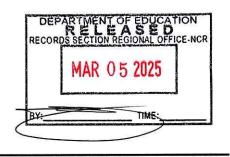


### Department of Education

NATIONAL CAPITAL REGION



#### REGIONAL MEMORANDUM ORD 2025 - 2 0 4

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

LEARNING ENGAGEMENT ON THE PREPARATION AND

SUBMISSION OF THE 1ST QUARTER CY 2025 FINANCIAL

ACCOUNTABILITY REPORTS (FARS)

DATE

March 3, 2025

- 1. In preparation for the submission of the 1st Quarter CY 2025 Financial and Accountability Reports (FARs), the Department of Education National Capital Region, through the Finance Division, in collaboration with the clustered School Division Offices (SDOs) of Marikina City, Mandaluyong City, and San Juan City as host divisions, will conduct the above subject on April 9 to 11, 2025 (Venue to be announced later).
- 2. This event aims to facilitate the checking, reconciliation, and consolidation of the 1st Quarter CY 2025 Financial Accountability Reports (FARs), thereby ensuring compliance with the submission of an accurate and timely Quarterly Consolidated FARs. It will also serve to discuss strategies and best practices in accelerating the budget utilization of all the allotments received while adhering to the prescribed budget and accounting rules and regulations. Additionally, the event will serve as a venue to review the Enhanced Budget Monitoring System (E-BMS), Enhanced Financial Reporting System (E-FRS), Web-based MOOE Monitoring System, and other systems being utilized by the Finance Offices of the region.
- 3. All Division Offices are required to strictly comply with the submission of reports on or before April 10, 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.
- 4. The participants are the following: Division Accountants, Division Budget Officers, designated SDO web based focal persons/representatives, selected ROP





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## Department of Education

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Finance staff, and designated secretariat by the host SDOs. Due to the very stiff deadline for the submission of said reports, the involvement of RO and SDO participants scheduled on April 9, 2025, which is a holiday, entitles them to Compensatory Overtime Credit (COC), under DepED Order No. 53, s. 2003, and CSC and DBM Joint Circular No. 2 s. 2004.

- 5. Registration fee of **Six Thousand Pesos** (**Php 6,000.00**) per participant will be collected by the host division, 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/cy20251stlE** on or before March 15, 2025. Registered participants are obliged to pay the said registration fees regardless of whether or not they attended said activity.
- 6. For further information and any concerns, please coordinate with DepED NCR, Finance Division or contact Mrs. Richie B. Ignacio and Mrs. Ivy Ruallo via email at finance@depedmarikina or at her contact number at 0287-089-268 or 0270-014-210.
- 7. Immediate dissemination of this memorandum is enjoined.



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# Department of Education NATIONAL CAPITAL REGION

The following reports must be updated on or before April 20, 2025:

	REPORTS	Google link
1.	RO template for CY 2023 AAPSI and SIPYAR	http://bit.ly/NCR2024-AAPSI- SIPYAR
2.	CO Template for CY 2023 AAPSI	https://bit.ly/AAPSI_CAARCY2023
3.	Status of Notice of Suspension/Notice of Disallowance/Notice of Charge as of December 31, 2024	https://bit.ly/NSNDNC- CAARCY2023
4.	Consolidated Report of Inventory of Bank Accounts (RO,SDO, IUS) as of March 31, 2025	https://bit.ly/NCRConsoBankAcco untsforRO-SDO-IU
5.	Consolidated Summaries of Bank Accounts Opened for the MOOE of NON IUS Schools – Annex K-2 per DO S2019-029	https://bit.ly/ConsoMOOEBankAc countsforNon-IU
6.	FAR 5 Statement of Income and Revenues	https://bit.ly/NCR-FAR5-2025-1st
7.	FAR 4 Report of Disbursement	bit.ly/MRD-022025
8.	Due to Regional Office as of February 28, 2025	https://bit.ly/SL_FEBRUARY20245
9.	Consolidated Status and Aging of Cash Advance as of 03.31.25	https://bit.ly/NCR_CONSOCashA dvQ1_2025
10.	Status of MOOE Downloading	https://bit.ly/NCR2025- MooeDownloading
11.	SERVICE FEE Collections as of 3.31.25	bit.ly/SFSanJuan, bit.ly/SFQuezonCity, bit.ly/SFManila, bit.ly/SFMalabon bit.ly/SFMakati
12.	Provident Fund as of 3.31.25	https://bit.ly/NCR_ConsoPFReport _032025







## Department of Education

NATIONAL CAPITAL REGION

## LEARNING ENGAGEMENT ON THE PREPARATION AND SUBMISSION OF THE 1ST QUARTER CY 2025 FINANCIAL ACCOUNTABILITY REPORTS (FARS)

April 9 to 11, 2025

#### **PROGRAM OF ACTIVITIES**

Time	Activities	In-Charge
DAY 1		
9:00 – 10:00 am	Preliminaries	Host Division
	Nationalistic Song	
	Ecumenical / Interfaith Prayer	
	Acknowledgment of Participants	
	<ul><li>Message</li></ul>	
10:00 – 10:30	Meeting Agenda	Juliet J. Icamen
am		Chief Administrative Officer, Finance Division
10:30-11:00am		
11:00-12:00am		
	LUNCH BREAK	
1:00-3:00pm	•	
DAY 2		
8:00-12:00 pm		
	LUNCH BREAK	
1:00-5:00 pm		







## Department of Education NATIONAL CAPITAL REGION

OTHER CONCERNS, WAYS FORWARD	Juliet J. Icamen
CLOSING REMARKS	Chief Administrative
	Officer, Finance
	Division



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