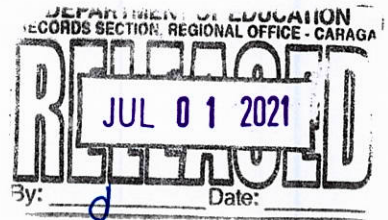




Republic of the Philippines
Department of Education
CARAGA REGION



July 1, 2021

REGIONAL MEMORANDUM
No. 457, s. 2021

To: SCHOOLS DIVISION SUPERINTENDENTS
DIVISION ACCOUNTANT
DIVISION BUDGET OFFICER
REGIONAL OFFICE FINANCE PERSONNEL
This Region

**CY 2021 MID-YEAR SEMINAR/WORKSHOP ON THE RECONCILIATION,
PREPARATION AND CONSOLIDATION OF FINANCIAL REPORTS**

1. Pursuant to unnumbered DepEd Memorandum dated June 22, 2021 re: 36th National Seminar/Workshop on the Preparation of CY 2021 Mid-Year Financial Reports on July 26-30, 2021 hosted by DepEd-Region IV-A CALABARZON, this region will conduct a 2-day seminar/workshop on the Reconciliation, Preparation and Consolidation of CY 2021 Mid-Year Financial Reports on **July 15-16, 2021** via **MS Teams**.
2. The seminar/workshop aims to facilitate the following activities:
 - a. Reconciliation, 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 2020 and Prior Years);
 - c. Presentation and discussion of relevant issues and concerns associated with financial management brought about by recent issuances of Department 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);
 - e. Address other issues and concerns relative to improvement of financial management of the region amidst COVID-19 pandemic.
3. The participants to this 2-day seminar/workshop are the following:
 - a. Division Accountant;
 - b. Division Budget Officer;
 - c. Three finance staffs from each division; and
 - d. Regional Office Finance personnel



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4. The identified participants are required to confirm their attendance on or before July 12, 2021, Monday through the link <https://tinyurl.com/j9t7c68j>.
5. The participants are advised to log-in/join the virtual meeting room **DepEd Caraga Finance**.
6. All Divisions are required to **strictly comply** with the submission of all reports on time. The deadline for the submission will be on **July 23, 2021, 5:00 PM**. Please refer to the attached list of reports to be submitted.
7. Regional Office participants will be provided with meal (lunch) and snacks (AM & PM) chargeable against Finance Division MOOE funds subject to the usual accounting and auditing rules and regulations.
8. Immediate dissemination of this memorandum is desired.


EVELYN R. FETALVERO, Ph.D., CESO IV
Director IV
Regional Director

Encls.: List of Financial Reports
Reference: Unnumbered DepEd Memorandum
To be indicated in the Perpetual Index
under the following subjects:

FINANCIAL REPORTS SEMINAR WORKSHOP

FD/enn
07/1/2021

LIST OF FINANCIAL REPORTS FOR SUBMISSION TO REGIONAL OFFICE

REGULAR FUND	
1	Statement of Management Responsibility
2	Consolidated Pre-closing Trial Balance
3	Consolidated Post-closing Trial Balance
4	Detailed Comparative Statement of Financial Performance
5	Condensed Comparative Statement of Financial Performance
6	Detailed Comparative Financial Position
7	Condensed Comparative Financial Position
8	Detailed Comparative Statement of Changes on Net Assets / Equity
9	Comparative 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	SOFT COPY

PROVIDENT FUND	
1	Statement of Management Responsibility
2	Consolidated Pre-closing Trial Balance
3	Consolidated Post-closing Trial Balance
4	Detailed Comparative Statement of Financial Performance
5	Condensed Comparative Statement of Financial Performance
6	Detailed Comparative Financial Position
7	Condensed Comparative Financial Position
8	Detailed Comparative Statement of Changes on Net Assets / Equity
9	Comparative 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	SOFT COPY

OTHER REPORTS	
1	BFARs as of June 30, 2021:
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
1.5	FAR No. 6 - Quarterly Report of Approved Budget, Utilizations, Disbursements and Balances for Trust Receipts
2	Status of MOOE Downloading as of June 30, 2021
3	Consolidated Report on Status and Aging of Cash Advances (ANNEX 8)
4	Unliquidated Cash Advances (Breakdown per year)
5	AAPSI 2019 Updates as of June 30, 2021 link: https://bit.ly/3XtHt1r
6	BE-LCP 2020 Updates as of June 30, 2021 link: https://bit.ly/3gymM11
7	Disbursements Attributed to Secondary Education as of June 30, 2021
8	Summary of Bank Accounts Opened for the Maintenance and Other Operating Expenses of Non-Implementing Unit Schools as of June 30, 2021
9	Updated List of Bank Accounts (RO, SDO, IUS) as of June 30, 2021

TRUST FUND	
1	Statement of Management Responsibility
2	Consolidated Pre-closing Trial Balance
3	Consolidated Post-closing Trial Balance
4	Detailed Comparative Statement of Financial Performance
5	Condensed Comparative Statement of Financial Performance
6	Detailed Comparative Financial Position
7	Condensed Comparative Financial Position
8	Detailed Comparative Statement of Changes on Net Assets / Equity
9	Comparative 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	SOFT COPY

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