



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

October 8, 2024

DIVISION MEMORANDUM
OSDS No. 116, s. 2024

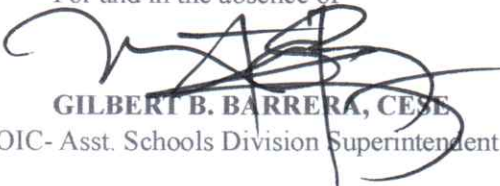
DEADLINE ON THE SUBMISSION OF 2024 3rd QUARTER FINANCIAL REPORTS

To: OIC - Assistant Schools Division Superintendent
IU School Heads
IU Finance personnel
Division -based finance personnel
This Division

1. To ensure timely submission of various consolidated reports in compliance with the Regional Office, Division Office, Central Office, DBM and COA requirements. IUs are reminded to submit all financial reports on October 10, 2024, 10:00 a.m. at SDO Tacurong City Accounting Section.
2. Please refer to the Enclosure 1 for the checklist of reports.
3. For the information, guidance, and compliance of all concerned.

GILDO G. MOSQUEDA, CEO VI
Schools Division Superintendent

For and in the absence of


GILBERT B. BARRERA, CESE
OIC- Asst. Schools Division Superintendent

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

JGS/OSDS/DM/ DEADLINE ON THE SUBMISSION OF 3rd QUARTER FINANCIAL REPORTS/ OCTOBER 8, 2024



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



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Enclosure 1 to Division Memo OSDS No. 116, s. 2024

Checklist of 3rd Quarter Financial Reports

A. Regular Fund

1. Pre – Closing Trial Balance
2. Statement of Cash Flow
3. Status and Aging of Cash Advances, Unliquidated Cash Advances
Breakdown per year (if any)
4. Subsidy from National Government
5. Notice of Cash Allocation and Utilization
6. Tax Remittance Advice (TRA)

B. Provident Fund

1. Service Fees Collected and Deposited to BTr
2. Certification from BTr with attached JEV and Endorsement (if any)
3. Status and Aging of Cash Advances, Unliquidated Cash Advances
Breakdown per year (if any)
4. BTr Request Form for Certificate of Deposit (online request to BTr)

C. Other Reports

1. FAR 4 – Monthly Report of Disbursements
2. FAR 5 – Quarterly Report of Revenue and Other Receipts
3. Status of Schools MOOE Downloading (Annex 3-1) (google drive and
hardcopy)
4. Status of AOMs (2023 and 2024)



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