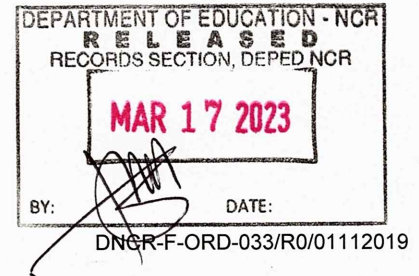




Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



REGIONAL MEMORANDUM

No. NCR-163, s. 2023

TO : Schools Division Superintendents
Division Office Accountants/Budget Officers
All Other concerned

FROM : The Office of the Regional Director

SUBJECT : Seminar / Workshop on the Reconciliation and
Consolidation of the CY 2023 1st Quarter Financial
Accountability Reports

DATE : March 16, 2023

To ensure compliance with the submission of an accurate and timely Consolidated CY 2023 1st Quarter Financial Accountability Reports, the Department of Education National Capital Region, through the Finance Division, shall conduct the above subject on April 12 to 14, 2023 (final venue to be announced), to be hosted by the **Schools Division of Quezon City**.

1. This activity aims to:
 - Evaluate the submitted CY 2022 Year End Financial Statements and Financial Accountability Reports (FARs) based on the latest requirements by the DepEd Central Office through the Online Submission of Annual Financial Reports and COA Main, Government Accountancy Office;
 - Reconciliation of the reported CY 2022 ending balances against the amount of Continuing Funds as beginning balances this CY 2023;
 - Orient SDO Finance Officers on the various online template to be accomplished Daily, Monthly, and Quarterly.
 - Discuss the proper use of accounts under the Revised Chart of Accounts (RCA) and address related financial and budgetary issues and concerns.

2. The participants are the following :
 - a. Resource persons from the DepED - Central Office
 - b. Division Accountants and Division Budget Officers
 - c. Selected ROP Finance staff
 - d. SDO Quezon City Secretariat





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3. All Divisions are required to strictly comply with the submission of all 1st Quarter reports on or before **January 18, 2023**, as required under DepEd CO Memorandum dated January 16, 2023.
4. A registration fee of **Six Thousand Pesos** (Php 6,000.00) per participant will be collected by the Division of Quezon City, as the host Division, to cover board and lodging, meals, workshop materials and supplies, and other contingencies. Travelling and registration fees shall be chargeable against MOOE Fund subject to the usual accounting and auditing rules and regulations.
5. For other concerns, please coordinate with DepED NCR, Finance Division or SDO Quezon City at telephone no. 8-560-07-01.
6. Immediate dissemination of this memorandum is enjoined. Thank you.


WILFREDO E. CABRAL, CESO III
Regional Director







Republic of the Philippines
Department of Education

Finance Service
Accounting Division

MEMORANDUM

January 16, 2023

TO : DEPED REGIONAL FINANCE OFFICES AND CENTRAL OFFICE
(Regions I to XIII, CAR, NCR, ANC, BLR-Cebu, BTC, and Ecotech)

FROM : MA. RHUNNA L. CATALAN
Chief Accountant

SUBJECT : SUBMISSION OF FAR FORM NOS. 2, 2A, 3, 4, 5, AND 6

This refers to COA-DBM Joint Circular No. 2019-1 Budget and Financial Accountability Reports (BFARs) to be submitted as follows:

- A.) FAR Nos. 2, 2A, 5, 6 - within 30 days after the end of each quarter
- B.) FAR No.3 - on or before 30th day following the end of the year
- C.) FAR No.4 - on or before the 10th day of the month following the last month of the covered reporting period

Below are the set deadlines (for strict compliance) of submission of consolidated FARs to Central Office for your reference:

- (a.) FAR Nos. 2, 2A, 5 and 6 – ***within 20 days after the end of each quarter***
- (b.) FAR No. 3 – ***on or before 20th day following the end of the year***
- (c.) FAR No. 4 – ***on or before the 6th day of the month following the last month of the covered reporting period***

This is to give enough time for consolidation, routing to signatories, and transmission of reports.

- Please ensure the accuracy of the report to avoid multiple revisions, queries, and recurring errors. This will help to expedite the consolidation of reports.
- Kindly submit the report on the above-mentioned timeline, regardless of whether the field offices had submitted or not. Indicate which IUs or Divisions have not yet submitted their reports, if any.
- Failure to comply (IUs, Divisions, Regions) will be disclosed in the consolidated report.

