



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

July 7, 2020

REGIONAL MEMORANDUM

No. **356**, s. 2020

**CONDUCT OF THE REGIONAL VIRTUAL CONFERENCE ON THE PREPARATION,
RECONCILIATION AND SUBMISSION OF CY 2020 MID-YEAR FINANCIAL REPORTS**

To: Schools Division Superintendents
All Others Concerned

1. The conduct of the Regional Virtual Conference on the Preparation, Reconciliation and Submission of CY 2020 Mid-Year Financial Reports shall be on July 13-14, 2020 via Google Meet. The link shall be forwarded to the concerned Schools Division Offices through the FB Finance Group, the day before the schedule of the activity.
2. The objectives of this activity are the following:
 - a. facilitate the preparation, review and submission of Consolidated CY 2020 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;
 - b. Division Budget Officers;
 - c. Accountant/Bookkeeper from all Implementing Units;
 - d. RO Finance Division personnel involved in the preparation and consolidation of reports;
 - e. DBM officials in-charge of fund releases to DepEd; and
 - f. Central Office Budget and Accounting personnel in-charge of systems updates



4. No registration fees shall be collected. Meals shall be provided for RO participants for the duration of the activity while for those the non-RO participants, it shall be charged to their respective local funds, subject to existing accounting and auditing guidelines.
5. The Division Offices are directed to facilitate the preparation and submission of the Financial Reports of the Division Office proper and those of the implementing units under their jurisdiction.
6. All Division Offices are required to **strictly comply with the submission of all reports on time**. Deadline of submission shall be **July 17, 2020 at 9 PM**. Refer to the attached list of reports to be submitted.
7. Immediate dissemination of and strict compliance with this Memorandum are desired.


RAMIR B. UYTICO EdD, CESO IV
Director IV 

Enclosures: None

References: None

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

CONFERENCE

FINANCE GROUP

MID-YEAR CONFERENCE

FD-GJF

FINANCE DIVISION CHECKLIST - MIDYEAR FINANCIAL REPORTS (REGULAR AGENCY FUND)

**(PLEASE DO NOT DETACH/LACERATE)
TO BE FILLED BY FINANCE PERSONNEL ONLY**

- Transmittal Letter
- Consolidated Pre-Closing Trial Balance
- Consolidated Condensed Statement of Financial Performance
- Consolidated Detailed Statement of Financial Performance
- Consolidated Detailed Statement of Changes in Net Assets/Equity
- Consolidated Condensed Statement of Financial Position
- Consolidated Detailed Statement of Financial Position
- Consolidated Detailed Statement of Cash Flow
- Consolidated Status of Cash Advances
- Consolidated Report on Aging of Cash Advances
- Consolidated Schedule of Accounts Receivable with Aging
- Consolidated Schedule of Accounts Payable with Aging
- Consolidated Subsidy from National Government (SNG)
- Consolidated Status of NCAs Received/Utilized
- FAR 5 - Quarterly Report of Revenue and Other Receipts (QRROR)
- FAR 4 - Monthly Report of Disbursements
- Status of MOOE Downloading for the month of June 30
- Consolidated Report of Cash Advances (ANNEX 8)
- AAPSI (Current) Updates as of June 30
- AAPSI (Prior Years) Updates as of June 30
- SOFT COPY

Schools Division Office: _____

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FINANCE DIVISION CHECKLIST - MIDYEAR FINANCIAL REPORTS (RELC FUND)

**(PLEASE DO NOT DETACH/LACERATE)
TO BE FILLED BY FINANCE PERSONNEL ONLY**

- Transmittal Letter
- Consolidated Pre-Closing Trial Balance
- Consolidated Condensed Statement of Financial Performance
- Consolidated Detailed Statement of Financial Performance
- Consolidated Detailed Statement of Changes in Net Assets/Equity
- Consolidated Condensed Statement of Financial Position
- Consolidated Detailed Statement of Financial Position
- Consolidated Detailed Statement of Cash Flow
- Consolidated Status of Cash Advances
- Consolidated Report on Aging of Cash Advances
- Consolidated Schedule of Accounts Receivable with Aging
- Consolidated Schedule of Accounts Payable with Aging
- FAR 2 - (SABUDB)
- FAR 2A - (SABUDBOE)
- SOFT COPY

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FINANCE DIVISION CHECKLIST - MIDYEAR FINANCIAL REPORTS (PROVIDENT FUND)

**(PLEASE DO NOT DETACH/LACERATE)
TO BE FILLED BY FINANCE PERSONNEL ONLY**

- Transmittal Letter
- Consolidated Pre-Closing Trial Balance
- Consolidated Condensed Statement of Financial Performance
- Consolidated Detailed Statement of Financial Performance
- Consolidated Detailed Statement of Changes in Net Assets/Equity
- Consolidated Condensed Statement of Financial Position
- Consolidated Detailed Statement of Financial Position
- Consolidated Detailed Statement of Cash Flow
- Consolidated Status of Cash Advances
- Consolidated Report on Aging of Cash Advances
- Consolidated Schedule of Accounts Receivable with Aging
- Consolidated Schedule of Accounts Payable with Aging
- Consolidated Report on Delinquent Loans (per Memo dated Oct. 08, 2012)
- Consolidated Aging of Loans Receivable - Others
- Original Certification of Deposit from BTR (for NCA request, include JEV)
- Status Report of Funds as prescribed by EAMD
- Status of Service Fees Collected and Deposited to BTR
- Report on Allocation Received from National and Releases to Division Offices
- SOFT COPY

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FINANCE DIVISION CHECKLIST - MIDYEAR FINANCIAL REPORTS (EPIP FUND)

**(PLEASE DO NOT DETACH/LACERATE)
TO BE FILLED BY FINANCE PERSONNEL ONLY**

- Transmittal Letter
- Consolidated Pre-Closing Trial Balance
- Consolidated Condensed Statement of Financial Performance
- Consolidated Detailed Statement of Financial Performance
- Consolidated Detailed Statement of Changes in Net Assets/Equity
- Consolidated Condensed Statement of Financial Position
- Consolidated Detailed Statement of Financial Position
- Consolidated Detailed Statement of Cash Flow
- Consolidated Status of Cash Advances
- Consolidated Report on Aging of Cash Advances
- Consolidated Schedule of Accounts Receivable with Aging
- Consolidated Schedule of Accounts Payable with Aging
- FAR 1 - (SAAODB)
- FAR 1A - (SAAODBOE)
- SOFT COPY

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FINANCE DIVISION CHECKLIST - MIDYEAR FINANCIAL REPORTS (TRUST FUND)

**(PLEASE DO NOT DETACH/LACERATE)
TO BE FILLED BY FINANCE PERSONNEL ONLY**

- Transmittal Letter
- Consolidated Pre-Closing Trial Balance
- Consolidated Condensed Statement of Financial Performance
- Consolidated Detailed Statement of Financial Performance
- Consolidated Detailed Statement of Changes in Net Assets/Equity
- Consolidated Condensed Statement of Financial Position
- Consolidated Detailed Statement of Financial Position
- Consolidated Detailed Statement of Cash Flow
- Consolidated Status of Cash Advances
- Consolidated Report on Aging of Cash Advances
- Consolidated Schedule of Accounts Receivable with Aging
- Consolidated Schedule of Accounts Payable with Aging
- FAR 2 - (SABUDB) (Consolidated with other Off-Budgetary and Custodial Funds)
- FAR 2A - (SABUDBOE) (Consolidated with other Off-Budgetary and Custodial Funds)
- SOFT COPY

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FINANCE DIVISION CHECKLIST - MIDYEAR BUDGETARY REPORTS

**(PLEASE DO NOT DETACH/LACERATE)
TO BE FILLED BY FINANCE PERSONNEL ONLY**

- Transmittal Letter
- Budget and Financial Accountability Reports (BFARs)
- Quarterly Physical Report of Operation (BAR No. 1)
- FAR 1 (SAAODB)
- FAR 1A - (SAAODBOE)
- FAR 1B - List of Allotments and Sub-Allotments
- Copies of All SARO's issued by DBM-RO's
- SOFT COPY

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