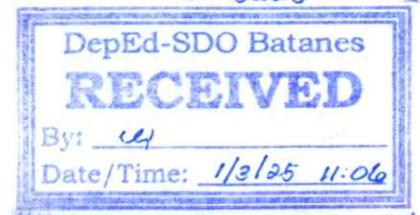




Republic of the Philippines  
**Department of Education**  
REGION II - CAGAYAN VALLEY

2025 - 8228



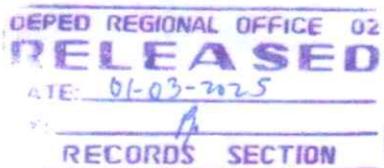
January 02, 2025

**REGIONAL MEMORANDUM**

No. **003**, s. 2025

**ADDENDUM TO RM NO. 515, s. 2024**

1. Relative to the issued **Regional Memorandum No. 515 s. 2024** titled "**Regional Seminar-Workshop on the Preparation and Consolidation of CY 2024 Year-End Financial Reports**", this Office through the Finance Division announces that the venue of the said activity will be at Zen Hotel, Maharlika Highway, Santiago City on **January 14-17, 2025**. First meal to be served is dinner on January 14 and last meal will be lunch of January 17.
2. A registration fee amounting to **Php6,000.00** is to be paid on January 14-15, 2025 upon arrival. However, an online payment is also accepted thru the Trust Fund Account of SDO Santiago City until January 10, 2025 with the following details:  
Account Name : DepED Division of Santiago City  
Account No. : LBP 1362 1057 37
3. In compliance with the documentary requirements of the host division, all participants are required to bring with them the following:
  - 3.1. Approved Travel Order and
  - 3.2. Justification should there be change in the participant registered online vis-a-vis actual attendance and must be duly signed by the SDS for SDO Proper and School Head for Implementing Unit participants.
4. The activity will start at exactly 8:30AM on January 15. Please be at the venue on time.
5. All other provisions of RM No. 515 s. 2024 shall be in effect.
6. Widest dissemination of and compliance with this Memorandum is desired.



**BENJAMIN D. PARAGAS, Ph.D., CESO III**  
Director IV/Regional Director

FD/ras/jpg



Address: Regional Government Center, Carig Sur, Tuguegarao City, 3500  
Telephone Nos.: (078) 304-3855; (078) 396-9728  
Email Address: [region2@deped.gov.ph](mailto:region2@deped.gov.ph)  
Website: [region2.deped.gov.ph](http://region2.deped.gov.ph)

