



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

August 1, 2024

DIVISION MEMORANDUM
OSDS No. 083, s. 2024

FINANCIAL REVIEW AND MONITORING

To: Assistant Schools Division Superintendent
SGOD Chief
School Heads
Division – based Accounting, Budget & Supply Personnel
School – based Non -Teaching Personnel

1. To ensure efficiency in the management of resources, Schools Division Office of Tacurong City shall conduct financial review and monitoring in all public schools in August 2024.
2. The objectives of the financial review and monitoring are the following:
 - a. To properly monitor and validate school financial disbursements in conformance with 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 other existing governmental financial policies.
 - b. To check the existence, completeness, accuracy, and appropriateness of the implementation of all programs, projects and activities based on school's approved budget, MOOE and PS disbursements, school liquidation reports and other financial reports
 - c. To give a technical assistance to school heads and school -based non -teaching personnel on school financial management.
3. All schools are advised to prepare the necessary documents on all school properties and funds for the on -site monitoring.
4. Refer to Enclosures 1 and 2 for the IUs and Non -IUs Financial Review and Monitoring Tools, as well as the Monitoring Teams with their corresponding assigned schools and schedules, respectively.
5. Transportation and other related expenses incurred during the conduct of the monitoring are chargeable against the local funds, subject to the usual accounting and auditing rules and regulations.



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6. For the information, guidance, and compliance of all concerned.

GILDO G. MOSQUEDA, CEO VI
Schools Division Superintendent

Enclosures: None
Reference: None
Allotment: None

To be included in the perpetual index under

FORMS RECORDS

JGS/OSDS/DM/ COMPOSITION OF MONITORING TEAM AND SCHEDULE OF ON -SITE FINANCIAL REVIEW MONITORING/ August 1, 2024



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Republic of the Philippines
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Enclosure 1 to Division Memo OSDS No. 083 s. 2024



Republic of the Philippines
Department of Education
 SOCCSKSARGEN REGION

IUS FINANCIAL REVIEW AND MONITORING TOOL

SCHOOL: _____ SCHOOL HEAD: _____
 SCHOOL I.D.: _____ DATE OF MONITORING: _____

INDICATORS		YES	NO	REMARKS
I Compliance to Statutory Requirements and Regulatory Agencies' Issuances				
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. Reference: Government Accounting Manual, Chapter 19, Sec. 60			
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. 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			
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 Reference: COA-DBM Joint Circular 2019-1			
4	The IU submits Monthly Financial Reports to SDO based on the deadlines set in the Division Memorandum. Accounting Reports: *Signed Bank Reconciliation with Bank Statement & List of outstanding Checks/LDDAP -ADA - on or before 5th day of the following month *Signed Monthly RADAI - on or before 5th day of the following month *Signed Monthly Report of Disbursement (MRD) - soft copy - on or before 2nd day of the following month (emailed to kelvin.apud@deped.gov.ph) and hard copy (on or before 5th day of the following month) *Approved DV, LDDAP -ADA (stamped received by the bank, Remittance list, Official Receipt (Provident Loan payment) - on or before 5th day of the following month. *Status of MOOE (google drive) - on or before 5th day of the following month. Reference: DM OSDS No. 048, s. 2024			
5	The IU submits CY 2024 full sets of Midyear Financial Reports on July 8, 2024 . Reference: DM OSDS No. 070, s. 2024			
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 . Reference: Government Accounting Manual, Chapter 21, Sec. 7			
7	The IU submits Other Financial Reports on or before 10th day of the first month of the following quarter (JGP, Donation in Kinds & Cash, SEF, PTA and others as evident in the transmittal and stamped received. <i>Note: JHS & SHS should have separate reports</i> References: DepEd Order No. 008 s. 2019 & DM OSDS No. 124 s. 2022 dated October 17, 2022			



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8	The SDO/IU consistently adheres to the implementation of P 5,000.00 Net Take Home Pay for DepEd personnel. Reference: DO. 5, s. 2018 dated February 15, 2018		
9	The SDO/IU implements the twice a month release of salary to DepEd personnel as evident in the LDDAP -ADA received by the GSD and Disbursement Voucher with Supporting documents. Reference: OUF 2021-0703 dated October 27, 2021		
10	The SDO/IU processes and releases remittances to GFIs including DepEd Provident Fund on or before 10th day of the succeeding payroll month. Reference: OUF 2021-0703 dated October 27, 2021		
11	The SDO/IU processes and releases remittances to APDS accredited PLIs within 30 days after each payroll month. Reference: OUF 2021-0703 dated October 27, 2021		
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. Reference: OUF 2021-0703 dated October 27, 2021		
13	The SDO/IU remits taxes withheld through BIR Electronic Filing and Payment System (eFPS) on or before prescribed due date. References: RR No. 9-2001, RR No. 2-2002 & RR No. 26-2002		
14	The SDO/IU establishes Property, Plant and Equipment (PPE) balances that are verifiable as to existence, condition and accountability. Reference: COA Circular 2020-06 dated January 31, 2020 (One-time cleansing)		
15	The SDO/IU implements the guidelines on the increase in capitalization threshold of tangible items from 15,000.00 to 50,000.00. Reference: COA Circular 2022-004 dated May 31, 2022		
16	The SDO properly monitors and reconciles audit suspensions, disallowances and charges including their settlement with the SASDC issued by COA auditor Reference: COA Circular No. 009 dated September 15, 2009		
II Recording of Financial Transactions			
	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 JHS & SHS		
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)		
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		



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III Financial Reporting			
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	Trial Balance reflects the normal accounts and balances and shows the equality of debit and credit balances of all accounts		
3	Statement of Financial Position shows the detailed financial condition at certain date		
4	Statement of Financial Performance shows the results of operations - all items of revenue and expense recognized		
5	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	Statement of Cash Flows reflects all transactions affecting the cash and cash equivalents balances		
7	Notes to FS provides additional information and help clarify the items presented in the financial statements.		
8	Utilization of Enhanced Financial Reporting System (eFRS) for recording financial transactions and generating reports		
9	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	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	Adjustments (staled and cancelled checks, over/under disbursements, etc.) are properly presented in the MRD		
12	Prior year's cash advances are properly monitored and accounted for in the books of accounts		
13	FAR 4 Monthly Report of Disbursement is reconciled against TRA(system generated), RADAI & RCI & Bank Reconciliation .		
14	Bank Reconciliation is reconciled against supporting schedules (Bank Statement, RADAI & RCI, Schedule of Outstanding Checks or ADA.		
IV SCHOOL FINANCIAL MANAGEMENT			
1	Actual Expenses are in accordance with their budget plans.(SIP, AIP, WFP, APP, FMP & others) Note: JHS & SHS should have separated budget plans		
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 issues School Memorandum for BAC Composition.		
5	The School issues School Memorandum for Inspectorate Team.		
6	The School has a functional Bid and Awards Committee for procurement process.		
7	The School has functional Inspectorate team for the inspection and acceptance of the procured items.		
8	The BAC head and members are functional and aware of the procurement process.		
9	The head and members of School Inspectorate team are aware of its duties and responsibilities.		
10	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		



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11	Existence and proper release of Office and Other Supplies procured based in RADAI & RCI and other disbursements reports.		
12	Completion of the Repair and Maintenance of School Building and other structure implemented as being reported in their Disbursement Report.		
13	Existence of procured semi - expendable machinery and equipment.		
14	Salary/Wages were received by the watchman and utility based on disbursement report.		
15	Existence of the copy of cancelled/stale check from the Disbursing officer.		
16	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.)		
17	Donations in kind are properly recorded.		
18	The School Head, Bookkeeper and Disbursing officer have a certificate of Fidelity Bond from Bureau of Treasury.		
19	The SDO/IU have data backup and storage mechanism.		
20	The SDO/IU maintains complete and systematic filing of documents (DVs with supporting documents, financial reports and other supporting schedules)		
21	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)		
22	The IUs Bookkeepers & Disbursing Officers present Financial Reports atleast once a month.		
23	The IUs Bookkeepers and Disbursing Officers assist the School Head, Program Holder and School Planning Team (SPT) on financial matters.		
24	The SDO/IU posted the Financial Reports (PS, MOOE, Bank Reconciliation, MRD, FAR 5 ,IGP and other funds) to Transparency Board on or before 10th day of the following month.		
25	IU is PhilGeps registered.		
V Provident Fund Management			
1	Submitted the approved DV, LDDAP -ADA ("stamped received by the bank", Remittance List, Official Receipt to Accounting Section on or before 5th day of the following month. Reference: DM OSDS No. 048, s. 2024		
2	Payment of loans are fully deducted in the salary .		
3	accurate billing of PF loans is submitted for payroll deduction		
OVER- ALL RATING			



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Good Practices in School Financial Management	
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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 and Concerns	Recommendation/s	Agreement	Timeline	Remarks

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

Signature over printed name of School Head

DATE:

DATE:



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IUs FINANCIAL REVIEW AND MONITORING RESULT

SCHOOL: _____

SCHOOL HEAD: _____

SCHOOL I.D: _____

DATE: _____

CRITERIA	No. of Indicators	No. of Conformance	% of Conformance	Weight	Rating	Level of Performance
I. Compliance to Statutory Requirements and Regulatory Agencies' (25%)						
Score	16	16	100%	25%	25%	VERY GOOD
II. Recording Financial Transactions (25%)						
Score	17	17	100%	25%	25%	VERY GOOD
III. Financial Reporting (20%)						
Score	14	14	100%	20%	20%	VERY GOOD
IV. School Financial management (20%)						
Score	25	25	100%	20%	20%	VERY GOOD
V.Provident Fund management (10%)						
Score	3	3	100%	10%	10%	VERY GOOD
Average Rating				100%	100%	

CONGRATULATIONS!



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IUs FINANCIAL REVIEW AND MONITORING RUBRICS

SCHOOL: _____ SCHOOL HEAD: _____
 SCHOOL I.D.: _____ DATE: _____

CRITERIA	LEVEL OF PERFORMANCE		
	VERY GOOD	GOOD	NEEDS IMPROVEMENT
	3	2	1
I. Compliance to Statutory Requirements and Regulatory Agencies' (25%)	90% - 100% of the statutory and regulatory issuances are complied with	75% - 89% of the statutory and regulatory issuances are complied with	Below 75% of the statutory and regulatory issuances are complied with
Rate	100%		
Score	0.75		
II. Recording Financial Transactions (25%)	90% - 100% of financial transactions are recorder properly and accurately	75% - 89% of financial transactions are recorder properly and accurately	Below 75% of financial transactions are recorder properly and accurately
Rate	100%		
Score	0.75		
III. Financial Reporting (20%)	90% - 100% of the financial reports adhere to the accounting principle of fair presentation	75% - 89% of the financial reports adhere to the accounting principle of fair presentation	Below 75% of the financial reports adhere to the accounting principle of fair presentation
Rate	100%		
Score	0.6		
IV. School Financial management (20%)	90% - 100% of the school financial management are accurately and properly complied and followed	75% - 89% of the school financial management are accurately and properly	Below 75% of the school financial management are accurately and properly complied and followed
Rate	100%		
Score	0.6		
V. Provident Fund management (10%)	90% - 100% of the status of provident fund is reconciled and monitored regularly	75% - 89% of the status of provident fund is reconciled and monitored regularly	Below 75% of the status of provident fund is reconciled and monitored regularly
Rate	100%		
Score	0.3		
Overall Rating	3	HIGHLY COMMENDABLE	
	2.50 - 3.0	2.0 - 2.49	1.0 - 1.99
Decision: Kindly check the space provided based on the overall rating.	HIGHLY COMMENDABLE The School has an outstanding financial management system that can be replicated	COMMENDABLE The School has a good financial management system but there are areas that need enhancement	NEEDS IMPROVEMENT The School needs improvement by enhancing major areas of financial management system



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NON - IUs FINANCIAL REVIEW AND MONITORING TOOL

SCHOOL: _____ SCHOOL HEAD: _____
 SCHOOL I.D.: _____ DATE OF MONITORING: _____

	INDICATORS	YES	NO	REMARKS
I	Compliance to Statutory Requirements and Regulatory Agencies' Issuances			
1	The Non -IU school submits monthly liquidation reports to SDO Accounting Office every 5th day of the following month.As evident by the stamp received by the Liquidator in-charge. <i>Reference: DepEd Order No. 008, s. 2019 and DM OSDS No. 025, s. 2024</i>			
2	The Non - IU school has atleast 75% of liquidation rate every quarter. <i>Reference: DepEd Order No. 008, s. 2019</i>			
3	The Non -IU encodes the taxes withheld through monthly Tax Remittance Advice google sheet on or before prescribed due date. <i>References: DM OSDS No. 024, s. 2024</i>			
4	The Non - 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 date received by the Accounting personnel in -charge. <i>Note: JHS & SHS should have separate reports</i> <i>References: DepEd Order No. 008 s. 2019 & DM OSDS No. 124 s. 2022 dated October 17, 2022</i>			
5	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 2022-004 dated May 31, 2022, Paragraph 4.4 c</i>			
6	The Non -IU complies with the requirements of opening of bank accounts for MOOE of non-IUs. <i>Reference: DO 29 s. 2019 dated October 17, 2019</i>			
7	The Non -IU posted updated School Transparency Board on or before 10th day of the following month. (CDR, Bank Reconciliation, SEF, IGP, PTA and others).As shown <i>Reference: DepEd Order No. 008, s. 2019</i>			



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II	SCHOOL FINANCIAL TRANSACTIONS			
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 balance of the MOOF fund and transactions.			
4	The School issues School Memorandum for BAC Composition.			
5	The School issues School Memorandum for Inspectorate Team.			
6	The School has a functional Bid and Awards Committee and knowledgeable of the procurement process.			
7	The School has functional Inspectorate team for the inspection and acceptance of the procured items.			
8	The head and members of School Inspectorate team are aware of its duties and responsibilities.			
9	The Liquidation reports (School copy) are complete and intact and file in safe place.(2023 onwards)			
10	The ADASs maintains Individual Book of accounts for all sources of funds (Ledger) Bookkeeper) and Cash Book (Disbursing Officer).			
11	Existence of Office and Other Supplies procured based on Stock Cards, RSMI, RIS & Liquidation Report.			
12	Completion of the Repair and Maintenance of School Building and other structure implemented as being reported in their Liquidation Report.			
13	Existence of procured semi - expendable machinery and equipment as per ICS.			
14	Salary/Wages were received by the watchman and utility based on Liquidation report submitted by the School.			
15	Existence of the copy of cancelled/stale check from the Disbursing officer.			
16	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.)			
17	School maintains records of Donations in kind (Deed Of Donations, Deed Of Acceptance, PAR or ICS)			
18	The School Head and Disbursing officer have a certificate of Fidelity Bond from Bureau of Treasury.			
19	The Non -IUs has a data backup and storage mechanism.			
20	The Non -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)			
21	Clustered/School ADASs present Financial Reports atleast once a month.			
22	Clustered/School ADASs assists the School Head, Program Holder and School Planning Team (SPT) on financial matters.			
23	School Head complies & affix signature on the LPOM (Liquidation Pre -Audit Observation Memorandum)			
24	The School is PhilGeps Registered.			
OVER-ALL RATING:				



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Good Practices in School Financial Management				
1				
2				
3				
4				
5				
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 and Concerns	Recommendation/s	Agreement	Timeline	Remarks

Monitored by:

Conforme:

Signature over printed name of Lead Monitor

DATE:

Signature over printed name of School Head

DATE:



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NON - IUs FINANCIAL REVIEW AND MONITORING RESULT

SCHOOL: _____

SCHOOL HEAD: _____

SCHOOL I.D: _____

DATE: _____

CRITERIA	No. of Indicators	No. of Conformance	% of Conformance	Weight	Rating	Level of Performance
I. Compliance to Statutory Requirements and Regulatory Agencies' (50%)						
Score	7	7	100%	50%	50%	VERY GOOD
II. School Financial Transactions (50%)						
Score	24	24	100%	50%	50%	VERY GOOD
Average Rating					100%	

CONGRATULATIONS!



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NON - IUs FINANCIAL REVIEW AND MONITORING RUBRICS

SCHOOL: _____

SCHOOL HEAD: _____

SCHOOL I.D: _____

DATE: _____

CRITERIA	LEVEL OF PERFORMANCE		
	VERY GOOD	GOOD	NEEDS IMPROVEMENT
	3	2	1
I. Compliance to Statutory Requirements and Regulatory Agencies' (50%)	90% - 100% of the statutory and regulatory issuances are complied with	75% - 89% of the statutory and regulatory issuances are complied with	Below 75% of the statutory and regulatory issuances are complied with
Rate	100.00%		
Score	1.5		
II. School Financial Transactions (50%)	90% - 100% of financial transactions are declared, recorded and complied properly and accurately	75% - 89% of financial transactions are declared, recorded and complied properly and accurately	Below 75% of financial transactions are declared, recorded and complied properly and accurately
Rate	100.00%		
Score	1.5		
Overall Rating	3	HIGHLY COMMENDABLE	
Decision: Kindly check the space provided based on the overall rating.	2.50 - 3.0 HIGHLY COMMENDABLE The School has an outstanding financial management system that can be replicated	2.0 - 2.49 COMMENDABLE The School has a good financial management system but there are areas that need enhancement	1.0 - 1.99 NEEDS IMPROVEMENT The School needs improvement by enhancing major areas of financial management system



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FINANCIAL REVIEW AND MONITORING TEAMS AND THEIR SCHEDULES

Monitoring Team	School/ Cluster	Date
TEAM A		
1. Jonel G. Solomon	TNHS	August 12- 13, 2024
2. Sheryll A. Moradas		
3. Vivien O. Lima	VFGMNHS	August 19-20, 2024
4. Mohani Paguita		
5. Aljoy Marie Nicolas	SPNHS & SENHS	August 21, 2024
6. Bibsy Ruby Aradanas		
7. Ruby Lyn Alconera	RMNHS, UKNHS & ASBMNHS	August 22-23, 2024
	WEST CLUSTER	August 26-27, 2024
TEAM B		
1. Jeralden L. Paladin	NORTH CLUSTER	August 12-13, 2024
2. Rea May Laygan		
3. Sharon May Zambra	CENTRAL CLUSTER	August 14, 2024
4. Roselle Carvajal		
5. Kelvin Mark Apud	SOUTH CLUSTER	August 19-21, 2024
6. Siegfred Fernandez		
	EAST CLUSTER	August 22 -23, 2024



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