



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

6975

May 2, 2022

REGIONAL MEMORANDUM

No. **414** 2022

**CONDUCT OF THE REGIONAL WORKSHOP ON THE PREPARATION, RECONCILIATION
AND SUBMISSION OF CY 2022 MID-YEAR FINANCIAL REPORTS**

To: Schools Division Superintendents
All Others Concerned

1. The conduct of the Regional Workshop on the Preparation, Reconciliation and Submission of CY 2022 Mid-Year Financial Reports shall be on **July 11-15, 2022** within **Ormoc City** with the RO-Finance Division as the host.
2. The objectives of this activity are the following:
 - a. facilitate the preparation, review and submission of Consolidated CY 2022 Mid-Year Financial and Budgetary Reports utilizing the EFRS and EBMS Consolidators respectively;
 - b. serve as a venue to discuss uniform implementation of significant procedures and policies among those involved in the management of financial resources for efficient implementations of DepEd programs and projects; and
 - c. address other related financial issues.
3. The expected participants are the following:
 - a. Division Accountants, Division Budget Officers and three (3) SDO finance staff to assist in the preparation of financial reports;
 - b. Accountant/Bookkeeper from all Implementing Units;
 - c. RO Finance Division personnel involved in the preparation and consolidation of reports; and
 - d. Invited guests/speakers.
4. A workshop fee of **Ten Thousand Pesos (P10,000.00)** per participant shall be collected to defray the cost of meals and lodging and other training expenses incurred for the whole duration of the workshop. Travelling expenses of the participants and the registration fee relative to this activity shall be charged against Division/School/Local Funds, subject to



existing government accounting and auditing rules and regulations. Payments made through check shall be made payable to **DEPED REG OFFICE 8 TRUST ACCOUNT with Account Number 0002-50000-97, Philippine Veterans Bank**. Check-in at the venue starts at 2 pm of July 11, 2022 and check-out is 12 noon of July 15, 2022.

5. Each Division Office is required to confirm their attendance through the link posted in the Finance Group FB page not later than May 4, 2022 to enable the host to comply with the necessary procurement activities. Questions and clarifications may be sent to Mr. Rey Niño S. Lee through FB messenger.
6. Participants are required to bring their laptops, extension cords, printers and ink/toners, book papers and other pertinent documents and supplies necessary in the preparation of the financial and budgetary reports.
7. Moreover, it is required that a Division Workshop be conducted prior to the Regional Workshop to facilitate on-time submission of complete and accurate Consolidated Mid-Year Reports.
8. Further, everyone is expected to strictly observe the Inter-Agency Task Force (IATF) safety measure and protocols applicable for this type of gathering.
9. All Division Offices are required to **strictly comply with the submission of all reports on time**. Deadline of submission shall be **July 14, 2022 at 9 PM**. Refer to the attached list of reports to be submitted.
10. Immediate dissemination of and strict compliance with this Memorandum are desired.

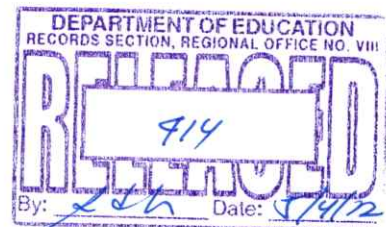

EVELYN R. FETALVERO, CEVO IV
Regional Director

Enclosures: None

References: None

To be indicated in the Perpetual Index under the following subjects:

FINANCE GROUP
FINANCIAL REPORTING
MID-YEAR WORKSHOP
TRAININGS



FD-GJF

LIST OF FINANCIAL REPORTS FOR SUBMISSION TO REGIONAL OFFICE

REGULAR FUND	
1	Statement of Management Responsibility
2	Consolidated Trial Balance
3	Consolidated Financial Position
4	Detailed Financial Position
5	Condensed Statement of Financial Performance
6	Detailed Statement of Financial Performance
7	Detailed Statement of Changes on Net Assets / Equity
8	Statement of Cash Flow
9	Consolidated Status of Cash Advances
10	Consolidated Report on Aging of Cash Advances
11	Consolidated Schedule of Accounts Receivable with Aging
12	Consolidated Schedule of Accounts Payable with Aging
13	Consolidated Subsidy from National Government (SNG)
14	Consolidated Status of NCGAs Received / Utilized

PROVIDENT FUND	
1	Statement of Management Responsibility
2	Consolidated Trial Balance
3	Consolidated Financial Position
4	Detailed Financial Position
5	Condensed Statement of Financial Performance
6	Detailed Statement of Financial Performance
7	Detailed Statement of Changes on Net Assets / Equity
8	Statement of Cash Flow
9	Report of Delinquent Loans (per Memo dated Oct. 8, 2012)
10	Consolidated Aging of Loans Receivables - Others
11	Original Certification of Deposit from BTR (for NCA request) (Please include JE's)
12	Status Report of Funds
13	Status of Service Fees Collected & Deposited to BTR report on indicators received from financial and resources to division
14	

BUSINESS RELATED FUND	
1	Statement of Management Responsibility
2	Consolidated Trial Balance
3	Consolidated Financial Position
4	Detailed Financial Position
5	Condensed Statement of Financial Performance
6	Detailed Statement of Financial Performance
7	Detailed Statement of Changes on Net Assets / Equity
8	Statement of Cash Flow
9	Consolidated Status of Cash Advances
10	Consolidated Report on Aging of Cash Advances
11	Consolidated Schedule of Accounts Receivable with Aging
12	Consolidated Schedule of Accounts Payable with Aging

TRUST FUND	
1	Statement of Management Responsibility
2	Consolidated Trial Balance
3	Consolidated Financial Position
4	Detailed Financial Position
5	Condensed Statement of Financial Performance
6	Detailed Statement of Financial Performance
7	Detailed Statement of Changes on Net Assets / Equity
8	Statement of Cash Flow
9	Consolidated Status of Cash Advances
10	Consolidated Report on Aging of Cash Advances
11	Consolidated Schedule of Accounts Receivable with Aging
12	Consolidated Schedule of Accounts Payable with Aging

BUDGET DIVISION	
1	Budgetary and Financial Accountability Reports (BFARs) Quarterly Physical Report of Operation (BAR No. 1) Statement of Appropriations, Allocations, Obligations, Disbursements and Balances (FAR No. 1) Summary of Appropriations, Allocations, Obligations, Disbursements and Balances by Object of Expenditures and by PPA (FAR No. 1-A) List of Allocations and Sub-Allocations (FAR No. 1B) 2 Copies of all SAROs issued by DBM-FRC's 3 SOFT COPY of all the documents submitted

OTHER REPORTS	
1	BFARs as of June 30, 2022.
1.1	FAR No. 2 - Statement of Approved Budget, Utilizations, Disbursements and Balances
1.2	FAR No. 2A - Summary of Approved Budget, Utilizations, Disbursements and Balances by Object of Expenditures
1.3	FAR No. 4 - Monthly Report of Disbursements
1.4	FAR No. 5 - Quarterly Report of Revenue & Other Receipts
1.5	FAR No. 6 - Quarterly Report of Approved Budget, Utilizations, Disbursements and Balances for Trust Receipts
2	Status of MOE Downloading as of June 30, 2022
3	Consolidated Report on Status and Aging of Cash Advances (ANNEX 8)
4	Unliquidated Cash Advances (Breakdown per year)
5	AAPSI 2021 Updates as of June 30, 2022
6	BE-LCP 2021 Updates as of June 30, 2022
7	Disbursements Attributed to Secondary Education as of June 30, 2022
8	Summary of Bank Accounts Opened for the Maintenance and Other Operating Expenses of Non-Implementing Unit Schools as of June 30, 2022
9	Updated List of Bank Accounts (RO, SDO, IUs) as of June 30, 2022