



Republic of the Philippines
Department of Education
Region XII
Schools Division Office of Tacurong City

January 5, 2023

DIVISION MEMORANDUM

OSDS No. 41, s. 2023

SUBMISSION OF MONTHLY FINANCIAL REPORTS

To: IUs School Heads
IUs Financial personnel
This Division

1. To ensure timely submission of various consolidated reports in compliance with the Regional Office, Central Office, DBM and COA requirements. All IUs are reminded to submit all financial reports on time at CSDT Accounting Section and Budget Section.
2. The deadline of monthly submission will be on or before 4th day of the following month.
3. Please submit 1 hardcopy and softcopy of the reports (jonel.solomon@deped.gov.ph and sheryll.moradas@deped.gov.ph) with transmittal.
4. Please refer to the enclosed list of reports to be submitted.
5. Division Memorandum and other related issuances which are inconsistent are repealed, rescinded, or modified accordingly.
6. For the information, guidance, and compliance of all concerned.

MIGUEL P. FILLALAN JR., CESO VI
Schools Division Superintendent



Address: Alunan Highway, Poblacion, Tacurong City 9800
Telephone Numbers: (064)-200-6316; 0919-065-6425
Email: tacurong.city@deped.gov.ph
Website: depedtacurong.org



Republic of the Philippines
Department of Education
Region XII
Schools Division Office of Tacurong City

A. ACCOUNTING REPORTS

1. Signed FAR 4 -Monthly Report of Disbursement
2. Signed Bank Reconciliation
3. Signed Schedule of Outstanding Checks
4. Bank Statement
5. TRA (must be generated in the system)
6. Online RO 12 Status of MOOE Downloaded to Schools
(<https://docs.google.com/spreadsheets/d/1TbIGF-qaY-W-zmX8wblBSzXr3WrjkFEed/>)

B. BUDGET REPORTS

1. BMS Generated Reports with Softcopy
2. RADA I & RCI (MOOE & P.S)
3. SAOB (Statement of Allotments, Obligations and Balances)
4. Flash Reports (Annex A)



Address: Alunan Highway, Poblacion, Tacurong City 9800
Telephone Numbers: (064)-200-6316; 0919-065-6425
Email: tacurong.city@deped.gov.ph
Website: depedtacurong.org