



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

March 29, 2023

REGION MEMORANDUM
FD-2023-009

**REGIONAL SEMINAR-WORKSHOP ON THE PREPARATION
OF CY 2023 1ST QUARTER FINANCIAL REPORTS**

To: Schools Division Superintendents

1. This has reference to Region Memorandum FD-2023-004 dated February 13, 2023 titled, "Schedule of the Regional Seminar –Workshops on the Preparation of Financial Reports for CY 2023".
2. The venue for the 1st Quarter Regional Seminar Workshop scheduled on April 19-21, 2023 is at **The Farm @ Carpenter Hill, Koronadal City**.
3. A **registration fee of SIX THOUSAND PESOS (P6,000.00)** payable to **DEPED KORONADAL CITY DIV - COLLECTION** shall be collected to cover food, accommodation, honorarium of resource speakers and other operating expenses. Both the registration fee and travelling expenses of participants are chargeable against local funds subject to the usual accounting and auditing rules and regulations.
4. SDOs are required to strictly comply with the submission of all reports on time. The **deadline for submission shall be on April 12, 2023 for Budget Reports and April 13, 2023 for Accounting Reports**. Soft copies of budget reports shall be sent to norengrace.lagutinga@deped.gov.ph and accounting reports to accounting.region12@deped.gov.ph Please refer to Enclosure 1 for Checklist of Requirements to be submitted.
5. The first meal to be served is lunch on April 19, 2023 while last meal is lunch on April 21, 2023. Please refer to Enclosure 2 for the Schedule of Activities for your reference.
6. For your information, guidance and compliance.


CARLITO D. ROCAFORT
Director IV

Encl.: As stated
Reference: Region Memorandum FD-2023-004
To be indicated in the Perpetual Index under the subject
FINANCE REPORT WORKSHOP



Regional Center, Brgy. Carpenter Hill, City of Koronadal
Telefax No.: (083) 2288825/ (083) 2281893
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JVB/FD/RM/REGIONAL SEMINAR/ WORKSHOP ON THE PREPARATION OF CY 2023 1ST QUARTER FINANCIAL REPORTS/008/March 29,2023

Enclosure 1 to Region Memorandum FD-2023-009

CHECKLIST OF REQUIREMENTS
REGIONAL SEMINAR/ WORKSHOP ON THE PREPARATION
OF CY 2023 1st QUARTER FINANCIAL REPORTS
April 19-21, 2023

BUDGET REPORTS

1. Budgetary and Financial Accountability Reports (BFARs)
2. Statement of Appropriations, Allotments, Obligations, Disbursements and Balances (FAR No. 1)
3. Summary of Appropriations, Allotments, Obligations, Disbursements and Balances by Object of Expenditures and by PPA (FAR No. 1-A)
4. List of Allotments and Sub-Allotments (FAR No. 1-B)
5. Summary List of SAROs issued by DBM-ROs

ACCOUNTING REPORTS

A. REGULAR FUND

1. Consolidated Pre-Closing Trial Balance
2. Consolidated Statement of Cash flow
3. Cash Receipts Journals – Collections and Deposits
4. Consolidated Status and Aging of Cash Advances, Unliquidated Cash Advances Breakdown per Year
5. Consolidated Report on Aging of Cash Advances (Annex 3)

B. TRUST FUND

1. Consolidated Pre-Closing Trial Balance
2. Consolidated Statement of Cash flow
3. Cash Receipts Journals – Collections and Deposits
4. Consolidated Status and Aging of Cash Advances, Unliquidated Cash Advances Breakdown per Year (if any)

C. PROVIDENT FUND

1. Consolidated Pre-Closing Trial Balance
2. Consolidated Statement of Cash flow
3. Consolidated Service Fees Collected and Deposited to BTr
4. Certification from BTr with attached JEV and Endorsement (if any)
5. BTr Request Form for Certificate of Deposit (online request to BTr) – SDO and all IUs

D. OTHER REPORTS

1. FAR No. 5 Quarterly Report of Revenue & Other Receipts
2. Status of Schools MOOE Downloading (Annex 3, 3-1 and 3-2)



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3. Consolidated Summaries of Bank Accounts Opened for the MOOE of
Non-IU Schools -Annex K-2

JVB/FD/COR/002/March 29, 2023

Enclosure 2 to Region Memorandum FD-2023-009

SCHEDULE OF ACTIVITIES
REGIONAL SEMINAR/ WORKSHOP ON THE PREPARATION
OF CY 2023 1st QUARTER FINANCIAL REPORTS
April 19-21, 2023

Day 1- April 19, 2023

Time	Activity	In-charge/Resource Person
11:00-12:00NN	Registration	SDO Koronadal City
12:00-1:15PM	Lunch	
1:30-2:00PM	Opening Program: <ul style="list-style-type: none">• Preliminaries• Acknowledgment of Participants and Guests• Welcome Remarks• Message• Statement of Purpose• Message	SDO Koronadal City Darwin E. Ferolino Accountant III, SDO Koronadal SDS, SDO Koronadal City Maria Ines C. Asuncion Director III Maria Jeanette N. Delima SAO-Finance Carlito D. Rocafort Director IV
2:00-2:15PM	Intermission Number	Koronadal City IUs
2:15-3:30PM	Discussion on findings on the submitted Financial Reports	RO Accountants and Budget Officers
3:45-5:00PM	Health Break	
3:45-5:00PM	Reconciliation on the submitted Financial Reports	RO and SDO Accountants and Budget Officers
5:00-6:00PM	Dinner	



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Day 2- April 20, 2023

Time	Activity	In-charge/Resource Person
8:15-8:30AM	Management of Learning Attendance Checking	SDO, General Santos City
8:15-9:45AM	DBM new issuances and other concerns	Akmad J. Usman, CPA Director IV, DBM RO XII
9:45-10:00AM	Open Forum	
10:00-11:3AM	COA updates and other concerns	Carmencita Eden C. Talob, CPA Regional Supervising Auditor, COA RO XII
12:00-1:00PM	Lunch	
1:15-1:30PM	Management of Learning Attendance Checking	SDO, Cotabato
1:30-3:00PM	Overview of Accounting Systems (Tax and Payroll)	Carlo Divedor, CPA Accountant, SDO South Cotabato
3:00-3:15PM	Open Forum	
3:15-3:30PM	Health break	
3:30-5:00PM	Finalization of Reports	
5:00-6:00PM	Dinner	



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Day 3- April 21, 2023

Time	Activity	In-charge/Resource Person
8:15-8:30AM	Management of Learning Attendance Checking	Jairus C. Capillo Accountant I
8:30-10:00AM	Continuation of Workshop	
10:00-12:00NN	Closing Program: <ul style="list-style-type: none">• Sharing of learnings/ takeaways/impressions• Status of Reports Submission• Ways forward	Selected Participants Jessebelle V. Bayoneta Accountant II Maria Jeanette N. Delima SAO-Finance
12:00NN	Lunch	

MJND/FD/SA/002/March 29, 2023



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