOPS ON THE PREPARATION OF FINANCIAL ACCOUNTABILITY REPORTS (FARs), INCLUDING DISCUSSION OF ISSUES, UPDATES AND MANDATORY RELATED REQUIREMENTS OF THE 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 on the Preparation of Financial Accountability Reports (FARs), including Discussion of Issues, Updates, and Mandatory Related Requirements of the Operating Units”** on the following schedule, venue, and funding source:

Activities	Tentative Dates	Venue	Sources of Funds
A. FY 2024 4 th Quarter Financial Accountability Reports including Discussion of Issues, Updates, and Mandatory Related Requirements of the Operating Units	January 13-17, 2025	Region X	Region X
B. FY 2025 2 nd Quarter Financial Accountability Reports including Discussion of Issues, Updates, and Mandatory Related Requirements of the Operating Units	July 7-11, 2025	Region V	Region V
C. FY 2025 3 rd Quarter Financial Accountability Reports including Discussion of Issues, Updates, and Mandatory Related Requirements of the Operating Units	October 6-10, 2025	Region IVA	Region IVA

This activity aims to:

- Assist the operating units in the preparation of FARs.
- Provide guidance on issuances, updates, and mandatory requirements required by oversight agencies
- Discuss and address issues and concerns of Operating Units.

- 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, PRR)	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)
Central Office - Office of the Secretary	2
Office of the Undersecretary for Finance	2
Office of the 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)	3
Support Staff (host region)	6
TOTAL	105

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 5th day of December 2024.

For and By the Authority of the Secretary:


ALLAN Q. UMALI
 Undersecretary for Administration
 (as per Special Order No. 618, Series of 2024)

