



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

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June 26, 2024

DIVISION MEMORANDUM  
OSDS No. 010, s. 2024

**SCHEDULE OF THE DIVISION WORKSHOP ON THE PREPARATION OF  
MIDYEAR FINANCIAL REPORTS FOR CY 2024**

To: IUs School Heads  
IUs School – based Finance personnel

1. This is in reference to the midyear activities of the Finance Division stated in Region Memorandum FD 2024-006, **Schedule of the Regional Seminar – Workshops on the Preparation of Financial Reports for CY 2024.**
2. To promote collaboration in ensuring complete and timely consolidation and submission of financial and other accountability reports, and in preparation for the conduct of aforementioned activity, the SDO Accounting and Budget Sections shall conduct Division workshop on the preparation of Midyear Financial Reports for CY 2024 on July 8, 2024, 8:00 -5:00 p.m. at the Conference Hall, SDO Tacurong City.
3. The following participants are the following.
  - a. IU Bookkeepers
  - b. IU Disbursing Officers
4. IUs Bookkeepers and Disbursing Officers shall present the following:
  - a. Pre and Post - Closing Trial Balances
  - b. Cash Flow
  - c. FAR 4 - Monthly Report of Disbursement
  - d. Subsidy from National Government
  - e. NCAU
  - f. Service Fees
  - g. BFARs
  - h. BMS
5. IUs are required to strictly comply with the submission of all reports on time. Hard copies shall be submitted on July 8, 2024, at 8.00 a.m. See Enclosure 1 for the Checklist of Requirements.
6. Meals and Snacks and other related expenses shall be charged against local funds subject to the usual accounting and auditing rules and regulations.



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7. Should you have questions and clarifications on this concern, please address to Accounting Section through Jonel G. Solomon, Accountant III at [jonel.solomon@deped.gov.ph](mailto:jonel.solomon@deped.gov.ph) or contact (064) - 562 - 4880.
8. For the information, guidance, and compliance of all concerned

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

Enclosures: None.  
Reference:  
Allotment: none  
To be included in the perpetual index under

REPORTS      RECORDS

JGS/OSDS/DM/SCHEDULE OF THE DIVISION WOKRSHOP ON THE PREPARATION OF MIDYEAR FINANCIAL REPORTS FOR CY 2024/July 5, 2024



Address: Alunan Highway, Poblacion, Tacurong City 9800  
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Enclosure to Division Memo OSDS No. \_\_\_\_\_ s. 2024

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**CHECKLIST OF REQUIREMENTS  
OF CY 2024 YEAR -END FINANCIAL REPORTS**

**ACCOUNTING REPORTS**

**A. REGULAR FUND**

1. Statement of Management Responsibility
2. Pre – Closing Trial Balance
3. Post – Closing Trial Balance
4. Detailed Statement of Financial Performance
5. Condensed Statement of Financial Performance
6. Detailed Statement of Financial Position
7. Condensed Statement of Financial Position
8. Detailed Statement of Changes on Net Assets/Equity
9. Statement of Cash Flow
10. Status of Cash Advances
11. Report on Aging of Unliquidated Cash Advances
12. Statement of Comparison of Budget and Actual Amount (SCBAA)
13. Consolidated Report on Unliquidated Cash Advances (Breakdown per year)
14. Report on Aging of Cash Advances – Annex 8
15. Consolidated Schedule of Aging of Accounts Receivable
16. Consolidated Schedule of Aging of Accounts Payable
17. Consolidated Subsidy from National Government (SNG)
18. Consolidated Status of NCAs Received/Utilized (NCAU)
19. Summary of Tax Remittance Advice
20. Receivables per account (new)
21. Closing Journal Entry Vouchers (JEV)
22. Soft copies of Reports

**B. OTHER REPORTS**

1. FAR No. 2 – Statement of Approved Budget, Utilizations, Disbursements and Balances
2. FAR 3 – Aging of Due and Demandable Obligations
3. FAR 4 – Monthly Report of Disbursements
4. FAR 5 – Quarterly Report of Revenue and Other Receipts
5. APPSI (CAAR CY 2023)
6. Status of Service Fees Collected and Deposited to BTr
7. Soft copies of Reports



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