



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

October 14, 2022

REGION MEMORANDUM
FD No. 12, s. 2022

**RESCHEDULED REGIONAL SEMINAR WORKSHOP ON THE PREPARATION
OF CY 2022 3RD QUARTER FINANCIAL REPORTS**

To: Schools Division Superintendents

1. This has reference to Region Memorandum FD No. 06 s., 2022 re: Schedules of Regional Seminar - Workshops on the Preparation of Financial Reports.
2. The 3rd Quarter workshop is rescheduled to **November 2-4, 2022** at **The Farm @ Carpenter Hill**, Koronadal City.
3. Deadline for the submission of Reports is on October 20, 2022.
4. Enclosed are the Matrix of Activities and Checklist of Reports for the guidance of all concerned
5. Questions and clarifications on this concern may be addressed to Finance Division through Maria Jeanette N. Delima, SAO-FD at mariajeanette.delima@deped.gov.ph or contact (083) 228-1895.


CARLITO D. ROCAFORT
Director IV

Enclosures: As stated
Reference: Region Memorandum FD No. 06 s., 2022
Allotment: None
To be indicated in the Perpetual Index under the subject
REPORT WORKSHOP

JVB/FD-A/RM/ RESCHEDULE OF THE REGIONAL SEMINAR WORKSHOP ON THE PREPARATION OF CY 2022 3RD QUARTER FINANCIAL REPORTS/008/OCTOBER 03, 2022



Regional Center, Brgy. Carpenter Hill, City of Koronadal
Telefax No.: (083) 2288825/ (083) 2281893
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Enclosure 1 to Region Memorandum FD No. 12, s. 2022:

Schedule of Activities
 November 2-4, 2022

Day 1- November 2, 2022

Time	Activity	In-charge/Resource Person
10:00 am- 12:00nn	Registration	SDO Cotabato
12:00-1:30pm	Lunch	
1:30-2:00pm	Preliminaries	SDO Cotabato
	Acknowledgment of participants and guests	Marrisa J. Jusi AO V, SDO Cotabato
	Welcome Remarks	Isagani S. Dela Cruz, CESO V SDS, SDO Cotabato
	Statement of Purpose	Ma. Lourdes A. Sanchez, CPA CAO-Finance
	Messages	Rebonfamil R. Baguio, CESO V Director III Carlito D. Rocafort, CESO V Director IV
2:00-3:00pm	DBM new issuances and other concerns	Akmad J. Usman, CPA Regional Director, DBM RO XII
3:00-3:30pm	Open Forum	
3:30-4:30	MC No. 06 s. 2022 (Policies on Flexible Work Arrangements in the Government)	Resurreccion P. Pueyo Director IV, CSC Region XII
4:30-5:00pm	Open forum	
6:00-7:00pm	Dinner	

Day 2- November 3, 2022

Time	Activity	In-charge/Resource Person
6:30-7:30am	Breakfast	
8:15-8:30AM	Management of Learning Attendance Checking	SDO Tacurong and SDO Sultan Kudarat
8:30-10:00AM	Year –End Tax adjustments and other BIR updates	Rodrigo L. Rivamonte Regional Director Revenue Region No. 18, Koronadal City
10:00-10:30AM	Open Forum	





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10:30-11:30AM	COA new issuances and other concerns	Carmencita Eden C. Talob, Regional Supervising Auditor, COA Region XII
11:45-12:00nn	Open Forum	
12:00-1:00pm	Lunch break	
1:00-5:00pm	Workshop Proper	
6:00-7:00pm	Dinner	

Day 3- November 4, 2022

Time	Activity	In-charge/Resource Person
6:30-7:30am	Breakfast	
8:15-8:30AM	Management of Learning	SDO Kidapawan and SDO General Santos City
8:30-10:00am	Finalization of Reports	Participants
9:30-10:30am	Status of Submission of reports	Jessebelle V. Bayoneta, Accountant II, ROP
10:30-11:30am	Closing program	Regional Office
11:30-12:00nn	Ways forward and commitment	Maria Jeanette N. Delima, SAO-FD
12:00-1:00pm	Lunch	
1:00-onwards	Check Out and Homebound travel	

MJND/FD-A/SA/008/October 14, 2022



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Enclosure 2 to Region Memorandum FD No. 12, s. 2022:

CHECKLIST OF REQUIREMENTS
REGIONAL SEMINAR/ WORKSHOP ON THE PREPARATION
OF CY 2022 3rd QUARTER FINANCIAL REPORTS
November 2-4, 2022

BUDGET REPORTS

1. Budgetary and Financial Accountability Reports (BFARs)
2. Statement of Appropriations, Allotments, Obligations, Disbursements and Balances (FAR No. 1)
3. Summary of Appropriations, Allotments, Obligations, Disbursements and Balances by Object of Expenditures and by PPA (FAR No. 1-A)
4. List of Allotments and Sub-Allotments (FAR No. 1-B)
5. Summary List of SAROs issued by DBM-ROs

ACCOUNTING REPORTS

A. REGULAR FUND

1. Consolidated Status of Cash Advance
2. Consolidated Report on Aging of Cash Advances
3. Unliquidated Cash Advances Breakdown per Year
4. Consolidated Report on Aging of Cash Advances (Annex 8)

B. TRUST FUND

1. Consolidated Status of Cash Advance
2. Consolidated Report on Aging of Cash Advances

C. PROVIDENT FUND

1. Service Fees Collected and Deposited to BTr

D. OTHER REPORTS

1. AAPSI for CY 2021 <https://bit.ly/3pqvjpY>
2. AAPSI for Prior Years <https://bit.ly/3pAqv13>
3. Status of NS/ND/NC <https://bit.ly/3SYdTP1>
4. Budgetary and Financial Accountability Reports (BFARs)
 - 2.1.1 FAR No. 4 Monthly Report of Disbursement
 - 2.1.2 FAR No. 5 Quarterly Report of Revenue & Other Receipts
5. Status of Schools MOOE Downloading
6. Status of Opening of Bank Accounts

JVB/FD-A/COR/October 6, 2021



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