



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

January 6, 2025

DIVISION MEMORANDUM
OSDS No. 003, s. 2025

SUBMISSION OF CY 2024 YEAR -END FINANCIAL REPORTS

To: IUs School Heads
IUs School – based Finance personnel

1. To ensure timely submission of various consolidated reports in compliance with the DepEd Central, Regional Office, DBM and COA requirements, all IUs are reminded to submit all financial reports on – time at SDO – Tacurong City - Accounting Section.
2. The deadline of submission will be on January 10, 2025, 2:00 p.m.
3. Please refer to the enclosed list of reports to be submitted.
4. All division related policies and other issuances which are inconsistent with the provision of this memorandum are hereby repealed and modified.
5. 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/SUBMISSION OF CY 2024 YEAR -END FINANCIAL REPORTS/January 6, 2025



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 to Division Memo OSDS No. 003 s. 2025

**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 Comparative Statement of Financial Performance
5. Condensed Comparative Statement of Financial Performance
6. Detailed Comparative Statement of Financial Position
7. Condensed Comparative Statement of Financial Position
8. Detailed Comparative Statement of Changes on Net Assets/Equity
9. Comparative Statement of Cash Flow
10. Consolidated Status of Cash Advances
11. Consolidated Report on Aging of Unliquidated Cash Advances
12. Statement of Comparison of Budget and Actual Amount (SCBAA)
13. Notes to Financial Statements
14. Consolidated Report on Unliquidated Cash Advances (Breakdown per year)
15. Report on Aging of Cash Advances – Annex 8
16. Consolidated Schedule of Aging of Accounts Receivable
17. Consolidated Schedule of Aging of Accounts Payable
18. Consolidated Subsidy from National Government (SNG)
19. Consolidated Status of NCAs Received/Utilized (NCAU)
20. Summary of Tax Remittance Advice
21. Receivables per account (new)
22. Closing Journal Entry Vouchers (JEV)
23. Schedule of Depreciation
24. 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 2022)
6. Status of Service Fees Collected and Deposited to BTr
7. Soft copies of Reports

Note 1. Please submit both hard copies of your reports with transmittal and for soft copies please send to this e-mail account (jonel.solomon@deped.gov.ph) on or before January 10, 2025.



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