



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION



REGIONAL MEMORANDUM
 ORD No. 2024-530

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

FROM : **JOCELYN DR. ANDAYA** [Signature]
 Director IV

SUBJECT : **LEARNING ENGAGEMENT ON THE CONSOLIDATION AND FINALIZATION OF CY 2024 MID-YEAR FINANCIAL REPORTS**

DATE : May 27, 2024

1. In preparation for the National Seminar-Workshop on the Consolidation of Mid-Year Financial Reports (CY 2024), the Department of Education National Capital Region, through the Finance Division, shall conduct the above subject on July 17 to 19, 2024 (final venue to be announced later), to be hosted by the **Schools Division of Pasig City**.
2. The objective of this event are to:
 - Facilitate the review, reconciliation, and consolidation of Financial Reports, Budget, Financial Accountability Reports, and Schedule of Accounts.
 - Provide technical assistance on the revised Financial Reports Format and Schedule of Accounts as prescribed by COA and compliance to DBM Unified Reporting System (URS).
 - Discuss other budget and accounting related issues and concerns
3. All Divisions are required to **strictly comply with the submission of CY 2024 Mid-Year Financial Reports on or before July 19, 2024**, as the deadline set by DepEd Central Office for the Regional Consolidated Reports is on or before July 26, 2024 per DepED Memorandum dated May 19, 2024. The deadline for FAR Nos. 2-6 is also on or before July 19, 2024, 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.



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4. The participants are the following:
 - Division Accountants, Division Budget Officers and representatives/designated finance staff to perform the task
 - Selected ROP Finance staff
 - SDO Pasig City Secretariat/Selected Schools

5. A registration fee of **Six Thousand Pesos (Php 6,000.00)** per participant will be collected by the Division of Pasig 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://bit.ly/LECY2024MID-YR> on or before June 7, 2024. Registered participants are obliged to pay the said registration fees regardless of whether they have attended said activity or not.

6. For other concerns, please coordinate with DepED NCR, Finance Division or contact **Ms. Florida J. Giron** or **Raymond B. Venegas** of SDO Pasig City at their CP No. at 0933-990-8227 or 0999-961-6088.



7. Immediate dissemination of this memorandum is enjoined. Thank you.



Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR FINANCE

MEMORANDUM

TO : DEPED CENTRAL OFFICE - FINANCE SERVICE
REGIONAL DIRECTORS
ASSISTANT REGIONAL DIRECTORS
REGIONAL FINANCE DIVISION
All Others Concerned

FROM : 
ANNALYN M. SEVILLA
Undersecretary for Finance 

SUBJECT : 42nd NATIONAL SEMINAR/WORKSHOP ON THE CONSOLIDATION
OF MID-YEAR FINANCIAL REPORTS (CY 2024)

DATE : May 9, 2024

The DepEd Central Office through the Accounting and Budget Division will be conducting the 42nd National Seminar/Workshop on the Consolidation of Mid-Year Financial Reports (CY 2024) to be hosted by DepEd -Region VIII (venue to be announced later) on July 24 - 27, 2024, inclusive of travel time.

1. The objectives of this event are to:
 - Facilitate the review, preparation, and consolidation of Financial Reports, Budget, Financial Accountability Reports, and Schedule of Accounts;
 - 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 event will be broadcasted live via Microsoft Teams, allowing all Finance Strand personnel, including Schools Division Offices, Implementing Units, and Non-Implementing Units, to participate online. This aims to promote inclusivity within the Finance Strand. Moreover, the participants will be updated with the latest developments from various government agencies such as COA, DBM, etc., and will have the opportunity to discuss their respective issues and concerns.
3. The participants are the following:
 - a. Selected Finance Staff of the Central Office
 - b. Resource Persons



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- c. Chief Administrative Officers or Supervising Administrative Officers, Budget Officers, Accountants and Selected Finance Staff from the Regional Office.
4. Each region is allowed to send a maximum of five (5) participants, with the exception of the host region (Region VIII), which is permitted to send up to fifteen (15) participants.
 5. The cost of board and lodging, function hall, supplies and materials, contingencies and other related expenses of the participants and resource persons for the above-mentioned activity shall be charged to AC-24-FS-AD-GASS-001. The Traveling, per diem and other incidental expenses of:
 - a) Central Office participants and resource persons shall be charged to FY 2024 CO-GASS; and
 - b) Regional Office participants shall be charged to their respective local funds
- All disbursements are subject to usual government accounting and auditing rules and regulations.
6. Names of participants and complete travel time/flight details of regional participants should be submitted on or before July 1, 2024, thru this link: https://bit.ly/REG1-F2F_42_NWMY2024. 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.
 7. For the virtual participants, kindly register thru this link: <https://bit.ly/REG-Virtual-42NDWM2024>. The link will be sent to the registered email address ahead of the activity.
 8. All Regions are required to strictly comply with the submission of all reports on time. The deadline for the submission will be on July 26, 2024, 5:00PM, except for FAR Nos. 2, 2A, 3, 4, 5, and 6. Please refer to the date of submission and the list of reports to be submitted, attached as Annex A.
 9. For questions or clarifications, please coordinate with Ms. Abigail S. Francisco of Consolidated Reports and Other Concerns Section (CROCS), FS-Accounting Division via e-mail address: fs.ad.crocs@deped.gov.ph or via landline no.: (02) 8633-7201.
 10. Wide dissemination of this memorandum is desired.

ASJ/10

DEPARTMENT OF EDUCATION
List of Regional Consolidated Mid-Year Financial Reports CY 2024
As of June 30, 2024

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)	Status of NS/ND/NC as of June 30, 2024 via online google sheet
Pre-closing Trial Balance	Status of NCAs Received / Utilized				Reasons for the Year-on-Year Increase/Decrease of Disbursements - updates via online google sheet
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)			Reasons for the Year-on-Year Increase/Decrease of Disbursements - updates via online google sheet
Detailed Statement of Financial Position	Summary of Tax Remittances Advice (TRA)	Annex A - Status Report on Loans		FAR No. 2A -Summary of Approved Budget, Utilizations, Disbursements and Balances by Object of Expenditures (applicable to Fund Cluster 06)	Status of Downloading of School MOOE (Annex 3, 3-1, 3-2) per DO S2019-008
Detailed Statement of Changes on Net Assets / Equity		Annex A-1 - Cash Disbursements & Receipts			Complete List of Existing Bank Accounts (RO, DO, IU) following the format per DBM - DOF - COA - JAO No. 2012-01 dated January 6, 2012 (link for updating)
Detailed Statement of Financial Performance		Annex B - Aging of Loans Receivable by Reason of Delinquency			
Condensed Statement of Financial Performance		Report of Service Fees Collected & Deposited to BTR		FAR No. 4 -Monthly Report of Disbursements (applicable to Fund Cluster 01)	Consolidated Summaries of Bank Accounts Opened for the MOOE of Non-IU Schools -Annex K-2 per DO S2019-029
Detailed Statement of Cash Flow		Report on Allocations Received from National and Releases to Division Offices		FAR No. 5 -Quarterly Report of Revenue & Other Receipts (applicable to Fund Clusters 01, 06, 07)	
Status of Cash Advances					
Aging of Unliquidated Cash Advances					
Breakdown per Year of Unliquidated Cash Advances					Quarterly Operating Expenditures of Deped Public Schools as required by Philippine Statistics Authority (PSA)
Aging of Receivables, except the account, Loans Receivables - Others in Provident Fund					
Breakdown per Year of Receivables					
Aging of Accounts Payable					