



Republic of the Philippines  
**Department of Education**  
 NATIONAL CAPITAL REGION

**REGIONAL MEMORANDUM**  
 ORD No. 2024 - 853

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

**FROM :** **JOCELYN DR. ANDAYA**  
 Director IV

**SUBJECT :** **LEARNING ENGAGEMENT ON THE FINALIZATION OF 3<sup>rd</sup> QUARTER CY 2024 FINANCIAL ACCOUNTABILITY REPORTS (FARs) AND THE REVIEW AND UPDATING OF THE AGENCYs ACTION PLAN STATUS OF IMPLEMENTATION (AAPSI) AND STATUS OF IMPLEMENTATION OF PRIOR YEAR's COA AUDIT RECOMMENDATION (SIPYAR)**

**DATE :** August 27, 2024

1. In preparation for the submission of the **3<sup>rd</sup> Quarter CY 2024 Financial Accountability Reports (FARs)** and **Updated AAPSI and SIPYAR** relative to CY 2023 COA Management Letter, the Department of Education National Capital Region, through the Finance Division, shall conduct the above subject on October 14 to 16, 2024 (final venue to be announced later), to be hosted by the **Schools Division of Quezon City**.
2. The objective of this event are to:
  - Facilitate the review, reconciliation, and consolidation of the 3<sup>rd</sup> Quarter Financial Accountability Reports ( FARs)
  - Provide the SDO Finance Staff with technical assistance in accomplishing the AAPSI template at [bit.ly/NCR2024-AAPSI-SIPYAR](http://bit.ly/NCR2024-AAPSI-SIPYAR) and determine the reasons for partial/delayed/not yet implemented prior years' COA Audit Recommendations (SIPYAR).
  - Discuss other budget and accounting related issues and concerns
3. All Divisions are required to **strictly comply with the submission of 3<sup>rd</sup> Quarter CY 2024 Financial Accountability Reports (FARs) and Updated AAPSI and SIPYAR on or before October 16, 2024**, following the DepED CO Accounting Memorandum dated January 16, 2023 and other COA and DBM Circular relative thereto. However, for the initial submission to COA of the required Action Plans or Status of Implementation on COA Recommendations,



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Doc. Ref. Code	RO-ORD-F006	Rev	00
Effectivity	01.26.23	Page	1 of 1



Certificate No. PNP 015  
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the AAPSI and SIPYAR template shall be filled-up until **September 15, 2024** as the first cut-off date.

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 Quezon City Secretariat/Selected Schools
5. A registration fee of **Six Thousand Pesos (Php 6,000.00)** per participant will be collected by the Quezon 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/LEon3rdQFARAAPSI SIPYAR>** on or before September 15, 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. Cecille M. Diaz** or **Mr. Joven S. Noynay** of SDO Quezon City at their email addresses: [cecilia.diaz@deped.gov.ph](mailto:cecilia.diaz@deped.gov.ph) or [joven.noynay@deped.gov.ph](mailto:joven.noynay@deped.gov.ph).
7. Immediate dissemination of this memorandum is enjoined. Thank you.