

TRACKING #:

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DATE: 22 JUN 2021



Republic of the Philippines

Department of Education

Caraga Region

SCHOOLS DIVISION OF SURIGAO DEL SUR

Office of the Schools Division Superintendent

JUNE 22, 2021

Division MEMORANDUM

No. 282, s. 2021

SUBMISSION OF MID-YEAR FINANCIAL REPORTS FOR CY 2021

To : The Secondary IU's School Principal
IU's Senior Bookkeepers & Designate
IU's Budget Officers & Designate
This Division
All Others Concerned

1. The following implementing units are hereby directed to submit on June 30, 2021 (Wednesday) the complete set of Mid-year Financial Reports for CY 2021, including the scanned copies (**see attached Annex A for the complete list of financial reports**), to wit;

- Adlay NHS
- Anibongan NHS
- Barcelona NHS
- Barobo NHS
- Cantilan NHS
- Carmen NAHS
- Carrascal NHS
- Doña Carmen NHS
- Felisberto V. NHS
- Florita HINHS
- Gamut Barobo NHS
- Gamut Tago NHS
- Hinatuan NCHS
- Lianga NCHS
- Lingig NHS
- Madrid NHS
- Marihatag NAHS
- M.K. Yusingco NHS
- Portlamon PUNHS
- Purisima NHS
- Salvacion NHS
- San Miguel NCHS
- Solomon PLNHS
- St. Christine NHS
- Sto. Niño NHS
- Tagasaka NHS
- Tagbina NHS
- Tidman NHS
- Unidad NHS

2. It has come to the attention of the Accounting Unit's Officer-in-Charge that given deadlines of the IU's Monthly and Quarterly Reports are not being strictly followed by some Bookkeepers and Budget Officers.

3. In view of this, all Bookkeepers and/or designate are enjoined to strictly comply with the required timely submission of their respective IU's reports.

4. Failure to comply with this memorandum, shall be dealt with administratively, pursuant to DepEd Order No. 49, s.2006, otherwise known as



Balilahan, Mabua, Tandag City, Surigao del Sur, 8300

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Date: 4/22/2021

Version: V2



ISO Cert. No. AW/PH909100102

DC No: I-OSDS-004



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SCHOOLS DIVISION OF SURIGAO DEL SUR

“Revised Rules of Procedure of the Department of Education in Administrative Cases.”

5. Immediate dissemination of and strict compliance with this memorandum is highly desired.


JOSITA B. CARMEN, CESO V
Schools Division Superintendent 



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Annex A

Complete List of Financial Reports (to be submitted monthly, quarterly and year-end)

1. Trial Balance
2. Statement of Financial Position (Detailed and Condensed)- Comparative during quarterly and year-end submission
3. Statement of Financial Performance (Detailed and Condensed)- Comparative during quarterly and year-end submission
4. Statement of Changes in Net Assets/Equity- Comparative during quarterly and year-end submission
5. Statement of Comparison of Budget and Actual Amounts- Comparative during quarterly and year-end submission
6. Statement of Cash Flows- Comparative during quarterly and year-end submission
7. Statement of Management Responsibility- To be submitted every quarter and year-end
8. Notes to the Financial Statements (FS)- To be submitted during year-end
9. Journal Entry Voucher (JEV)- Monthly submission (separate per fund cluster and the cash & non-cash JEVs must be presented separately)
10. General Journal
11. Cash Receipts Journal (if any/applicable)
12. Cash Disbursement Journal (if any/applicable)
13. Check Disbursement Journal (maintained by fund cluster)
14. ADA Disbursement Journal (maintained by fund cluster)
15. General Ledgers
16. Subsidiary Ledgers
17. Monthly Bank Reconciliation Statement (Per Fund Cluster)
18. FAR 4 (Monthly Report of Disbursement)
19. Status of Cash Advances and Aging of Cash Advances
20. Accounts Payable and Aging
21. Accounts Receivable and Aging
22. Due from NGAs & Other Payables
23. Report on Service Fee Collections Deposited to Bureau of Treasury- Quarterly
24. NCA Received (NCA, SAROs and SUB-AROs Documents must be scanned)
25. NCA Utilized thru ADA & Check
26. TRA Schedule
27. Reversion Schedule (quarterly and year-end)
28. Subsidy Income from National Government (SING)
29. Supplies Ledger Card (SLC)- Quarterly and Year-end
30. Property, Plant & Equipment Ledger Card (PPELC)- Quarterly and Year-end
31. Other supporting schedules deemed necessary and as advise from competent authorities



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