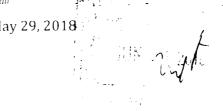


Republic of the Philippines DEPARTMENT OF IDUCATION

CORDILLERA ADMINISTRATIVE REGION

Wangal. La Trinidad, Benguet, 2601 Email

May 29, 2018



REGIONAL MEMORANDUM No.

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

Schools Division Superintendent T0: Secondary School Principals Division Accountants and Budget Officers Senior Bookkeepers of Implementing Units All Others Concerned

Website

- The Regional Seminar-Workshop on the preparation of CY 2018 mid-year 1. 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:
 - Facilitate the reconciliation of fund releases and reciprocal a. accounts:
 - Facilitate the preparation, review and submission of accurate and b. timely mid-year financial reports of all Implementing Units;
 - Address financial and budgetary issues; С.
 - Monitor and Assess Fund Utilization for the First Semester of FY 4. 2018: and
 - Discuss recent issuances on financial management. d.
- 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		



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Division of Mt. Province		13
Division of Baguio City	•	7
Division of Tabuk City	· · · · · · · · · · · · · · · · · · ·	7
Total		85

- 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 <u>strictly comply</u> with the submission of all reports <u>on time</u>. The deadline of submission will be on July 12, 2017, 7:00 P.M. Please refer to the attached list of reports to the 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



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CORDILLERA ADMINISTRATIVE REGION

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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 Recievied/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 Co	ode: 074):						
Office of the Regional Dis	4.72-40 14	Administrative Division	422-1804	CL MD	422-7096	HRDD	422-9590
Fax		Cash Section	423-2215	LRMDS	422-0615	NEAP-R	422-5500
Office of the ARC	422-9590	Payroli Section	424-3995	ESSD	423-72 18	PPRD	422-9590
Official	423-1315	Records Section	423-2 21 3	Finance Division	422-5155	QuAD	422-5187
Public Affairs 11 1 Legal 1 in t	420-1319 423-2214	Supply Section General Services Unit	422-2198 422-1804	FTAD	424-5187	COA	422-7434



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D. OTHER REPORTS:

- 1. Updates on ΔOM Compliance- 2016 and Prior Yeats (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 MOOE Downloading

Website

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)