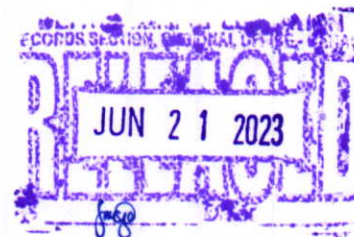




Republic of the Philippines
Department of Education
CARAGA REGION



June 20, 2023

REGIONAL MEMORANDUM

No. 0542, s. 2023

To: SCHOOLS DIVISION SUPERINTENDENTS
This Region

**CY 2023 MID-YEAR SEMINAR/WORKSHOP ON THE PREPARATION AND
CONSOLIDATION OF FINANCIAL REPORTS**

1. In line with the forthcoming 40th National Seminar/Workshop on the Consolidation of Mid-Year Financial Reports (CY 2023) and Institutionalization of the Audit Observation and Findings Management Committees (AOFMCs) on July 24-29, 2023, this region will conduct a Seminar/Workshop on the Preparation and Consolidation of CY 2023 Mid-Year Financial Reports to be hosted by DepEd-Dinagat Division on July 5-7, 2023 at the Operation Center, Brgy. Sta. Cruz, San Jose, Dinagat Islands.
2. The workshop aims to facilitate the following activities:
 - a. Preparation, review and consolidation of financial reports, budget and financial accountability reports, and schedule of accounts;
 - b. Updates on the resolution of major COA audit findings and recommendations (FY 2022 and Prior years);
 - c. Presentation and discussion of relevant issues and concerns associated with financial management brought about by recent issuances of DepEd and oversight Agencies;
 - d. Serve as an avenue where knowledge, experience and ideas can come together and be shared among those involved in the management of financial resources for efficient implementation of DepEd programs and projects with the Department of Budget and Management (DBM)
3. The participants of this activity are the following:
 - a. Division Accountant
 - b. Division Budget Officer
 - c. Three (3) Finance staff from each division
 - d. Regional office Finance personnel
 - e. Invited Resource Speakers



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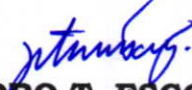
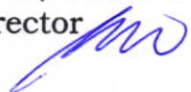
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Effectivity	02.01.23	Page	1 of 2

4. All divisions are required to **strictly comply with the submission of all reports** on time. The deadline for the submission will be on July 13, 2023, 5:00pm, Please refer to the attached list of reports to be submitted.
5. Immediate dissemination and compliance of this memorandum is hereby directed.

MARIA INES C. ASUNCION
Director III
Officer-In-Charge
Office of the Regional Director

BY THE AUTHORITY OF THE REGIONAL DIRECTOR


DR. PEDRO T. ESCOBARTE, JR., CESO V
Assistant Regional Director 

Encls.: List of Financial Reports
Reference: DepEd Memo OUF-2023-0408
To be indicated in the Perpetual Index
under the following subjects:

FINANCIAL REPORTS

SEMINAR

WORKSHOP

FD/atb
06/20/2023



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2023-06-07699

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Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR FINANCE

MEMORANDUM
OUF-2023-0408

TO : DEPED CENTRAL OFFICE - FINANCE SERVICE
REGIONAL DIRECTORS
ASSISTANT REGIONAL DIRECTORS
REGIONAL FINANCE DIVISIONS
ALL OTHERS CONCERNED

FROM : 
Annalyn M. Sevilla
Undersecretary for Finance

SUBJECT : 40TH NATIONAL SEMINAR/WORKSHOP ON THE CONSOLIDATION
OF MID-YEAR FINANCIAL REPORTS (CY 2023) AND
INSTITUTIONALIZATION OF THE AUDIT OBSERVATION AND
FINDINGS MANAGEMENT COMMITTEES (AOFMCs)

DATE : JUNE 13, 2023

The DepEd Central Office, through Accounting, Budget Divisions, and Office of the Undersecretary for Finance will hold the **40TH National Seminar/Workshop on the Consolidation of Mid-Year Financial Reports (CY 2023) and Institutionalization of the Audit Observation and Findings Management Committees (AOFMCs) from July 24 - 29, 2023 at Xenia Hotel, Clark Freeport, Angeles, Pampanga**, which activity is hosted by DepEd Region III.

1. The activity will be conducted in order to: (a) facilitate the review, preparation, and consolidation of Financial Statements, Financial Accountability Reports, and Schedule of Accounts; and (b) keep the participants abreast of the relevant issues and concerns associated with Financial Management brought about by recent issuances of Department and Oversight Agencies.
2. This activity will be simultaneously broadcast via Microsoft Teams so that all personnel under the Finance Strand, e.g., Schools Division Offices, Implementing Units, and Non-Implementing Units, may participate online, thereby promoting the sense of inclusivity with the Finance Strand. Further, participants will be kept abreast of the recent developments/updates in various government agencies such as COA, DBM, etc. and will have a venue to discuss their various issues and concerns.
3. The participants will include the following personnel: (a) selected Finance Staff of the Central Office; (b) Resource Persons; (c) Regional Directors; (d) Chief Administrative Officers or Supervising Administrative Officers, Budget Officers, Accountants and Selected Finance Staff from the Regional Office; (e) Regional Legal Officers.



Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR FINANCE

4. Food and accommodation expenses of the participants and resource persons shall be charged against CO-GASS funds.
5. Traveling expenses of the Central Office, Regional Office, and other participants shall be charged against their respective support funds.
6. **Names of participants and complete travel time/flight details** of regional participants should be submitted **on or before June 26, 2023**, through this link: <https://tinyurl.com/REG-40thNationalWorkshopMY2023>. Please register on time to facilitate room assignment and transportation from the airport/bus terminal to the venue. Only the specified number of registrants from each region will be permitted to participate.
7. **All Regions are required to comply with the submission of Midyear Financial Reports CY 2023.** The deadline of submission will be on **July 25, 2023, except for FAR Nos. 2-6. The deadline for FARs is July 20, 2023**, following the unnumbered Accounting Memorandum dated January 16, 2023, which is appended in Annex A. For a list of reports that must be submitted, please see Annex B.
8. For questions or clarifications, please coordinate with **Ms. Abigail Francisco** of Consolidated Reports and Other Concerns Section (CROCS), FS- Accounting Division via e-mail address: fs.nd.crocs@deped.gov.ph and contact no. (02) 8633-7233
9. Wide dissemination of this memorandum is enjoined. Thank you.



DEPARTMENT OF EDUCATION

List of Regional Consolidated Mid-Year Financial Reports CY 2023

As of June 30, 2023

Reports Common to Per Fund Cluster (Fund Cluster 01, 06, 07)	Reports Applicable to Specific Cluster Only		FARs	Other Reports
	Regular Agency Fund (Fund Cluster 01)	Provident Fund (Fund Cluster 07)		
Statement of Management Responsibility	Subsidy from National Government (SNG)	Report of Delinquent Loans (per Memo dated Oct.8, 2012)	FAR No. 2 -Statement of Approved Budget, Utilizations, Disbursements and Balances (applicable to Business Related Funds - Cluster 06)	AAPSI for CAAR 2021 -Updates via online google sheet Link: https://bit.ly/AAPSI_CAARCY2021
Pre-closing Trial Balance	Status of NCAs Received / Utilized			
Post-closing Trial Balance	Summary of Receipt of Notice of Transfer of Cash Allocation from Central Office	Certification of Deposit from BTR (for NCA request) (Please include JEVs and deposit slips)		
Detailed Statement of Financial Position		Annex A - Status Report on Loans	FAR No. 2A -Summary of Approved Budget, Utilizations, Disbursements and Balances by Object of Expenditures (applicable to Fund Cluster 06)	AAPSI / SIPYAR per CAAR 2021 - Updates via online google sheet Link: https://bit.ly/SIPYAR_CAARCY2021
Condensed Statement of Financial Position	Summary of Tax Remittances Advice (TRA)	Annex A-1 - Cash Disbursements & Receipts		
Detailed Statement of Changes on Net Assets / Equity	Reasons for the Year-on-Year Increase/Decrease of Disbursements - updates via online google sheet Link: https://bit.ly/ReasonsofdisbursementJune2023	Annex B - Aging of Loans Receivable by Reason of Delinquency		
Detailed Statement of Financial Performance		Report of Service Fees Collected & Deposited to BTR	FAR No. 4 -Monthly Report of Disbursements (applicable to Fund Cluster 01) Deadline: July 06, 2023	Status of NS/ND/NC via online google sheet Link: https://bit.ly/NSNDNC-CAARCY2021
Condensed Statement of Financial Performance				Status of Downloading of School MOOE (Annex 3, 3-1, 3-2) per DO s2019-008
Detailed Statement of Cash Flow			FAR No. 5 -Quarterly Report of Revenue & Other Receipts (applicable to Fund Clusters 01, 06, 07)	Complete List of Existing Bank Accounts (RO, DO, IU) following the format per DBM - DOF - COA JAO No. 2012-01 dated January 6, 2012
Status of Cash Advances	Reasons for the Lapsed NCA, and Outstanding Checks and LDDAP -updates via online google sheet Link: https://bit.ly/3NqunPc	Report on Allocations Received from National and Releases to Division Offices		
Aging of Unliquidated Cash Advances			FAR No. 6 - Quarterly Report of Approved Budget, Utilizations, Disbursements and Balances for Trust Receipts (applicable to Fund Cluster 07)	Consolidated Summaries of Bank Accounts Opened for the MOOE of Non-IU Schools -Annex K-2 per DO s2019-029
Breakdown per Year of Unliquidated Cash Advances				
Aging of Receivables, except the account, Loans Receivables - Others in Provident Fund				Quarterly Operating Expenditures of Deped Public Schools as required by Philippine Statistics Authority (PSA) via online google sheet (the links were sent out to ROs' email last March 21, 2023) Deadline: July 14, 2023
Breakdown per Year of Receivables				
Aging of Accounts Payable				
Receivables Report - provide the nature/type of transaction, reasons why they remain uncollected, & list of customer (except the account Loans Receivables - Others in Provident Fund				