



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



REGIONAL MEMORANDUM

ORD No. 2025 - 037

TO : Schools Division Superintendents
Division Office Accountants
Division Budget Officers
All Others concerned

FROM : **JOCELYN DR. ANDAYA**
Regional Director, NCR
Concurrent Officer-In-Charge,
Office of the Assistant Secretary for Operations

SUBJECT : **ADVISORY RE: LEARNING ENGAGEMENT ON THE CONSOLIDATION AND FINALIZATION OF CY 2024 FINANCIAL AND BUDGETARY REPORTS**

DATE : **January 9, 2025**

Relative to the issued Regional Memorandum **ORD No. 2024-1302 dated December 4, 2024** regarding the above activity, please be advised of the following:

1. The venue will be held at **The Linden Suites, 37 San Miguel Ave, Ortigas Center, Pasig City.**
2. The activity will strictly start on January 20, 2025 at 9:00am, thus the registration, room assignment, and the likes shall be settled in the morning of the same day. Check-in time is 2:00pm and the first meal to be served is lunch. Check-out time is until 12:00nn only and the last meal to be served is lunch on January 22, 2025. Attached is the tentative program of activities for the said event.
3. **Participants, as confirmed, shall pay the full amount of registration fee in cash, regardless of whether or not they attend the said activity.** In the event of non-attendance or change of confirmed participants due to extreme circumstances, the concerned SDO may assign a substitute and such should be properly communicated with the Regional Office and SDO Makati City as the host division.
4. Please be reminded that only those listed in the registration through the excel file prepared by SDO Makati City can register in the Learning and Development Information System (LDIS) of the region at **<https://bit.ly/LECONSOCY2024FINANCIALREPORTS>** on or before **January 17, 2025.**



Address: 6 Misamis St., Bago Bantay, Quezon City
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Website: depedncr.com.ph





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5. In preparation for the required presentation by RO at the National Seminar on January 28 to 31, 2025, please be informed that there will be a presentation by SDO on January 21 to 22, 2025 covering the following topics. The prescribed format for the presentation of reports will be sent before said event.

- Budget Utilization Rate (BUR)
- Consolidated Statement of Financial Position for FY 2023 & 2024
- Status of Unliquidated Cash Advances as of December 31, 2024 (All Funds)
- Summary of Recurring Audit Findings
- Status of Reconciliation of Reciprocal Accounts

For more information, please contact:

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**LEARNING ENGAGEMENT ON THE CONSOLIDATION AND FINALIZATION OF
CY 2024 FINANCIAL AND BUDGETARY REPORTS**

January 20-22, 2025

PROGRAM OF ACTIVITIES

Time	Activities	In-Charge
DAY 1		
9:30 – 10:00 am	Preliminaries <ul style="list-style-type: none">Nationalistic SongEcumenical / Interfaith PrayerAcknowledgment of ParticipantsMessage	SDO Makati
10:00 – 10:30 am	Coordination Meeting Agenda	Juliet J. Icamen Chief Administrative Officer, Finance Division
10:30-11:00am	Discussion on Budgetary Reports and other budget issues and concerns	Elaine Raquel Santos Administrative Officer V / Admin Officers
11:00-12:00am	Provident Fund and other concerns	Ma. Cristina F. Morallos Accountant I
LUNCH BREAK		
1:00-3:00pm	Finalization of CONSO FARs Review, consolidation and finalization of CY 2024 Year-End Financial Reports, Budget and Accountability Reports, and Schedule of Accounts; <ul style="list-style-type: none">List of Reports to be submittedFS/FARS/Schedules	RO FINANCE TEAM



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	<ul style="list-style-type: none"> • Online Consolidation of some Reports • Reciprocal Accounts and other Accounts • Reconciliation of Accounts 	
DAY 2		
9:00-12:00 pm	Rules and Regulations on Withholding Taxes and Other Tax Updates particularly on Compensation, Year End Adjustments	Mr. Primo M. Marasigan Section Chief, WTIEMAS Bureau of Internal Revenue
	LUNCH BREAK	
1:00-5:00 pm	Expanded Withholding Taxes (EWT), Expanded Value Added Taxes (E-VAT), Tax on Job Order or Contract of Service, Documentary Stamps and all other tax laws applicable to government money payments	Mr. Primo M. Marasigan Section Chief, WTIEMAS Bureau of Internal Revenue
5:00-onwards	Workshop - Finalization of CONSO FS	
DAY 3		
8:00 -12:00pm	PRESENTATION OF REPORTS <ul style="list-style-type: none"> • Budget Utilization Rate • Consolidated Statement of Financial Position for FY 2023 & 2024 • Status of Unliquidated Cash Advances as of December 31, 2024 (All Funds) • Summary of Recurring Audit Findings for CY 2024 • Status of Reconciliation of Reciprocal Accounts OTHER CONCERNS, WAYS FORWARD CLOSING REMARKS	SDOs Juliet J. Icamen Chief Administrative Officer, Finance Division






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REGIONAL MEMORANDUM
ORD No. 2024 - 1302

TO : Schools Division Superintendents
Division Office Accountants
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All Others concerned

FROM : **JOCELYN DR. ANDAYA** 
Regional Director, NCR
Concurrent Officer-In-Charge,
Office of the Assistant Secretary for Operations

SUBJECT : **LEARNING ENGAGEMENT ON THE CONSOLIDATION AND FINALIZATION OF CY 2024 FINANCIAL AND BUDGETARY REPORTS**

DATE : **December 4, 2024**

1. In preparation for the 38th National Seminar-Workshop on the Consolidation of Year-End Financial Reports (CY 2024), the Department of Education National Capital Region, through the Finance Division, shall conduct the above subject on January 20 to 22, 2025 (venue to be announced later), to be hosted by the **Schools Division of Makati City**.
2. The objective of this event are to:
 - Facilitate the review, consolidation and finalization of CY 2024 Year-End Financial Reports, Budget and Accountability Reports, and Schedule of Accounts;
 - Reconcile the various Reciprocal Accounts (Due from Operating Units/Due to Regional Office, Subsidies/Financial Assistance, SUB-ARO, NTAs, Transfer of recording of PPE);
 - Discuss other budget and accounting related issues and concerns particularly on the Withholding Tax on Compensation and Government Money Payments, GSIS/Pag-Ibig/Philhealth Remittances and Other Payables.
3. All Division Offices are required to strictly comply with the submission of all reports on or before **January 20, 2025 except for reports specified under RO MEMO ORD - 2023-832 and FS-AD Memorandum dated January 16, 2023**. Please refer to the attached list of Reports to be submitted and online Reports to be filled in.





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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 staffs
 - SDO Makati City Secretariat/Selected finance staffs from schools

5. A registration fee of **Six Thousand Pesos (Php 6,000.00)** per participant will be collected by the 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 at <https://bit.ly/LECONSO CY2024FINANCIALREPORTS> on or before December 31, 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 **Mrs. Ma. Victoria M. Basa** of SDO Makati City at email address: mariavictoria.basa@deped.gov.ph or at her **CP No. 0917-183-8514**.

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

