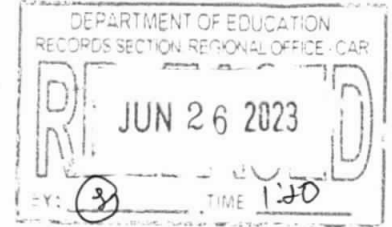




Republic of the Philippines
Department of Education
Cordillera Administrative Region



June 26, 2023

REGIONAL MEMORANDUM
No. **299-2023**

REGIONAL SEMINAR-WORKSHOP ON THE PREPARATION OF FY 2023 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 2023 mid-year financial reports, the regional office through the finance division will be conducting the Regional Seminar-Workshop on the preparation of FY 2023 mid-year financial reports on July 10- 14, 2023 within Baguio City (exact venue to be announced later).
2. The workshop aims to:
 - a. Facilitate the reconciliation of fund releases and reciprocal accounts;
 - b. Facilitate the preparation, review, and submission of accurate, reliable 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 in the seminar- workshop are Finance Personnel of the Regional Office, Eight (8) Schools Division Offices and Fifty Six (56) Secondary Schools classified as Implementing Units.
4. Expenses for board and lodging shall be shouldered by the Regional Office while travelling expenses of participants shall be charged to 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.



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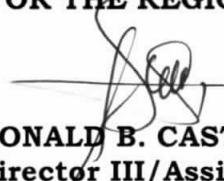
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6. For the region to be able to meet the deadline for the submission of the consolidated regional mid-year financial reports, Implementing Units are required to prepare all the required reports before the scheduled workshop, for finalization during the workshop proper after the reports have been reconciled and reviewed by the regional office finance personnel. Attached is the list of financial reports to be submitted.

7. Immediate and wide dissemination of this Memorandum is desired.

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

FOR THE REGIONAL DIRECTOR:


RONALD B. CASTILLO, CESO V
Director III/Assistant Regional Director

FINANCE/clp



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LIST OF FINANCIAL REPORTS TO BE SUBMITTED

REGULAR FUND, BUSINESS RELATED, TRUST AND PROVIDENT FUNDS

1. Pre-closing Trial Balance
2. Detailed and Condensed Statement of Financial Performance
3. Detailed and Condensed Statement of Financial Position
4. Detailed Statement of Changes on Net Assets/Equity
5. Detailed Statement of Cash Flow
6. Status of Cash Advances
7. Aging of Unliquidated Cash Advances
8. Unliquidated Cash Advances (Breakdown per Year)
9. Aging of Cash Advances (except Loans Receivable- Others in Provident Fund)
10. Breakdown per year of Receivables
11. Aging of Accounts Payable
12. Receivable Report- provide the nature/type of transaction, reasons why they remain uncollected & list of customer
13. Subsidy from National Government (Regular Fund)
14. Status of NCAs Received / Utilized (Regular Fund)
15. Summary of Receipt of Notice of Transfer Allocation from Regional Office (Regular Fund)
16. Summary of Tax Remittances Advice (TRA)
17. Report of Delinquent Loans (Provident Fund)
18. Status Report on Loans (Provident Fund)
19. Cash Disbursements & Receipts (Provident Fund)
20. Aging of Loans Receivable by reason of delinquency (Provident Fund)
21. Report of Service Fees Collected & Deposited to BTR
22. FARs 1,2,4,5, and 6
23. Status of Downloading of School MOOE
24. Complete List of Existing Bank Accounts (RO, DO, IU) using the format per DBM - DOF - COA JAO No. 2012-01 dated January 6, 2012
25. Consolidated Summaries of Bank Accounts Opened for the MOOE of Non-IU Schools -Annex K-2 per DO s2019-029



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