



Republic of the Philippines  
DEPARTMENT OF EDUCATION  
**CORDILLERA ADMINISTRATIVE REGION**



Wangal, La Trinidad, Benguet, 2601  
Website Email

May 29, 2018

REGIONAL MEMORANDUM  
No.

**REGIONAL SEMINAR-WORKSHOP ON THE PREPARATION OF CY 2018 MID-YEAR FINANCIAL REPORTS**

TO: Schools Division Superintendent  
Secondary School Principals  
Division Accountants and Budget Officers  
Senior Bookkeepers of Implementing Units  
All Others Concerned

1. The Regional Seminar-Workshop on the preparation of CY 2018 mid-year financial reports, to be hosted by the Division of Benguet (venue to be announced later) will be on July 8-13, 2018, inclusive of travel time.

2. The four (4) day workshop aims to:

- a. Facilitate the reconciliation of fund releases and reciprocal accounts;
- b. Facilitate the preparation, review and submission of accurate and timely mid-year financial reports of all Implementing Units;
- c. Address financial and budgetary issues;
4. Monitor and Assess Fund Utilization for the First Semester of FY 2018; and
- d. Discuss recent issuances on financial management.

3. Participants to the seminar-workshop are Finance Personnel of the Regional Office, Eight (8) Schools Division Offices and Forty Four (44) Secondary Schools classified as Implementing Units. Specifically, the number of participants from the region and schools divisions are as follows:

Region/Schools Division	Number of Participants
Regional Director/ Assistant Regional Director	1
Regional Office	8
Division of Abra	9
Division of Apayao	7
Division of Benguet	15
Division of Ifugao	10
Division of Kalinga	8

**Contact Numbers (Area Code: 074):**

Office of the Regional Director	422-1318	Administrative Division	422-1804	CLMD	422-7096	HRDD	422-9590
Fax	422-4074	Cash Section	423-2215	LRMDS	422-0615	NEAP-R	422-5500
Office of the ARO	422-8597	Payroll Section	424-3993	ESSD	423-1218	PPRD	422-9590
ICT Unit	422-1318	Records Section	423-2213	Finance Division	422-5155	QuAD	422-5187
Public Affairs Unit	422-1318	Supply Section	422-2196	FTAD	424-5197	COA	422-7434
Legal Unit	422-2214	General Services Unit	422-1804				



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Division of Mt. Province	13
Division of Baguio City	7
Division of Tabuk City	7
<b>Total</b>	<b>85</b>

4. Expenses for board and lodging shall be shouldered by the Regional Office, thru the Schools Division of Benguet, while travelling expenses of participants shall be charged against their respective local funds.
5. All disbursements relative to the conduct of this seminar/workshop shall be subject to the usual budgeting, accounting and auditing rules and regulations.
6. **Check in will be in the afternoon of July 8, 2018. First meal to be served is dinner of the same day while check out will be at 12 noon on July 13, 2018.**
7. **All Implementing Units are required to strictly comply with the submission of all reports on time.** The deadline of submission will be on July 12, 2017, 7:00 P.M. Please refer to the attached list of reports to be submitted.
8. Immediate and wide dissemination of this Memorandum is desired.

  
**MAY B. ECLAR, Ph. D., CESO V**  
Officer-in-Charge  
Office of the Regional Director

SGT/clp

**Contact Numbers (Area Code: 074):**

Office of the Regional Director	422-1318	Administrative Division	422-1804	CLMD	422-7096	HRDD	422-9590
Fax	422-4074	Cash Section	423-2215	LRMDS	422-0615	NEAP-R	422-5500
Office of the ARD	422-9590	Payroll Section	424-3993	ESSD	423-2218	PPRD	422-9590
ICT Unit	422-1318	Records Section	423-2213	Finance Division	422-5155	QuAD	422-5187
Public Affairs Unit	422-1318	Supply Section	422-2198	FTAD	424-5187	COA	422-7434
Legal Unit	423-2214	General Services Unit	422-1804				



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**LIST OF FINANCIAL REPORTS TO BE SUBMITTED**

**A. REGULAR FUND:**

1. Trial Balance;
2. Detailed Statement of Financial Performance;
3. Detailed Financial Position;
4. Detailed Statement of Changes on Net Assets / Equity;
5. Statement of Cash Flow;
6. Status of Cash Advances;
7. Report on Aging of Cash Advances;
8. Schedule of Accounts Receivable with Aging as of June 30, 2018;
9. Schedule of Accounts Payable with Aging as of June 30, 2018;
10. Schedule of Subsidy from National Government;
11. Status of NCAs Recieved/Utilized with justifications on unutilized NCAs as of June 30, 2018;
12. Summary of Tax Remittance Advice (TRA);
13. Reconciliation of Reciprocal Accounts (for Division Offices).

**B. PROVIDENT FUND (for division offices):**

1. Trial Balance;
2. Detailed Statement of Financial Performance;
3. Detailed Statement of Financial Position;
4. Detailed Statement of Changes on Net Assets / Equity;
5. Statement of Cash Flow;
6. Report on Delinquent Loans (per memo dated Oct. 8, 2012);
7. Schedule/Ageing of Loans Receivables;
8. Status of Service Fees Collected and Deposited to BTr;

**C. TRUST FUND:**

1. Trial Balance;
2. Detailed Statement of Financial Performance;
3. Detailed Statement of Financial Position;
4. Detailed Statement of Changes on Net Assets / Equity;
5. Statement of Cash Flow;

**Contact Numbers (Area Code: 074):**

Office of the Regional Director 422-1318  
Fax 422-4074  
Office of the ARD 422-9590  
CR Unit 422-1315  
Public Affairs Unit 422-1318  
Legal Unit 422-2214

Administrative Division 422-1804  
Cash Section 422-2215  
Payroll Section 424-3990  
Records Section 422-2213  
Supply Section 422-2198  
General Services Unit 422-1804

CLMD 422-7096  
LRMDS 422-0615  
ESSD 423-7218  
Finance Division 422-5155  
ETAD 424-5187

HRDD 422-9590  
NEAP-R 422-5500  
PPRD 422-9590  
QuAD 422-5187  
COA 422-7434



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**D. OTHER REPORTS:**

1. Updates on AOM Compliance- 2016 and Prior Years (as of June 30, 2018);
2. FAR No. 2- Statement of Approved Budget, Utilizations, Disbursements and Balances;
3. FAR No. 2A- Summary of Approved Budget Utilizations, Disbursements and Balances by Object of Expenditures;
4. FAR No. 4- Monthly Report of Disbursements;
5. FAR No. 5- Quarterly Report of Revenue & Other Receipts
6. Status of MOOF Downloading
7. Consolidated Report on Aging of Cash Advances

**E. BUDGETARY REPORTS:**

1. Statement of Appropriation, Allotments, Obligations, Disbursements and Balances (FAR No. 1);
2. Summary of Appropriations, Allotments, Obligations, Disbursements and Balances by Object of Expenditures and by PPA (FAR No. 1-A)

**Contact Numbers (Area Code: 074):**

Office of the Regional Director	422-1318	Administrative Division	422-1804	CLMD	422-7096	HRDD	422-9590
Fax	422-4074	Cash Section	423-2215	LRMDS	422-0615	NEAP-R	422-5500
Office of the ARE	422-9590	Payroll Section	424-3993	ESSD	423-2218	PPRD	422-9590
Office	422-1318	Records Section	423-2213	Finance Division	422-6155	QuAD	422-5187
Public Affairs Unit	422-1318	Supply Section	422-2198	ITAD	424-5187	COA	422-7434
Legal Unit	423-2214	General Services Unit	422-1804				