




Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



REGIONAL MEMORANDUM

ORD 2025 - 204

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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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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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/NCRConsoBankAccountsforRO-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/ConsoMOOEBankAccountsforNon-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_CONSOCashAdvQ1_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 |



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**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 <ul style="list-style-type: none">Nationalistic SongEcumenical / Interfaith PrayerAcknowledgment of ParticipantsMessage | Host Division |
| 10:00 – 10:30 am | Meeting Agenda | Juliet J. Icamen Chief Administrative Officer, Finance Division |
| 10:30-11:00am | | |
| 11:00-12:00am | | |
| LUNCH BREAK | | |
| 1:00-3:00pm | <ul style="list-style-type: none"> | |
| DAY 2 | | |
| 8:00-12:00 pm | | |
| | LUNCH BREAK | |
| 1:00-5:00 pm | | |
| | | |



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| 8:00 - 12:00pm | OTHER CONCERNS, WAYS FORWARD CLOSING REMARKS | Juliet J. Icamen Chief Administrative Officer, Finance Division |
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