



June 28, 2019



REGIONAL MEMORANDUM
No. 320, s. 2019

WORKSHOP ON THE PREPARATION OF CY 2019 MID-YEAR FINANCIAL REPORTS

**To: Schools Division Superintendents
Division Accountants and Budget Officers
Regional Office Accounting & Budget Personnel
All Others Concerned
This Region**

1. Pursuant to DepEd Memorandum dated June, 2019 re: National Seminar/Workshop on the Preparation of CY 2019 Mid-Year Financial Reports to be hosted by Region II on July 21 to 26, 2019, this region will conduct a three (3) day workshop on the preparation of CY 2019 Mid-Year Financial Reports at Butuan City (venue to be announced later) on **July 10-12, 2019**, check-in time on July 10, 2019 at 10:00am and first meals to be served are AM snack & lunch.
2. The workshop aims to facilitate the preparation, reconciliation, consolidation and submission of accurate financial accountability reports of all division offices including that of the 124 secondary implementing units.
3. Participants to the said workshop are as follows: Division Accountants; Division Budget Officers and selected Budget/Accounting Staff from the Division who are in-charge in the preparation of financial and accountability reports (five representatives from each Division), 12 Finance Staff of the Regional Office as Resource persons.
4. The twelve division offices are advised to conduct Reconciliation Workshop and Preparation of CY 2019 Mid-year Financial Reports with the secondary implementing units starting July 1-8, 2019.
5. In the event that the division office will not be able to consolidate the CY 2019 Mid-year reports due to non-submission of some Implementing Units (IUs), the said IUs shall be reported by Division office to the Region.
6. Participants are instructed to bring laptops and all pertinent documents necessary in the reconciliation of accounts and preparation of the financial reports (see Annex A – Checklist of Financial Reports / Documents to be submitted). All divisions **shall** submit their consolidated reports on or before **July 12, 2019, 3:00pm.**
7. A registration fee of P 1,500.00/pax will be collected for this three (3) day activity. Transportation, per diems and other incidental expenses of the participants are chargeable against local funds subject to usual accounting rules and regulations.

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8. Wide dissemination of this memorandum is desired.

for geonorte
FRANCIS CESAR B. BRINGAS, CESO V
OIC – Regional Director *[Signature]*

FD/fla/atb
06/28/2019

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Republic of the Philippines
Department of Education

Tanggapan ng Pangalawang Kalihim
Office of the Undersecretary for Finance

MEMORANDUM

TO: Regional Directors
Regional Finance Officers
Regional Accountants
Regional Budget Officers
Central Office Accounting & Budget Personnel
All Others Concerned

FROM: *Ann Sh*
ANNALYN M. SEVILLA
Undersecretary for Finance

SUBJECT: NATIONAL SEMINAR/WORKSHOP ON THE PREPARATION OF CY 2019
MID-YEAR FINANCIAL REPORTS

DATE: June 3, 2019

The DepEd Central Office, Accounting and Budget Divisions will conduct the National Seminar/Workshop on the Preparation of CY 2019 Mid-Year Financial Reports to be hosted by Region II (venue to be announced later) on July 21-26, 2019, inclusive of travel time.

1. This activity aims to facilitate the following:
 - Workshop on preparation, review and consolidation of financial reports, budget and financial accountability reports, and schedule of accounts;
 - Presentation and discussion of relevant issues and concerns associated with financial management brought about by recent issuances of Department and oversight Agencies.

21-Sun
2. The participants are the following:
 - a. Selected Finance Staff of the Central Office;
 - b. Resource Persons;
 - c. Chief Administrative Officers or Supervising Administrative Officers, Budget Officers, Accountants and selected Finance Staff from the Regional Office;
 - d. Each Region is allowed to send five (5) participants excluding ADEFPI Officers;
 - e. ADEFPI Officers.

24-Fri
3. Food and accommodation expenses of the participants and resource persons shall be charged against CO-GAS funds.

Tanggapan ng Pangalawang Kalihim
Office of the Undersecretary for Finance

4. Travelling expenses of the Central Office, Regional Office and other participants shall be charged against their respective local funds.
5. **Names of participants and complete travel/flight details** of regional participants should be submitted **on or before July 5, 2019**. Please register on time to facilitate room assignment and transportation from airport/bus terminal to venue. The number of participants for each region will be strictly limited to the allotted number of participants only.
6. **All regions are required to strictly comply with the submission of all reports on time**. The deadline for the submission will be on **July 25, 2019, 8:00 PM**. Please refer to the attached list of reports to be submitted.
7. For other concerns or queries, please coordinate with Ms. Liza G. Advincula of Consolidated Reports and Other Concerns Section (CROCS) thru contact no. (02) 633-7201.
8. Wide dissemination of this memorandum is desired.

2. PARTMENT OF EDUCATION
MINAR / WORKSHOP ON THE PREPARATION OF CY 2019 MID-YEAR FINANCIAL REPORTS
SION II

LIST OF FINANCIAL REPORTS FOR SUBMISSION TO CENTRAL OFFICE

REGULAR FUND	
1	Statement of Management Responsibility
2	Consolidated Pre-closing Trial Balance
3	Consolidated Post-closing Trial Balance
4	Detailed Statement of Financial Performance
5	Condensed Statement of Financial Performance
6	Detailed Financial Position
7	Condensed Financial Position
8	Detailed Statement of Changes on Net Assets / Equity
9	Statement of Cash Flow
10	Notes to Financial Statements
11	Consolidated Status of Cash Advances
12	Consolidated Report on Aging of Cash Advances
13	Consolidated Schedule of Accounts Receivable with Aging
14	Consolidated Schedule of Accounts Payable with Aging
15	Closing Journal Entry Vouchers
16	Consolidated Subsidy from National Government (SNG)
17	Consolidated Status of NCAs Received / Utilized
18	Summary of Tax Remittances Advice (TRA)
19	ISOFT COPY

PROVIDENT FUND	
1	Statement of Management Responsibility
2	Consolidated Pre-closing Trial Balance
3	Consolidated Post-closing Trial Balance
4	Detailed Statement of Financial Performance
5	Condensed Statement of Financial Performance
6	Detailed Financial Position
7	Condensed Financial Position
8	Detailed Statement of Changes on Net Assets / Equity
9	Statement of Cash Flow
10	Notes to Financial Statements
11	Report of Delinquent Loans (per Memo dated Oct.8, 2012)
12	Consolidated Aging of Loans Receivables - Others
13	Closing Journal Entry Vouchers
14	Original Certification of Deposit from BTR (for NCA request) (Please include JEVs)
15	Status Report of Funds
16	Status of Service Fees Collected & Deposited to BTR
17	Report on Allocations Received from National and Releases to Division Offices
18	ISOFT COPY

TRUST FUND	
1	Statement of Management Responsibility
2	Consolidated Pre-closing Trial Balance
3	Consolidated Post-closing Trial Balance
4	Detailed Statement of Financial Performance
5	Condensed Statement of Financial Performance
6	Detailed Financial Position
7	Condensed Financial Position
8	Detailed Statement of Changes on Net Assets / Equity
9	Statement of Cash Flow
10	Notes to Financial Statements
11	Consolidated Status of Cash Advances
12	Consolidated Report on Aging of Cash Advances
13	Consolidated Schedule of Accounts Receivable with Aging
14	Consolidated Schedule of Accounts Payable with Aging
15	Closing Journal Entry Vouchers
16	ISOFT COPY

BUSINESS RELATED FUND	
1	Statement of Management Responsibility
2	Consolidated Pre-closing Trial Balance
3	Consolidated Post-closing Trial Balance
4	Detailed Statement of Financial Performance
5	Condensed Statement of Financial Performance
6	Detailed Financial Position
7	Condensed Financial Position
8	Detailed Statement of Changes on Net Assets / Equity
9	Statement of Cash Flow
10	Notes to Financial Statements
11	Schedule of Cash Advances
12	Schedule of Accounts Receivables with Aging
13	Schedule of Accounts Payables with Aging
14	Closing Journal Entry Vouchers
15	ISOFT COPY

OTHER REPORTS	
1	BTRARs as of June 30, 2019.
1.1	FAR No. 2 - Statement of Approved Budget, Utilizations, Disbursements and Balances
1.2	FAR No. 2A - Summary of Approved Budget, Utilizations, Disbursements and Balances by Object of Expenditures
1.3	FAR No. 4 - Monthly Report of Disbursements
1.4	FAR No. 5 - Quarterly Report of Revenue & Other Receipts
2	Status of MOOE Downloading for the month of June 30, 2019
3	Consolidated Report on Aging of Cash Advances (ANNEX 8)
4	Unliquidated Cash Advances (Breakdown per year)
5	AAPSI 2017 Updates as of June 30, 2019
6	AAPSI (Prior Years) Updates as of December 31, 2019

DEPARTMENT OF EDUCATION
SEMINAR / WORKSHOP ON THE PREPARATION OF CY 2019 MID-YEAR FINANCIAL REPORTS
REGION II

EPIP PROJECT	
1	Statement of Management Responsibility
2	Consolidated Pre-closing Trial Balance
3	Consolidated Post-closing Trial Balance
4	Detailed Statement of Financial Performance
5	Condensed Statement of Financial Performance
6	Detailed Financial Position
7	Condensed Financial Position
8	Detailed Statement of Changes on Net Assets / Equity
9	Statement of Cash Flow
10	Notes to Financial Statements
11	SOFT COPY (Working Paper of the Region)

BUDGET DIVISION	
1	Budgetary and Financial Accountability Reports (BFARs)
2	Quarterly Physical Report of Operation (BAR No. 1)
3	Statement of Appropriations, Allotments, Obligations, Disbursements and Balances (FAR No. 1)
4	Summary of Appropriations, Allotments, Obligations, Disbursements and Balances by Object of Expenditures and by PPA (FAR No. 1-A)
5	List of Allotments and Sub-Allotments (FAR No.1-B)
6	Copies of all SARO's issued by DBM-RO's
7	SOFT COPY of all the documents submitted