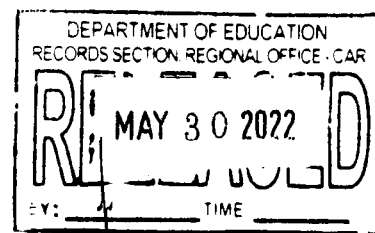




Republic of the Philippines
Department of Education
 Cordillera Administrative Region



May 27, 2022

REGIONAL MEMORANDUM
 No. 253.2022

REGIONAL SEMINAR-WORKSHOP ON THE PREPARATION OF FY 2022 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. In preparation for the National Seminar- Workshop on the preparation of FY 2022 mid-year financial reports, the regional office through the finance division will be conducting the Regional Seminar-Workshop on the preparation of the regionwide FY 2022 mid-year financial reports on July 4- 8, 2022, to be hosted by the Division of Abra (Face to Face and exact venue to be announced later), 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; 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 Fifty Two (52) 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 Office	10
Division of Abra	9
Division of Apayao	7
Division of Benguet	18
Division of Ifugao	10
Division of Kalinga	8
Division of Mt. Province	14
Division of Baguio City	11
Division of Tabuk City	7
Total	94





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4. Expenses for board and lodging shall be shouldered by the Regional Office, thru the Schools Division of Abra, 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 4, 2022. First meal to be served is dinner of the same day while last meal to be served is breakfast of July 8, 2022.
7. For the region to be able to meet the deadline for the submission of the regional mid-year financial reports, Implementing Units are required to prepare all the required reports before the scheduled workshop, for finalization during the workshop after the reports have been reconciled and reviewed by the regional office finance personnel. Attached is the list of financial reports to be submitted.
8. Immediate and wide dissemination of this Memorandum is desired.


ESTELA P. LEON-CARIÑO EdD, CESO III
Director IV/ Regional Director 

SGT/clp





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LIST OF FINANCIAL REPORTS TO BE SUBMITTED

A. REGULAR FUND:

1. Pre and Post Closing Trial Balance;
2. Detailed and Condensed Comparative Statement of Financial Performance;
3. Detailed and Condensed Comparative Financial Position;
4. Detailed Comparative Statement of Changes on Net Assets / Equity;
5. Comparative Statement of Cash Flow;
6. Statement of Comparison of Budget and Actual Amount (SCBAA);
7. Notes to Financial Statements;
8. Status of Cash Advances;
9. Report on Aging of Cash Advances;
10. Schedule of Accounts Receivable with Aging;
11. Schedule of Accounts Payable with Aging;
12. Schedule of Subsidy from National Government;
13. Summary of Tax Remittance Advice (TRA);
14. Reconciliation of Reciprocal Accounts (for Division Offices).
15. Statement of NCA Received and Utilization;
16. Status of Cash Balance;
17. Budget and Financial Accountability Reports (BFARS)

FAR 1	-	Statement of Appropriations, Allotments, Obligations, Disbursements and Balances (SAAODB)
FAR 1-A	-	Summary of Appropriations, Allotments, Obligations, Disbursements and Balances by Object of Expenditures (SAAODBOE)
FAR 2 & 2A	-	Statement of Approved Budget, Utilizations, Disbursements and Balances by object of expenditures (off budget accounts)
FAR 4	-	Monthly Report of Disbursements (MRD)
FAR 5		Quarterly Report of Revenue and Other Receipts (QRROR)
FAR 6	-	Statement of Approved Budget, Utilizations, Disbursements and Balances for Trust Receipts.





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B. PROVIDENT FUND (for division offices):

1. Pre and Post Closing Trial Balance;
2. Detailed and Condensed Comparative Statement of Financial Performance;
3. Detailed and Condensed Comparative Financial Position;
4. Detailed Comparative Statement of Changes on Net Assets / Equity;
5. Comparative Statement of Cash Flow;
6. Notes to Financial Statements;
7. Report on Delinquent Loans (per memo dated Oct. 8, 2012);
8. Schedule/Ageing of Loans Receivables;
9. Status of Funds

C. TRUST FUND:

1. Pre and Post Closing Trial Balance;
2. Detailed and Condensed Comparative Statement of Financial Performance;
3. Detailed and Condensed Comparative Financial Position;
4. Detailed Comparative Statement of Changes on Net Assets / Equity;
5. Comparative Statement of Cash Flow;
6. Notes to Financial Statements;
7. Status of Cash Advances;
8. Schedule of Accounts Receivable with aging;
9. Schedule of Accounts Payable with aging;

