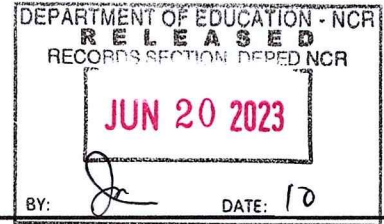





Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



REGIONAL MEMORANDUM

No. NCR- 533, s 2023

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

FROM : 
WILFREDO E. CABRAL, CESO III
Regional Director

SUBJECT : SEMINAR-WORKSHOP ON THE CONSOLIDATION AND
FINALIZATION OF CY 2023 MID-YEAR FINANCIAL REPORTS

DATE : June 19, 2023

1. In preparation for the upcoming National Seminar-Workshop on the Consolidation of Mid-Year Financial Reports (CY 2023) and Institutionalization of the Audit Observation and Findings Management Committees (AOFMCs), the Department of Education National Capital Region, through the Finance Division, shall conduct the above subject on July 19 to 21, 2023 (final venue to be announced later), to be hosted by the **Schools Division of Makati City**.
2. This activity aims to:
 - a. Facilitate the reconciliation, consolidation, and the timely submission of an accurate Consolidated CY 2023 Mid-Year Financial Reports.
 - b. Validate Off-books/Manual adjustments on misstatements relative to the submitted CY 2022 Financial Statements as required by the DepED Central Office Accounting and the Commission on Audit (COA).
 - c. Discuss the Implementation Plan/Catch-Up Plan template to be prepared based on the Unobligated Allotments reflected in the Weekly Budget Utilization Rate Monitoring (WBURM).
 - d. Provide technical assistance on the revised Financial Reports Format / Template and Schedule of Accounts as prescribed by COA.



Misamis St., Bago Bantay, Quezon City
Email Address: ncr@deped.gov.ph
Website: <http://www.depedncr.com.ph>



Doc. Ref. Code	RO-ORD-F005	Rev	00
Effectivity	01.26.23	Page	1 of 2



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

3. All Divisions are required to **comply with the submission of CY 2023 Mid-Year Financial Reports on or before July 20, 2023**, as the deadline set by DepEd Central Office for the Regional Consolidated Reports is on or before July 25, 2023, per DepED Memorandum OUF-2023-0408 dated June 13, 2023. The deadline for FAR Nos. 2-6 is also on or before July 20, 2023, following the DepED CO Accounting Memorandum dated January 16, 2023. Attached is the Updated List of Reports that must be submitted to the Regional Office (See Annex B). Likewise, kindly take note of the Google links that must also be accomplished and updated. (See Annex A).
4. The participants are the following:
 - a. Division Accountants, Division Budget Officers and representatives/designated finance staff to perform the task
 - b. Selected ROP Finance staff
 - c. SDO Makati City Secretariat
5. A registration fee of Six Thousand Pesos (Php 6,000.00) per participant will be collected by the Division of Makati City, to cover board and lodging, meals, workshop materials and supplies, and other contingencies. Traveling and registration fees shall be chargeable against MOOE Fund subject to the usual accounting and auditing rules and regulations. All expected participants are required to pre-register @ <https://tinyurl.com/CY2023MID-YEARFINANCIALREPORTS> on or before June 26, 2023. Registered participants shall pay the said registration fee regardless of whether they have attended said seminar or not.
6. For other concerns, please coordinate with DepED NCR, Finance Division or contact Ms. Victoria Basa of SDO Makati City at telephone no. 7-621-9180/ Cel. No. 0917-1838-514.
7. Immediate dissemination of this memorandum is enjoined. Thank you.



Annex A

REPORTS	Google link
1. FAR 4: Report of Disbursement for the month June 2023 (Deadline is July 6, 2023)	bit.ly/MRD-062023
2. Statement of Cash Flows and Statement of Changes in Net Assets / Equity, under the New Format	https://bit.ly/SCF-SCNAE2023
3. FAR 5: Statement Revenues and Other Receipts	https://bit.ly/NCRFAR52023
4. Consolidated Status and Aging of Cash Advance	bit.ly/NCR_ConsoCashAdvance_2023
5. Annex K-1 Bank Accounts Opened for the MOOE of Non IUs Schools per DO s2019-029 & COA-DBM-DepED JC No. 2019-1	bit.ly/NCR2023-K-1
6. Updated list of Bank Accounts per DBM-DOF-COA- JAO No. 2012-01	bit.ly/bankaccountsUpdatesNONIUS
7. Updated List of banks - IUs	bit.ly/2023-listofbanks-IUs
7. School MOOE Downloading	bit.ly/MOOEDL2023
8. Service Fee Collection	bit.ly/SFsanjuan , bit.ly/SFquezoncity , bit.ly/manila , bit.ly/SFmalabon , bit.ly/SFmakati
9. WORKING PAPER FOR THE OFF-BOOK/MANUAL ADJUSTMENTS FOR CY 2022 FINANCIAL STATEMENTS (Deadline is June 23, 2023)	https://bit.ly/2022offbooksadj

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)	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
Detailed Statement of Financial Position		Annex A - Status Report on Loans		
Condensed Statement of Financial Position	Summary of Tax Remittances Advice (TRA)	Annex A-1 - Cash Disbursements & Receipts	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
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/ReasonsofdisbursementsJune2023	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. 5 -Quarterly Report of Revenue & Other Receipts (applicable to Fund Clusters 01, 06, 07)	Status of Downloading of School MOOE (Annex 3. 3-1 3-2) per DO s2019-008
Condensed Statement of Financial Performance				
Detailed Statement of Cash Flow	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	FAR No. 6 - Quarterly Report of Approved Budget, Utilizations, Disbursements and Balances for Trust Receipts (applicable to Fund Cluster 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				
Aging of Unliquidated Cash Advances				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				



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
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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. Abegail Francisco** of Consolidated Reports and Other Concerns Section (CROCS), FS- Accounting Division via e-mail address: fs.ad.crocs@deped.gov.ph and contact no. (02) 8633-7233
9. Wide dissemination of this memorandum is enjoined. Thank you.

AS 6/15