

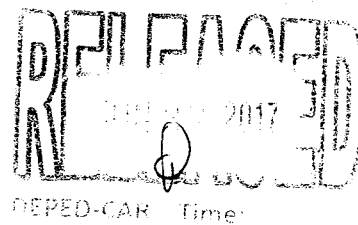


Republic of the Philippines
DEPARTMENT OF EDUCATION
CORDILLERA ADMINISTRATIVE REGION

Wangal, La Trinidad, Benguet, 2601
Website: www.depedcar.ph | Email: car@deped.gov.ph



June 27, 2017



REGIONAL MEMORANDUM
No. 194.2017s. 2017

REGIONAL SEMINAR-WORKSHOP ON THE PREPARATION OF CY 2017 MID-YEAR FINANCIAL REPORTS

TO: Schools Division Superintendent
Secondary School Principals
Division Accountants and Budget Officers
Senior Bookkeepers of Implementing Units
All Others Concerned

1. The Deped-CAR Regional Office, through the Finance Division, will conduct the Regional Seminar-Workshop on the preparation of CY 2017 mid-year financial reports, to be hosted by the Division of Ifugao on July 10-15, 2017, inclusive of travel days (venue to be announced later).
2. The activity aims to:
 - a. Facilitate the reconciliation of fund releases and reciprocal accounts;
 - b. Facilitate the preparation, review and submission of accurate and timely mid-year financial reports of all operating units and;
 - c. Address financial and budgetary issues.
3. Participants to the seminar-workshop are:
 - a. Staff of the Finance Division of the Regional Office;
 - b. Accountants, Budget Officers and Bookkeepers of the Eight (8) School Division Offices and Forty Three (43) Secondary Schools **with separate set of books** ;
 - c. Other personnel who will help in the preparation of the financial reports.
4. Expenses for board and lodging shall be shouldered by the Regional Office, thru the Schools Division of Ifugao, while travelling expenses of participants shall be charged against their respective local funds.
5. All disbursements relative to the conduct of this seminar/workshop shall be subject to the usual budgeting, accounting and auditing rules and regulations.

Contact Numbers (Area Code: 074):

Office of the Regional Director	422-1318	Administrative Division	422-1804	CLMD	422-7096	HRDD	422-9590
Fax	422-4074	Cash Section	423-2215	LRMDS	422-0615	NEAP-R	422-5500
Office of the ARD	422-9590	Payroll Section	424-3993	ESSD	423-2218	PPRD	422-9590
ICT Unit	422-1318	Records Section	423-2213	Finance Division	422-5155	QUAD	422-5187
Public Affairs Unit	422-1318	Supply Section	422-2198	FTAD	424-5187	COA	422-7434
Legal Unit	423-2214	General Services Unit	422-1804				




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4. Check in will be in the afternoon of July 10, 2017. First meal to be served is dinner of the same day while check out will be after breakfast on July 15, 2017.
5. At the end of the seminar-workshop, all Implementing Units (Schools Division Offices and Secondary Schools with separate set of books) are expected to submit all the required (see attached list) Reports.
6. For other concerns, please contact the Regional Office- Finance Division or the Schools Division of Ifugao- Finance Section.
7. Immediate and wide dissemination of this Memorandum is desired.


MAY B. ECLAR, Ph.D., CESO V
Officer-in-Charge
Office of the Regional Director

SGT/clp

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LIST OF FINANCIAL REPORTS TO BE SUBMITTED

A. REGULAR FUND:

1. Trial Balance;
2. Detailed Statement of Financial Performance;
3. Detailed Statement of Financial Position;
4. Detailed Statement of Changes on Net Assets / Equity;
5. Statement of Cash Flow;
6. Status of Cash Advances;
7. Report on Aging of Cash Advances;
8. Schedule of Accounts Receivable with Aging;
9. Schedule of Accounts Payable with Aging;
10. Summary of Tax Remittance Advice (TRA);
11. Reconciliation of Reciprocal Accounts (for Division Offices).
12. Statement of NCA Received;
13. Statement of NCA Utilization;
14. Status of Cash Balance;
15. Budget and Financial Accountability Reports (BFARS)
 - FAR No.1- Statement of Appropriations, Allotments, Obligations, Disbursements and Balances (SAAODB)
 - FAR 1-A- Summary of Appropriations, Allotments, Obligations, Disbursements and Balances by Object of Expenditures (SAAODBOE)
 - FAR 1-B - List of Allotments and Sub-Allotments (LASA)
 - FAR 3 - Aging of Due and Demandable Obligations (ADDO)
 - FAR 4 - Monthly Report of Disbursements (MRD)
 - FAR 5 - Quarterly Report of Revenue and Other Receipts (QRROR)
16. Updates on AOM Compliance – 2016 and prior years

B. TRUST , BUSINESS RELATED AND PROVIDENT FUNDS:

1. Trial Balance;
2. Detailed Statement of Financial Performance;
3. Detailed Statement of Financial Position;
4. Detailed Statement of Changes on Net Assets / Equity;
5. Statement of Cash Flow;
6. Report of Delinquent Loans (For Provident Fund)

Contact Numbers (Area Code: 074):

Office of the Regional Director	422-1318
Fax	422-4074
Office of the ARD	422-9590
ICT Unit	422-1318
Public Affairs Unit	422-1318
Legal Unit	423-2214

Administrative Division	422-1804
Cash Section	423-2215
Payroll Section	424-3993
Records Section	423-2213
Supply Section	422-2198
General Services Unit	422-1804

CLMD	422-7096
LRMDS	422-0615
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C. BUSINESS RELATED FUNDS:

1. Updates on AOM Compliance- 2014 and prior years;
2. Unliquidated cash advance (breakdown per year).
3. Updated List of Bank Accounts (All Accounts)
-Status of Bank Reconciliation of all Bank Accounts
4. Status of MOOE Downloading

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