



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



DIVISION MEMORANDUM
No. 028, s. 2020

January 16, 2020

**CONDUCT OF RECONCILIATION-WORKSHOP ON THE PREPARATION OF CY
2019 YEAR-END FINANCIAL REPORTS**

To: NORELIZA A. MISAL, CPA
NEPTUNE L. TAMBILAWAN
BONAFE CATHRINE B. RABAYA
GISELLE D. GONZALES

1. In the exigency of the service, you are hereby directed to attend the Seminar-Workshop on the Preparation of CY 2019 Year-End Financial Reports Preparation. This is in connection to the unnumbered Regional Memorandum dated December 18, 2019.
2. This activity will be held on January 21-22, 2020 at Ritz Hotel, Obrero, Davao City. Expected participants to this seminar-workshop are the accountant, budget officer and one staff from each of the accounting and budget division.
3. Participants are requested to bring laptop, extension cords, soft and hard copies of financial reports as required in the attached checklist and all other documents necessary in preparation of Consolidated Financial Reports as of December 31, 2019.
4. Expenses incident to this activity shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
5. Immediate dissemination of and compliance with this memorandum is desired.

CRISTY C. EPE
Schools Division Superintendent
DepEd Schools Division of Digos City
RECORDS SECTION
RECEIVED
51498
DATE: 17 JAN 2020 TIME: 10:06
BY:

Encls: List Enclosures
References: DepEd Order
To be indicated in the Perpetual Index under the following subjects:
YEAR-END FINANCIAL REPORT PREPARATION

accountant: memorandum title
16 January 2020



Republic of the Philippines
 DEPARTMENT OF EDUCATION
 REGION XI
 Davao City

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 TIME: 2:30 PM

Address: F. Torres St., Davao City (8600)
 Contact Telephone Numbers: (812) 291-1665/(812) 221-4147

Email: regional@deped.gov.ph
 Website: www.deped.gov.ph

MEMORANDUM

To : Finance Officer, Regional and Division Accountants,
 Budget Officers and Selected ADAS III

Subject: CHANGE OF SCHEDULE FOR THE RECONCILIATION
 WORKSHOP ON THE 2019 YEAR-END FINANCIAL REPORTS
 PREPARATION

Date : December 27, 2019

Please be informed that the conduct of Reconciliation Workshop on the 2019 Financial Reports Preparation on December 30-31, 2019 will be moved to January 21-22, 2020 at The Ritz Hotel, Obrero, Davao City due to conflict of activities.

Immediate dissemination of this Memorandum is desired.

(Signature)
 EVELYN R. FETALVERO, CESO V
 Assistant Regional Director
 Officer-in-Charge
 Office of the Regional Director

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Empowerment Adaptability Goal-oriented Leadership Excellence





Republic of the Philippines
DEPARTMENT OF EDUCATION
REGION XI
 Division Office



Division Office, Regional Office, Department of Education
 Division Office, Regional Office, Department of Education

Division Office, Regional Office, Department of Education
 Division Office, Regional Office, Department of Education

MEMORANDUM

To: All Schools Division Superintendents
 This Region

Subject: CONDUCT OF RECONCILIATION WORKSHOP ON THE
 PREPARATION OF CY 2019 YEAR-END FINANCIAL
 REPORTS

Date: December 18, 2019

Please be informed that this Office will be conducting a Reconciliation Workshop on the CY 2019 Year-End Financial Reports Preparation on December 30-31, 2019 at the venue to be announced later. This seminar-workshop aims to facilitate the preparation, reconciliation and consolidation of reliable financial reports to be submitted to DepED Central Office, Department of Budget and Management and Commission on Audit. Participants of the activity are the following:


- Regional Office - Chief Administrative Officer, Finance Division
 Budget Officers, Accountants and Administrative Assistants
- Division Offices - Budget Officers, Accountants, and One (1) Accounting Staff
 and One (1) Budget Staff per Division

Participants are requested to bring the following:

1. Laptop and extension cord
2. Soft and hard copies of financial reports as required in the attached checklist
3. All other documents needed for preparation of financial reports

Due to the urgency of the activity, the specified date falls on a Holiday. In this connection all participants will be granted a Compensatory Overtime Credit (COC) per day.

Payment for meals and venue shall be charged against Regional Office OSAC Continuing funds while traveling expenses of participants shall be charged against local funds subject to the usual accounting and auditing rules and regulations.


EVELYN TETALVERO CERNY
 Assistant Regional Director
 Officer in Charge
 Office of the Regional Director

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Records



Republic of the Philippines
DEPARTMENT OF EDUCATION
REGION XI
Davao City



Address: F. Torres St., Davao City (8000)
Contact/Telefax Numbers: (082) 291-1665/(082) 221-6147

Email: region11@deped.gov.ph
Website: www.depedroxi.ph

MEMORANDUM

To : All Schools Division Superintendents
This Region

Subject : SUBMISSION OF YEAR-END CONSOLIDATED
FINANCIAL REPORTS FOR CY 2019

Date : January 8, 2020

DepEd Division Office of Digos City
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DATE: 08 JAN 2020
TIME: 4:11 PM

In compliance with the requirements of DepEd Central Office, Commission on Audit and other concerned Agencies, this Office requires all Division Offices to submit consolidated Financial Reports for Current Year 2019. In this connection, please direct your Accountant to submit the said reports on or before January 22, 2020. This would give sufficient time for the Accounting Section to review and reconcile the reports for consolidation and submission of timely and reliable reports to DepED Central Office, Department of Budget and Management and Commission on Audit.

Soft copies of the reports must be send to the email address of the Accounting Section, this Region (depedroxiaccounting@deped.gov.ph.)

Attached is the list of Financial Reports for submission.

For information, guidance and strict compliance.

DEPARTMENT OF EDUCATION - ROXI
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EVELYN R. FETALVERO, CESO V
Assistant Regional Director
Officer-In-Charge
Office of the Regional Director

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Version Number : 2.0
Revision Number : 0
Date of Effectivity : July 15, 2019



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 Comparative Statement of Financial Performance
5	Condensed Comparative Statement of Financial Performance
6	Detailed Comparative of Financial Position
7	Condensed Comparative of Financial Position
8	Detailed Comparative Statement of Changes on Net Assets / Equity
9	Comparative Statement of Cash Flow
10	Statement of Comparison of Budget and Actual Amount (SCBA)
11	Notes to Financial Statements
12	Consolidated Status of Cash Advances
13	Consolidated Report on Aging of Cash Advances
14	Consolidated Schedule of Aging of Accounts Receivable
15	Consolidated Schedule of Aging of Accounts Payable
16	Closing Journal Entry Vouchers
17	Consolidated Subsidy from National Government (SNG)
18	Consolidated Status of NCRs Received / Utilized
19	Summary of Tax Remittances Advice (TRA)
20	SOFT COPY of Reports

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 of Financial Position
7	Condensed Comparative of 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 Aging of Accounts Receivable
14	Consolidated Schedule of Aging of Accounts Payable
15	Closing Journal Entry Vouchers
16	SOFT COPY of Reports

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 of Financial Position
7	Condensed Comparative of 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 of Reports

OTHER REPORTS	
1	BFRAs as of Dec. 31, 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. 3 - Aging of Due & Demandable Obligations
1.4	FAR No. 4 - Monthly Report of Disbursements
1.5	FAR No. 5 - Quarterly Report of Revenue & Other Receipts
2	Status of MOOE Downloading for the month of December 31, 2019
3	Consolidated Report on Aging of Cash Advances (ANNEX 8)
4	Unliquidated Cash Advances (Breakdown per year)
5	Updated List of Bank Accounts per DBM - DOF - COA JAO No. 2012-01 dated January 5, 2012
6	AAPSI 2018 Updates as of December 31, 2019 (link google sheet)
7	AAPSI (Prior Years) Updates as of December 31, 2019
9	SOFT COPY of Reports

BUSINESS RELATED 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 of Financial Position
7	Condensed Comparative of 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 Aging of Accounts Receivable
14	Consolidated Schedule of Aging of Accounts Payable
15	Closing Journal Entry Vouchers
16	SOFT COPY of Reports

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

EPIP PROJECT	
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 of Financial Position
7	Condensed Comparative of Financial Position
8	Detailed Comparative Statement of Changes on Net Assets / Equity
9	Comparative Statement of Cash Flow
10	Notes to Financial Statement
11	FAR No. 1
12	SOFT COPY (Working Paper of the Region)

BUDGET DIVISION	
	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)
1	Summary of Appropriations, Allotments, Obligations, Disbursements and Balances by Object of Expenditures and by PPA (FAR No. 1.A)
2	List of Allotments and Sub-Allotments (FAR No. 1.B)
	Copies of all SARO's issued by DBM-RO's
3	SOFT COPY of all the documents submitted