



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

April 17, 2023

**DIVISION MEMORANDUM**  
OSDS No. 49, s. 2023

**IUs and Non -IUs FINANCIAL REVIEW MONITORING TOOL**

To: Assistant Schools Division Superintendent  
SGOD and CID Chiefs  
School Heads  
Division – based Accounting, Budget & Supply personnel  
School – based non -teaching personnel.  
This Division

1. The SDO Tacurong City issues this IUs and Non – IUs Financial Review Monitoring Tool to properly assess and validate the school financial disbursements in conformance of the **DepEd Order No. 008, s. 2019** – Revised Guidelines on the Direct Release, Use, Monitoring and Reporting of MOOE allocation of schools, including other funds managed by schools and to check the existence and completeness of all programs, projects and activities implemented by the schools based on their MOOE liquidations and other funds reports.
2. It aims to strengthen the transparency of all funds in the schools and to address some issues and concerns in the utilization of funds in school operation.
3. Attached are the IUs and Non -IUs Financial Review Monitoring tool. *(Please see Annexes A & B).*
4. This memorandum revokes Division Memorandum OSDS No. 14, s. 2020 entitled MOOE and Other Funds On -site Monitoring and Evaluation Tool, which shall take effect immediately upon issuance.
5. For the information, guidance, and compliance of all concerned.

  
**GILIDO G. MOSQUEDA, CEO VI**  
Schools Division Superintendent

Encl:  
Reference:  
Allotment: none  
To be included in the perpetual Index under  
RECORDS  
JGS/OSDS/DM/ IUs and Non -IUs FINANCIAL REVIEW MONITORING TOOL/April 17, 2023



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*Annex A: IUs Financial Review Monitoring Tool*



**IUS FINANCIAL REVIEW MONITORING TOOL**

SCHOOL: \_\_\_\_\_  
SCHOOL I.D.: \_\_\_\_\_

DATE: \_\_\_\_\_  
SCHOOL HEAD: \_\_\_\_\_

	INDICATORS	YES	NO	REMARKS
<b>I</b>	<b>Compliance to Statutory Requirements and Regulatory Agencies' Issuances</b>			
1	The SDO/IU submits financial reports and schedules to COA every 10th day of the following month as evidenced in the transmittal & stamped received. <b>Reference: Government Accounting Manual, Chapter 19, Sec. 60</b>			
2	The SDO/IU submits Disbursement Vouchers (DVs) with supporting documents to COA on or before 10th day of the following month as evidenced in the transmittal & stamped received. <b>Reference: Section 92 of the GAA of 2021 or RA 11518 and Section 7.2 of COA Circular No. 2009-006 dated September 15, 2009</b>			
3	The SDO/IU submits Budget and Financial Accountability Reports (BFARs) thru the DBM URS as evidenced in the transmittal & stamped received. a. FAR 2, 2A, FAR 5 and FAR 6 within 30 days after the end of the quarter b. FAR 4-on or before the 10th day of the following month <b>Reference: COA-DBM Joint Circular 2019 1</b>			
4	The IU submits Monthly Financial Reports to SDO on or before 4th day of the following month as evidenced in the transmittal & stamped received or screenshot of the date sent to email. Accounting Reports: Signed FAR 4, Signed Bank Reconciliation, Signed Schedule of Outstanding Checks, Bank Statement, TRA generated in the BIR system), Online RO XII Status of MOOE Downloading Budget Reports: BMS Generated Reports with Softcopy, RADAI & RCI (MOOE & PS) SAOB(Statement of Allotments, Obligations and Balances, Flash Reports (Annex A) <b>Reference: DM OSDS No. 41 s. 2023 dated January 5, 2023</b>			
5	The IU submits 1st Quarter Financial Reports on or before April 11, 2023, 12:00 noon as evidenced in the transmittal and stamped received or screenshot of the date sent to email. <b>Accounting Reports:</b> <b>Regular Fund</b> - Pre Closing Trial Balance, Statement of Cash Flow, Cash Receipts Journal Collection and Deposits, Status of Aging of Cash Advances, Unliquidated Cash Advances Breakdown per year, Report on Aging of Cash Advances Annex 3 <b>Provident Fund</b> - Pre Closing Trial Balance, Statement of Cash Flow, Cash Receipts Journal Collection and Deposits, Status of Aging of Cash Advances, Unliquidated Cash Advances Breakdown per year, Report on Aging of Cash Advances Annex 3 <b>Other Reports</b> - FAR 5 Quarterly Reports of Revenue and other Receipts <b>Reference: DM OSDS No. 45 s. 2023 dated April 5, 2023</b>			
6	The SDO/IU submits bank reconciliation statement within twenty (20) days after the receipt of bank statement to COA as evident in the transmittal and stamped received. <b>Reference: Government Accounting Manual, Chapter 21, Sec. 7</b>			



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	INDICATORS	YES	NO	REMARKS
7	The IU submits Other Financial Reports on or before 10th day of the first month of the following quarter (IGP, Donation in Kinds & Cash, SEF, PTA and others as evident in the transmittal and stamped received. <i>Note: JHS &amp; SHS should have separate reports</i> <b>Reference: DepEd Order No. 008 s. 2019 &amp; DM OSDS No. 124 s. 2022 dated October 17, 2022</b>			
8	The SDO/IU consistently adheres to the implementation of P 5,000.00 Net Take Home Pay for DepEd personnel. <b>Reference: DO. 5, s. 2018 dated February 15, 2018</b>			
9	The SDO/IU implements the twice a month release of salary to DepEd personnel as evident in the LDDAP -ADA received by the GSB and Disbursement Voucher with Supporting documents. <b>Reference: OUF 2021-0703 dated October 27, 2021</b>			
10	The SDO/IU processes and releases remittances to GFIs including DepEd Provident Fund on or before 10th day of the succeeding payroll month. <b>Reference: OUF 2021-0703 dated October 27, 2021</b>			
11	The SDO/IU processes and releases remittances to APDS accredited PLIs within 30 days after each payroll month. <b>Reference: OUF 2021-0703 dated October 27, 2021</b>			
12	The SDO/IU processes and remits service fees deducted from the accounts of APDS accredited PLIs to the Bureau of Treasury within 30 days after each payroll month. <b>Reference: OUF 2021-0703 dated October 27, 2021</b>			
13	The SDO/IU remits taxes withheld through BIR Electronic Filing and Payment System (eFPS) on or before prescribed due date. <b>References: RR No. 9-2001, RR No. 2-2002 &amp; RR No. 26-2002</b>			
14	The SDO/IU establishes Property, Plant and Equipment (PPE) balances that are verifiable as to existence, condition and accountability. <b>Reference: COA Circular 2020-06 dated January 31, 2020 (One-time cleansing)</b>			
15	The SDO/IU implements the guidelines on the increase in capitalization threshold of tangible items from 15,000.00 to 50,000.00. <b>Reference: COA Circular 2022-004 dated May 31, 2022</b>			
16	The SDO complies with the requirements of opening of bank accounts for MOOE of non-IUs. <b>Reference: DO 29 s. 2019 dated October 17, 2019</b>			
17	The SDO properly monitors and reconciles audit suspensions, disallowances and charges including their settlement with the SASDC issued by COA auditor <b>Reference: COA Circular No. 009 dated September 15, 2009</b>			
18	The SDO utilizes the MOOE web based monitoring system for monitoring the release, utilization and reporting of school MOOE funds. <b>Reference: Memorandum OUF-2021-0220</b>			
<b>II Recording of Financial Transactions</b>				
	The SDO/IU records properly and accurately the following financial			
1	a. grant and replenishment of Petty Cash Fund			
2	b. outstanding balances of bank accounts for school MOOE of non-IUs			
3	c. remittance of service fees and receipt of certification from BTr			
4	d. collection and deposit of other receipts to BTr (refunds, disallowances, etc)			
5	e. collection and deposit of bidding documents (trust fund)			



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INDICATORS	YES	NO	REMARKS
6 f. constructive receipt and remittance of taxes withheld			
7 g. purchase and issuance of common supplies to end-users			
8 h. recognition and issuance of semi-expendable properties			
9 i. reclassification of tangible items due to change of accounting policy (15,000.00 to 50,000.00 capitalization threshold)			
10 j. recognition and depreciation schedule of PPEs			
11 k. derecognition of PPEs (unserviceable, missing/non-existing)			
12 l. treatment of major and minor repairs of PPEs (capitalized/expensed)			
13 m. grant and liquidation of cash advances (MOOE, travel, payroll, etc)			
14 n. adjustments on staled and cancelled checks			
15 o. set-up and remittance of salary deductions			
16 p. provision of personnel benefits			
17 q. payment of utilities and other operating expenses			
<b>III Financial Reporting</b>			
1 The SDO/IU adheres to the accounting principle on the fair presentation of FS that requires faithful representation of the effects of transactions, other events, and conditions:			
2 a. Trial Balance reflects the normal accounts and balances and shows the equality of debit and credit balances of all accounts			
3 b. Statement of Financial Position shows the detailed financial condition at certain date			
4 c. Statement of Financial Performance shows the results of operations - all items of revenue and expense recognized			
5 d. Statement of Changes in Net Assets shows the changes between two accounting periods reflecting the increase or decrease in the entity's net assets during the year			
6 e. Statement of Cash Flows reflects all transactions affecting the cash and cash equivalents balances			
7 f. Notes to FS provides additional information and help clarify the items presented in the financial statements.			
8 g. Utilization of Enhanced Financial Reporting System (eFRS) for recording financial transactions and generating reports			
9 g. Subsidy for National Government (SNG) balances reconciles with Analysis of Notice of Cash Allocation and Utilization (ANCAU), Monthly Report of Disbursements (MRD), Statement of Cash Flows and Summary of Tax Remittance Advice			
10 h. Revenue and other receipts balances in the Quarterly Report of Revenue and Other Receipts (FAR 5) reconciles with Trial Balance and Statement of Cash Flows			
11 i. Adjustments (staled and cancelled checks, over/under disbursements, etc.) are properly presented in the MRD			
12 j. Prior year's cash advances are properly monitored and accounted for in the books of accounts			
13 k. FAR 4 Monthly Report of Disbursement is reconciled against TRA(system generated), RADAI & RCI & Bank Reconciliation			
14 l. Bank Reconciliation is reconciled against supporting schedules (Bank Statement, RADAI & RCI, Schedule of Outstanding Checks or ADA.			
<b>IV SCHOOL FINANCIAL MANAGEMENT</b>			
1 Actual Expenses are in accordance with their budget plans.(SIP, AIP, WFP, APP, FMP & others) Note: JHS & SHS should have separated budget plans			



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	INDICATORS	YES	NO	REMARKS
2	The IU School has a copy of approved budget plans (SIP, AIP, WFP, APP, FMP & others)			
3	The teachers are well - informed of the financial standings of the school.			
4	The School has a functional Bid and Awards Committee for procurement process.			
5	The School has functional Inspectorate team for the inspection and acceptance of the procured items.			
6	The BAC head and members are aware of the procurement process.			
7	The head and members of School Inspectorate team are aware of its duties and responsibilities.			
8	Maintained Individual Book of accounts for all sources of funds (Ledger) Bookkeeper; and Cash Book (Disbursing Officer). Note: JHS & SHS should have ledger and cash book balance			
9	Existence of Office and Other Supplies procured based in RADA & RCI and other disbursements reports.			
10	Completion of the Repair and Maintenance of School Building and other structure implemented as being reported in their Disbursement Report.			
11	Existence of procured semi - expendable machinery and equipment.			
12	Salary/Wages were received by the watchman and utility based on disbursement report.			
13	Existence of the copy of cancelled/stale check from the Disbursing officer.			
14	Income Generating Projects/Activities/Programs (like, Income from School Canteen, Agricultural Crops and Aquaculture), Cash Donations received, and Legal Fees collected are properly disbursed (with supporting documents, like duly approved Activity Designs, Budget docs, Procurement docs, etc.)			
15	Donations in kind are properly recorded.			
16	The School Head and Disbursing officer have a certificate of Fidelity Bond from Bureau of Treasury.			
17	The SDO/IU have data backup and storage mechanism.			
18	The SDO/IU maintains complete and systematic filing of documents (DVs with supporting documents, financial reports and other supporting schedules)			
19	The IUs maintains complete and systematic filing of correspondences and documents (DVs with supporting documents, financial reports, Deped Order, COA Circular, Memorandum and other supporting schedules)			
20	The IUs Bookkeepers & Disbursing Officers present Financial Reports atleast once a month.			
21	The IUs Bookkeepers and Disbursing Officers assist the School Head, Program Holder and School Planning Team (SPT) on financial matters.			
22	The SDO/IU posted the Financial Reports (PS, MOOE, Bank Reconciliation, MRD, FAR 5, LGP and other funds) to Transparency Board on or before 10th day of the following month.			
23	IU is PhilGeps registered.			



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INDICATORS	YES	NO	REMARKS
<b>V Provident Fund Management</b>			
1 The SDO adheres with the guidelines on application and grant of PF loans to teaching and non-teaching personnel. <i>Reference: DO 52 s. 2017 dated Oct 18, 2017 &amp; DO 37 s. 2018 dated Sept 10, 2018</i>			
2 a. loan is payable in equal monthly amortizations			
3 b. loans have contractual interest rate of 6% per annum computed using diminishing/declining balance method			
4 c. accurate billing of PF loans is submitted for payroll deduction			
5 d. payments are properly posted in borrower's subsidiary ledger			
6 e. monitoring system is established to ease generation of reports			
7 Loans Receivables balances in Trial Balance reconciles with Aging of Loans Receivables and Status of Funds report			
<b>OVER-ALL RATING</b>			
After monitoring, please write hereunder the issues/gaps that need improvement, provide or solicit recommendation/s then come up with agreement to mitigate, address or improve as well as the timeline for each specific action.			

Issues	Recommendation	Agreement	Timeline	Remarks
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

<b>Other Observations/Concerns:</b>				
1				
2				
3				
4				
5				

Result of this Monitoring Tool was discussed with the concerned School head and personnel of the school.

Monitored by:

Conforme:

Signature over printed name of Lead Monitor  
DATE:

Signature over printed name of School Head  
DATE:

TIME STARTED: \_\_\_\_\_  
TIME ENDED: \_\_\_\_\_



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**Annex B: Non – IUs Financial Review Tool**



**NON - IUs FINANCIAL REVIEW MONITORING TOOL**

SCHOOL: \_\_\_\_\_ DATE: \_\_\_\_\_  
 SCHOOL I.D.: \_\_\_\_\_ SCHOOL HEAD: \_\_\_\_\_

INDICATORS		YES	NO	REMARKS
1	<b>Compliance to Statutory Requirements and Regulatory Agencies' Issuances</b>			
1	The Non-IU school submits liquidation reports to SDO Accounting Office every 24th day of the following month. As evident by the stamp received by the liquidator in charge. <i>Reference: DepEd Order No. 008 s. 2019</i>			
2	The Non-IU school has atleast 75% of liquidation on time every quarter. <i>Reference: DepEd Order No. 008 s. 2019</i>			
3	The Non-IU submits taxes withheld through DTR Electronic Filing and Payment System (edFIS) on or before prescribed due date as evident by the screenshot of document sent thru e-mail to TWA in charge. <i>References: RR No. 9-2001, SR No. 2-2002 &amp; RR No. 26-2002</i>			
4	The Non-IU submits monthly TRA to SDO Accounting Office every 4th day of the following month. <i>References: RR No. 9-2001, RR No. 2-2002 &amp; RR No. 26-2002</i>			
5	The IU submits Other Financial Reports on or before 10th day of the first month of the following quarter (IGP, Donation in Stocks & Cash, SEI, PTA and others) As evident in the date received by the Accounting personnel in charge. <i>Note: JHS &amp; SHS should have separate reports</i> <i>Reference: DepEd Order No. 008 s. 2019 &amp; DM 5028 No. 124 s. 2022 dated October 17, 2022</i>			
6	The Non-IU implements the guidelines on the increase in capitalization threshold of tangible items from 15,000.00 to 50,000.00. As evident in the transactions in Liquidation Reports. <i>Reference: COA Circular 2022-034 dated May 21, 2022 Paragraph 4.4 c</i>			
7	The Non-IU complies with the requirements of opening a bank accounts for MOOE of non-IUs. <i>Reference: TR 29 s. 2019 dated October 17, 2019</i>			
8	The Non-IU posted updated School Transparency Board on or before 10th day of the following month. (CDR, Bank Reconciliation, SEI, IGP, PTA and others) As shown. <i>Reference: DepEd Order No. 008 s. 2019</i>			
11	<b>SCHOOL FINANCIAL TRANSACTIONS</b>			
1	Actual expenses are in accordance with their budget plans (SIP, AIP, APP, WFP, FMP & others)			
2	The Non-IU School has a copy of approved budget plans (SIP, AIP, WFP, APP, FMP & others)			
3	The teachers are well-informed of the financial standings of the school as to how much the MOOE fund and transactions.			
4	The School has a functional Bid and Awards Committee for procurement process.			
5	The School has functional Inspectorate team for the inspection and acceptance of the procured items.			
6	The BAC head and members are aware of the procurement process as evident in the minutes of the meetings.			
7	The head and members of School Inspectorate team are aware of its duties and responsibilities.			
8	The Liquidation reports (School copy) are complete and intact and filed in safe place (2022)			



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	INDICATORS	YES	NO	REMARKS
9	The ATANK maintains functional Book of accounts for all accounts of funds (teachers, Bookkeepers and Cash Book (Disbursing Officer).			
10	Existence of Office and Office Supplies received based on Stock, Inventory, LPM, and Liquidation Report			
11	Completion of the Repair and Maintenance of School Building and other structures such as school buildings reported in their Liquidation Report			
12	Existence of procured some dependable machinery and equipment supplies			
13	Salary/Wages were received by the watchman and utility based on Liquidation Report submitted by the School			
14	Existence of the copy of cancelled/stale check from the Disbursing officer			
15	Income Generating Projects/Activities/Programs (like income from School, various Agricultural Groups and Associations, cash Donations received) and Legitimate sources are properly disclosed with supporting documents like their approved Activity calendar, Budget sheet, Procurement sheet, etc.)			
16	School maintains records of Donations in kind (Food, etc.) Donations, Debit of Acceptance, PAN or etc)			
17	The School Head and Disbursing officer have a certificate of acknowledgment from the City of Treasury			
18	The School has a data backup and storage mechanism			
19	The School maintains complete and systematic filing of correspondence, memoranda, LTRs with supporting documents, financial reports, report cards, etc. (e.g. Memorandum and other supporting documents)			
20	Elementary School ATANK prepared Financial Reports about once a month			
21	Elementary School ATANK issues the School Head, Encumbrance and school financing (loan, PWT) on financial matters			
22	School Head complies with signature on the LPM Liquidation by Audit Observation Memorandum			
<b>OVER-ALL RATING</b>				

After monitoring, please write hereunder the issues/gaps that need improvement, provide or solicit recommendation/s then come up with agreement to mitigate, address or improve as well as the timeline for each specific action.				
Issues/Gaps	Recommendations	Agreement	Timeline	Remarks

**Other Observations/Concerns:**

1	
2	
3	
4	
5	

Result of this Monitoring Tool was discussed with the concerned School head and personnel of the school.

**Monitored by:**

**Conformer:**

Signature over printed name of Lead Monitor  
DATE:

Signature over printed name of School Head  
DATE:

TIME STARTED: \_\_\_\_\_  
TIME ENDED: \_\_\_\_\_



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