



Republic of the Philippines  
**Department of Education**  
SOCCSKSARGEN REGION  
SCHOOLS DIVISION OF SARANGANI

  
JIP  
JUL 2, 2024  
1:47 PM

**28 Jun 2024**

**DIVISION MEMORANDUM**

OSDS-2024-083

SEMINAR-WORKSHOP ON THE PREPARATION OF CY 2024  
MID-YEAR FINANCIAL REPORTS

To: Assistant Schools Division Superintendent  
Public Schools District Supervisors  
School Heads of the Implementing Units  
All Others Concerned

1. The Finance Services Section - Accounting and Budget Units will conduct a **Seminar-Workshop on the Preparation of CY 2024 Mid-Year Financial Reports** on 08-09 July 2024, at Sun City Suites, General Santos City.
2. The objectives of the activity are as follows:
  - a. To generate, reconcile, and consolidate Financial Reports;
  - b. To complete Accounting and Budget Financial Mid-Year Reports for CY 2023; and
  - c. To achieve timely submission of reports to COA, DepEd, and DBM RO-XII.
3. Participants in this activity include Bookkeepers and Disbursing Officers of Implementing Units and representatives from Accounting and Budget Units. Please refer to the attachments for the complete list of participants and reports to be prepared, and the activity matrix.
4. This is a live-in seminar and attendance is mandatory for all identified personnel. Participants are required to bring their laptops during the activity.
5. For inquiries, contact Mr. Leonardo O. Eugenio, CPA at 09222199441.
6. Immediate dissemination of this Memorandum is desired.

  
**RUTH L. ESTACIO PhD, CESO V**  
Schools Division Superintendent

Encl.: As stated

Reference: None

To be indicated in the Perpetual Index



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under the following subjects:

REPORTS  
SEMINARS  
WORKSHOPS

LOE/OSDS-AU/MLA – seminar-workshop on the preparation of cy 2024 mid-year financial reports  
0698/28 June 2024

**(Enclosure to DM-OSDS-2024-083)**

SEMINAR-WORKSHOP ON THE PREPARATION OF CY 2024  
MID-YEAR FINANCIAL REPORTS  
08-09 July 2024 | Sun City Suites, General Santos City

**List of Participants**

1. SDS Ruth L. Estacio PhD, CESO V
2. ASDS Atty. Nelyn B. Frinal, CESO VI
3. Leonardo O. Eugenio, CPA
4. Grace M. Albarracin
5. Karen B. Santarin
6. Dyna Lou Jane L. Catan
7. Jelyn B. Rencio
8. Ella Mae P. Cuarteros
9. Israel M. Bandalan
10. Edisa Retulla
11. Maria Gina B. Abecia
12. Haney Mae B. Catudio - Alabel NHS
13. Luruby B. Sarucam - Alabel NHS
14. Jeanalyn R. Ellaga - Alabel National Science HS
15. Razel Tabulao - Alabel National Science HS
16. Mary Grace E. Pacayra - Banate NHS
17. Edita O. Awanan - Banate NHS
18. Bonifacio S. Ladiza Jr.- Colon NHS
19. Gina Diso-asido Colon NHS
20. Renritz Brylle B. Salvacion - Glan Padidu NHS
21. Genova Joy G. Cordero - Glan Padidu NHS
22. Ranolyn B. Undray - GSAT
23. Johanne Xessna Lyn A. Hontiveros - GSAT
24. Chriselyn Torrejas - James Chiongbian NTS
25. Rosemarie Ygonia - James Chiongbian NTS
26. Analyn H. Erida - Leonard Young NHS
27. Ariel G. Rivamonte - Leonard Young NHS
28. Mariz A. Silva - Lun Padidu NHS
29. Eva B. Fermasis - Lun Padidu NHS
30. Rosemarie P. Ariz - Malalag NHS
31. Chrislyn Dullente - Malalag NHS
32. Bernalou B. Agreda - Malandag NHS
33. Cecille C. Tenorio - Malandag NHS
34. Janette M. Bernabe - Malapatan NHS
35. Nenita N. Solijon - Malapatan NHS
36. Paz R. Apostol - Pangyan NHS
37. Ariel M. Macatimbol - Pangyan NHS
38. Accounting/Budget Unit Personnel
39. Inspectorate
40. L&D Monitoring Personnel

SEMINAR-WORKSHOP ON THE PREPARATION OF CY 2024  
MID-YEAR FINANCIAL REPORTS  
08-09 July 2024 | Sun City Suites, General Santos City

**List of Reports**

REGULAR FUND

1. Statement of Management Responsibility
2. Consolidated Trial Balance
3. Condensed Financial Position
4. Detailed Financial Position
5. Condensed Statement of Financial Performance
6. Detailed Statement of Financial Performance
7. Detailed Statement of Changes on Net Assets/Equity
8. Statement of Cash Flow

PROVIDENT FUND

1. Statement of Management Responsibility
2. Consolidated Trial Balance
3. Condensed Financial Position
4. Detailed Financial Position
5. Condensed Statement of Financial Performance
6. Detailed Statement of Financial Performance
7. Detailed Statement of Changes on Net Assets/Equity
8. Statement of Cash Flow
9. Report of Delinquent Loans (per Memo dated Oct. 8, 2012)
10. Consolidated Aging of Loans Receivables - Others
11. Original Certification of Deposit from BTR (for NCA request; please include JEVS)
12. Status Report of Funds
13. Status of Service Fees Collected & Deposited to BTR
14. Reports on Allocations Received from National and Releases to the Schools Division Office

OTHER REPORTS

BFARs as of 20 June 2024:

1. FAR No. 2 - Statement of Approved Budget, Utilization, disbursements and Balances
2. FAR No. 2A - Summary of Approved Budget, Utilization, disbursements and Balances by Object of Expenditures
3. FAR No. 4 - Monthly Report of Disbursement
4. FAR No. 5 - Quarterly Report of Revenue & Other Receipts
5. FAR No. 6 - Quarterly Report of Approved Budget, Utilization, Disbursements and Balances for Trust Receipts
6. Status of MOOE Downloading as of 30 June 2024
7. Consolidated Reports on Cash Advances (Status, Aging, Annex 8, Annex 3)
8. Unliquidated Cash Advances (Breakdown per year)
9. AAPSI 2023 Updates as of 30 June 2024 (google sheet)
10. AAPSI (Prior Years) Updates as of 30 June 2024

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SEMINAR-WORKSHOP ON THE PREPARATION OF CY 2024  
MID-YEAR FINANCIAL REPORTS  
08-09 July 2024 | Sun City Suites, General Santos City

**Activity Matrix**

<b>Time</b>	<b>Topic</b>	<b>In Charge</b>
<b>Day 1: 08 July 2024</b>		
1:00PM-1:30PM	Registration	TWG
1:30PM-2:30PM	Opening Program:	
	Preliminaries	AVP
	Acknowledgement of Participants and Guest	Jelyn B. Rencio Accounting Staff
	Welcome Remarks	Leonardo O. Eugenio, CPA Accountant III
	Message	Dr. Ruth L. Estacio, CESO V Schools Division Superintendent
	Statement of Purpose	Grace M. Albarracin Budget Officer III
	Message	Atty. Nelyn B. Frinal, CESO VI Assistant Schools Division Superintendent
2:30PM-3:00PM	Status of Submission of Reports	Accounting & Budget Staff
3:00PM-4:00PM	Accounting Matters	Leonardo O. Eugenio, CPA Accountant III
4:00PM-5:00PM	Budget Matter	Grace M. Albarracin Budget Officer III
5:00PM-6:00PM	Dinner	
<b>Day 2: 09 July 2024</b>		
8:15AM-8:30AM	Management of Learning Attendance Checking	Selected IU
8:30AM-10:30AM	Workshop Proper	
10:30AM-10:45AM	Health Break	
10:45AM-12:00PM	Workshop Proper	
12:00PM-1:30PM	Lunch	
1:30PM-3:00PM	Workshop Proper	
3:00PM-4:00PM	Reconciliation on the Submitted Financial Reports	Accounting & Budget Staff
4:00-4:30PM	Finalization of Reports	Accounting & Budget Staff
4:30PM-5:00PM	Ways Forward	Leonardo O. Eugenio, CPA Accountant III