



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF OZAMIZ CITY

DIVISIONAL MEMORANDUM

No. **181** , s. 2024

TO : Assistant Schools Division Superintendent
Accountant III
Administrative Officer V (Budget)
Division Finance Personnel
Senior Bookkeepers, Implementing Units
All Others Concerned

SUBJECT : **DIVISIONAL WORKSHOP ON RECONCILIATION OF
ACCOUNTS AND PREPARATION OF CY 2024 MIDYEAR
FINANCIAL REPORTS**

DATE : **June 25, 2024**

1. To ensure timely compliance on the submission of relevant and accurate midyear financial reports, this office, through the Finance Services, will conduct a 3-day Divisional Workshop on Reconciliation of Accounts and Preparation of CY 2024 Midyear Financial Reports on July 3 to 5, 2024. The venue will be at **BE Palace Hotel on July 3, 2024**, and the **Board Room, Division of Ozamiz City on July 4 and 5, 2024**.
2. The activity is aimed at achieving the following:
 - a. Undertake the reconciliation of fund releases downloaded to the implementing units (IUs)
 - b. Prepare, review, and consolidate financial reports and schedule of accounts.
3. The expected participants of the activity are the Division Accountant, Budget Officer, Finance Personnel assigned to the preparation and consolidation of the required reports, and bookkeepers of three (3) implementing units.
4. All participants shall strictly comply with the submission of all the reports on time. The deadline for the submission is on **July 5, 2024 PM**. Please refer to the attached list of reports to be submitted.



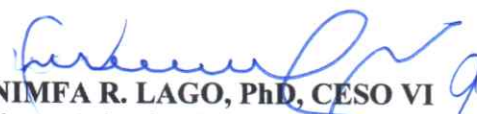
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5. No registration fee shall be collected from the participants. Participants shall be responsible for their provisions on July 4-5, 2024.
6. For concerns and queries, kindly coordinate with Mrs. Maricel D. Avila, CPA, Accountant III, Finance Unit of Division of Ozamiz City.
7. Please ensure prompt dissemination of this memorandum.


NIMFA R. LAGO, PhD, CESO VI
Assistant Schools Division Superintendent
OIC-Assistant Schools Division Superintendent



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Attachment to Divisional Memorandum ____, 2024

**EXPECTED OUTPUT OF THE DIVISIONAL WORKSHOP ON RECONCILIATION
OF ACCOUNTS AND PREPARATION OF CY 2024 MIDYEAR FINANCIAL
REPORTS**
(Reports as of June 30, 2024)

REGULAR FUND

1. Statement of Management Responsibility
2. Pre-Closing Trial Balance
3. Post-Closing Trial Balance
4. Detailed Statement of Financial Performance
5. Condensed Statement of Financial Performance
6. Detailed Statement of Financial Position
7. Condensed Statement of Financial Position
8. Detailed Statement of Changes on Net Assets and Equity
9. Statement of Cash Flow
10. Status of Cash Advances
11. Report on Aging of Unliquidated Cash Advances
12. Report on Unliquidated Cash Advances (Breakdown per year)
13. Report on Aging of Cash Advances
14. Schedule of Aging of Accounts Receivable
15. Schedule of Aging of Accounts Payable
16. Subsidy from National Government
17. Status of NCAs Received/Utilized
18. Summary of Tax Remittances Advice (TRA)
19. Receivables Report (per account) – provide the nature / type of transaction, reason why they remain uncollected and list of customers
20. Breakdown per Year of Receivables
21. Softcopy of the Reports

PROVIDENT FUND

1. Statement of Management Responsibility
2. Pre-Closing Trial Balance
3. Post-Closing Trial Balance
4. Detailed Statement of Financial Performance
5. Condensed Statement of Financial Performance
6. Detailed Statement of Financial Position
7. Condensed Statement of Financial Position



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8. Detailed Statement of Changes on Net Assets and Equity
9. Statement of Cash Flow
10. Report of Delinquent Loans
11. Aging of Loans Receivable
12. Certification of Deposit from BTr
13. Status Report of Funds
14. Status of Report on Loans
15. Cash Disbursements and Receipts
16. Aging of Loans Receivable by Reason of Delinquency
17. Report of Service Fees Collected & Deposited to BTr
18. Status of Cash Advances
19. Report on Aging of Unliquidated Cash Advances
20. Report on Unliquidated Cash Advances (Breakdown per year)
21. Report on Aging of Cash Advances
22. Receivables Report (per account) – provide the nature / type of transaction, reason why they remain uncollected and list of customers
23. Breakdown per Year of Receivables
24. Softcopy of the Reports

OTHER REPORTS

1. Far No. 2
2. Far No. 2A
3. Far No. 4
4. Far No. 5
5. Far No. 6
6. Status of Implementation of AAPSI of CY 2023
7. Status of Downloading of School MOOE
8. List of Existing Bank Accounts
9. Consolidated Summaries of Bank Accounts Opened for the MOOE of Non IU

BUDGET REPORTS

1. Far No. 1
2. Far No. 1A
3. Far No. 1B
4. Far No. 1C
5. Soft copy of BMS



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PANDONG

#PadayonAsensoOzamiz