



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

April 5, 2023

DIVISION MEMORANDUM

OSDS No. 45, s. 2023

SUBMISSION OF 2023 1st QUARTER 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.
2. The deadline of submission will be on April 11, 2023, 12:00 noon.
3. Please submit hardcopies to SDO Accounting office and softcopies of the reports to (jonel.solomon@deped.gov.ph) with transmittal.
4. Please refer to Enclosure 1 for Checklist of Requirements to be submitted.
5. For the information, guidance, and compliance of all concerned.


GERARDO G. MOSQUEDA, CEO VI
Schools Division Superintendent

Encl: As stated

Reference:

Allotment: none

To be included in the perpetual Index under
REPORTS REQUIREMENTS

JGS/OSDS/DM/ SUBMISSION OF 2023 1st QUARTER FINANCIAL REPORTS /April 4, 2023



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

CHECKLIST OF REQUIREMENTS

ACCOUNTING REPORTS

A. REGULAR FUND

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

B. PROVIDENT FUND

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

C. OTHER REPORTS

1. FAR 5 Quarterly Report of Revenue & Other Receipts



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