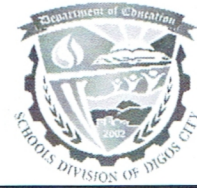




Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



DIVISION MEMORANDUM
No. 513, s. 2019

July 12, 2019

Conduct of the Seminar-Workshop on the Preparation of CY 2019 Mid-Year Financial Reports

To: NORELIZA A. MISAL, CPA
Accountant III

NEPTUNE L. TAMBILAWAN
Administrative Officer V

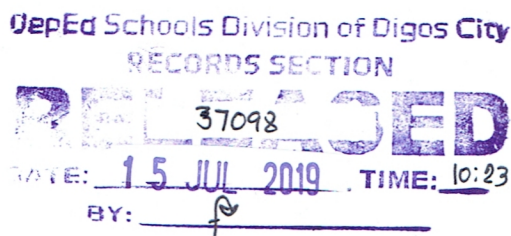
HEIDI ESCALONA
Administrative Assistant III

GISELLE D. GONZALES
Administrative Assistant I

1. In the exigency of the service, you are hereby directed to attend the Seminar-Workshop on the Preparation of Mid-Year Financial Reports and Reconciliation of Accounts. This is in connection to the unnumbered Regional Memorandum dated June 10, 2019.
2. This activity will be held on July 16-17, 2019 at NEAP RO XI, Quirino Avenue, Davao City. Expected participants to this seminar-workshop are the accountant, budget officer and one staff from each of the accounting and budget division.
3. Participants are requested to bring soft copies and other documents necessary in preparation and reconciliation of Consolidated Financial Reports/Statements and Budget and Financial Accountability Reports as of June 30, 2019.
4. Payment for meals and venue shall be charged against Regional Office funds while traveling expenses of the participants shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
5. Immediate dissemination of and compliance with this memorandum is desired.

FOR AND IN THE ABSENCE OF:

WINNIE E. BATON, EdD, CESE
Officer in Charge
Office of the Schools Division Superintendent



[Signature]
MELANIE P. ESTACIO, Ph.D.
OFFICER-IN-CHARGE
OFFICE OF THE ASSISTANT SCHOOLS DIVISION SUPERINTENDENT

Encls: List Enclosures
References: DepEd Order
To be indicated in the Perpetual Index under the following subjects:
SUBJECT

jake lloyd vencia: memorandum title
12 July 2019

DEPARTMENT OF EDUCATION
SEMINAR / WORKSHOP ON THE PREPARATION OF CY 2019 MID-YEAR FINANCIAL REPORTS
REGION II

LIST OF FINANCIAL REPORTS FOR SUBMISSION TO CENTRAL OFFICE

REGULAR FUND	
1	Statement of Management Responsibility
2	Consolidated Pre-Closing 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	Consolidated Status of Cash Advances
10	Consolidated Report on Aging of Cash Advances
11	Consolidated Schedule of Accounts Receivable with Aging
12	Consolidated Schedule of Accounts Payable with Aging
13	Consolidated Subsidy from National Government (SNG)
14	Consolidated Status of MCAs Received / Utilized
15	SOFT COPY

TRUST FUND	
1	Statement of Management Responsibility
2	Consolidated Pre-Closing 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	Consolidated Status of Cash Advances
10	Consolidated Report on Aging of Cash Advances
11	Consolidated Schedule of Accounts Receivable with Aging
12	Consolidated Schedule of Accounts Payable with Aging
13	SOFT COPY

PROVIDENT FUND	
1	Statement of Management Responsibility
2	Consolidated Pre-Closing 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	Consolidated Status of Cash Advances
10	Consolidated Report on Aging of Cash Advances
11	Consolidated Schedule of Accounts Receivable with Aging
12	Consolidated Schedule of Accounts Payable with Aging
13	Report of Delinquent Loans (per Memo dated Oct. 8, 2012)
14	Consolidated Aging of Loans Receivables - Others
15	Original Certification of Deposit from BTR (for MCA request) (Please include JEVS)
16	Status Report of Funds as prescribed by EMAD
17	Status of Service Fees Collected & Deposited to BTR
18	Report on Allocations Received from National and Releases to Division Offices
19	SOFT COPY

BUSINESS RELATED FUND	
1	Statement of Management Responsibility
2	Consolidated Pre-Closing 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	Consolidated Status of Cash Advances
10	Consolidated Report on Aging of Cash Advances
11	Consolidated Schedule of Accounts Receivable with Aging
12	Consolidated Schedule of Accounts Payable with Aging
13	SOFT COPY

EPIP	
1	Statement of Management Responsibility
2	Consolidated Pre-Closing 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
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12	Consolidated Schedule of Accounts Payable with Aging
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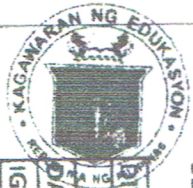
OTHER REPORTS	
1	BFARs as of June 30, 2019:
1.1	FAR No. 2 - Statement of Approved Budget, Utilizations, Disbursements and Balances
1.2	FAR No. 2A - Summary of Approved Budget, Utilizations, Disbursements and Balances by Object of Expenditures
1.3	FAR No. 4 - Monthly Report of Disbursements
1.4	FAR No. 5 - Quarterly Report of Revenue & Other Receipts
2	Status of MOOE Downloading for the month of June 30, 2019
3	Consolidated Report on Aging of Cash Advances (ANNEX 8)
4	AAPSI 2017 Updates as of June 30, 2019
5	AAPSI (Prior Years) Updates as of June 30, 2019

BUDGET DIVISION	
1	Budgetary and Financial Accountability Reports (BFARs)
1	Quarterly Physical Report of Operation (BAR No. 1)
1	Statement of Appropriations, Allotments, Obligations, Disbursements and Balances (FAR No. 1)
1	Summary of Appropriations, Allotments, Obligations, Disbursements and Balances by Object of Expenditures and by PPA (FAR No. 1-A)
1	List of Allotments and Sub-Allotments (FAR No. 1-B)
2	Copies of all SARO's issued by DBM-RO's
3	SOFT COPY of all the documents submitted



Address: F. Torres St., Davao City (8000)
Contact Telephone Number: (081) 222-1111

Republic of the Philippines
DEPARTMENT OF EDUCATION
REGION XI
Davao City



DEPED REGION XI
BEGINNING BALANCES FOR 2019

DIVISIONS	CASH & CASH EQUIVALENTS			ACCUMULATED SURPLUS/DEFICIT		
	REGULAR FUND	TRUST FUND	PROVIDENT FUND	REGULAR FUND	TRUST FUND	PROVIDENT FUND
DAVAO CITY	78,411.22	10,488,943.56	8,282,823.63	1,168,709,028.39		81,218,654.19
IGACOS	-	952,567.90	477,042.46	313,909,105.48		5,260,908.23
COMVAL	1,284,924.61	4,752,243.16	2,883,523.32	980,266,386.98	1,100,426.16	47,189,986.69
PANABO CITY	609,637.89	-	1,521,556.23	209,280,283.31		11,847,162.89
DAVAO DEL NORTE	337,497.61	949,715.86	297,065.17	954,062,551.15	493,383.00	31,223,771.78
DAVAO DEL SUR	316,858.80	1,322,744.36	420,048.75	587,917,881.73		29,327,928.19
DIGOS CITY	285,056.85	696,926.89	423,074.62	116,362,655.77	489,291.92	12,592,670.91
DAVAO OCCIDENTAL	183,210.40	-	-	2,107,140.15		
TAGUM CITY	1,084,772.06	-	99,221.83	603,539,034.63		15,319,124.42
DAVAO ORIENTAL	1,629,138.30	416,560.00	449,569.79	1,271,893,145.55		20,727,907.08
MATI CITY	20,000.00	1,067,174.72	3,116,089.92	402,455,339.18		23,783,951.51
CONSO BAL	5,829,507.74	20,646,876.45	17,970,015.72	6,610,502,552.32	2,083,101.08	278,492,065.89

Note:

Pls consider the following balances

DEPARTMENT OF EDUCATION
CONSOLIDATED STATUS OF CASH ADVANCE
Region XI
As of December 31, 2018

PARTICULARS	Total Unliquidated Cash Advance
(I)	(12=6+10)
1. Due from Officers and Employees	
Regional Office Proper	
Division of Davao City	
Division of Davao del Sur	44,692.10
Division of Davao del Norte	1,171,072.77
Division of Davao Oriental	2,500.00
Division of Compostela Valley	2,084,728.62
Division of Mati City	55,979.15
Division of Tagum City	
Division of Panabo City	
Division of Digos City	35,621.20
Division of Island Garden City of Samal	0.00
Division of Davao Occidental	154,236.34
Sub Total	3,548,830.18
2. Advances for Operating Expenses	
Regional Office Proper	-
Division of Davao City	-
Division of Davao del Sur	369,585.58
Division of Davao del Norte	807,620.10
Division of Davao Oriental	7,750,774.01
Division of Compostela Valley	6,142,080.27
Division of Mati City	7,101,302.76
Division of Tagum City	25,371.80
Division of Panabo City	925,969.57
Division of Digos City	816,718.50
Division of Island Garden City of Samal	546,236.23
Division of Davao Occidental	2,005,756.56
Sub Total	26,491,415.38
3. Advances for Payroll	
Regional Office Proper	3,000.00
Division of Davao City	-
Division of Davao del Sur	-
Division of Davao del Norte	-
Division of Davao Oriental	130,460.00
Division of Compostela Valley	7,500.00
Division of Mati City	-
Division of Tagum City	-
Division of Panabo City	-
Division of Digos City	-
Division of Island Garden City of Samal	6,000.00
Division of Davao Occidental	-
Sub Total	146,960.00
4. Advances to Special Disbursing Officers	
Regional Office Proper	1,228,168.48
Division of Davao City	-
Division of Davao del Sur	152,193.00
Division of Davao del Norte	130,950.89
Division of Davao Oriental	-
Division of Compostela Valley	106,270.00
Division of Mati City	-
Division of Tagum City	-
Division of Panabo City	177,932.86
Division of Digos City	-
Division of Island Garden City of Samal	69,729.36
Division of Davao Occidental	7,450.00
Sub Total	1,872,694.59
5. Advances to Officers and Employees	
Regional Office Proper	209,767.00
Division of Davao City	50,100.00
Division of Davao del Sur	4,452.50
Division of Davao del Norte	21,352.68
Division of Davao Oriental	394,935.47
Division of Compostela Valley	373,334.92
Division of Mati City	373,768.85
Division of Tagum City	-
Division of Panabo City	187,799.41
Division of Digos City	-
Division of Island Garden City of Samal	-
Division of Davao Occidental	5,678.00
Sub Total	1,621,188.83
GRAND TOTAL	33,681,088.98