



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF LUCENA CITY



10 Dec 2024


DIVISION MEMORANDUM

No. 842, s. 2024

**DIVISION WORKSHOP ON THE PREPARATION AND CONSOLIDATION
OF FY 2024 YEAR-END FINANCIAL REPORTS**

- TO:** OIC – Asst. Schools Division Superintendent
Chief Education Supervisors – SGOD & CID
Division Finance and Cash Unit Personnel
Elementary Bookkeepers and Disbursing Officers
Implementing Units Senior Bookkeepers and Disbursing Officers
Implementing Units Administrative Assistants
All Others Concerned
1. As part of the responsibility on the fair presentation and reliability of timely financial reports stated in the Government Accounting Manual, the Schools Division Office (SDO) through the Finance Services will hold the "Division Workshop on the Preparation and Consolidation of FY 2024 Year-End Financial Reports" on **December 17, 2024, 8:00 a.m.** at the **Lutgarda's Bistro and Private Rooms, Ilayang Iyam, Lucena City.**
 2. The activity aims to:
 - a. Prepare, consolidate and validate financial reports
 - b. Ensure accuracy and timely submission of financial reports to oversight agencies
 - c. Address finance issues/concerns
 3. Participants to this activity are the Division Finance and Cash Unit Personnel, Elementary Bookkeepers and Disbursing Officers, and Implementing Units Senior Bookkeepers, Disbursing Officers, and Administrative Assistants.
 4. Expenses of the participants for the meals and venue shall be charged to the Division MOOE for SDO personnel, and to the respective school MOOE for the participants from elementary and secondary schools.
 5. Matrix of Activity (Annex 1), List of Participants (Annex 2) and Technical Working Group (Annex 3) are attached herewith.

6. For queries and other concerns, you may contact the Accounting Section at **(042) 421-4161, (042) 421-4162, (042) 421-5137 local 249** or you may email us at **finance.lucena@deped.gov.ph**.
7. Immediate dissemination of this Memorandum is desired.


SUSAN D.L. ORIBIANA
Schools Division Superintendent



Annex 1

MATRIX OF ACTIVITY

TITLE OF ACTIVITY: **DIVISION WORKSHOP ON THE PREPARATION AND CONSOLIDATION OF FY 2024 YEAR-END FINANCIAL REPORTS**

DATE OF ACTIVITY: **DECEMBER 17, 2024**

TIME	TOPIC / ACTIVITY	PERSON RESPONSIBLE
8:00 AM-8:30 AM	Registration	Rowena D. Mauricio <i>Administrative Assistant II, LCNHS</i>
8:30 AM - 9:00 AM	OPENING PROGRAM	
	Philippine National Anthem	AVP
	Opening Prayer	Arlene S. Macalibo <i>Senior Bookkeeper, LCNHS</i>
	SDO Lucena Hymn	AVP
	DepEd Quality Policy	Desiree Z. Imperial <i>Administrative Officer II, LCNHS</i>
	Presentation of Participants	Imelda E. Guerrero <i>Senior Bookkeeper, CNHS</i>
9:00 AM - 9:30 AM	Accounting Concerns	Rhea A. Gallano-Mojica <i>Accountant III</i>
9:30 AM-10:00 AM	Budget Concerns	Maria Katherine A. Panganiban <i>AOV/ Budget Officers III</i>
10:00 AM – 10:30 AM	Cash Concerns	Maria Eleanor A. Pinza <i>AOIV/Cashier</i>
10:30 AM-11:00 AM	Open Forum	Rhea A. Gallano-Mojica Maria Katherine A. Panganiban Maria Eleanor A. Pinza
11:00 AM-12:00 AM	Break-Out Session/ Workshop Proper	Rhea A. Gallano-Mojica Maria Katherine A. Panganiban Maria Eleanor A. Pinza
LUNCH BREAK		
1:00 PM-3:00 PM	Presentation of Output	Senior Bookkeepers
3:00 PM-4:30 PM	Validation and Review of Financial Reports	Rhea A. Gallano-Mojica Maria Katherine A. Panganiban Maria Eleanor A. Pinza

4:30 PM-5:00
PM

AWARDING OF CERTIFICATES and CLOSING PROGRAM

Imelda E. Guerrero
Senior Bookkeeper, CNHS

Darwin N. Maralit
Administrative Assistant II, LCNHS

Masters of Ceremony

Annex 2**LIST OF PARTICIPANTS**

TITLE OF ACTIVITY: **DIVISION WORKSHOP ON THE PREPARATION AND CONSOLIDATION OF FY 2024 YEAR-END FINANCIAL REPORTS**

DATE OF ACTIVITY: **DECEMBER 17, 2024**

NO.	NAME	SEX	DESIGNATION	OFFICE / SCHOOL
1	RHEA A. GALLANO-MOJICA	F	Accountant III	OSDS-Accounting
2	REINALYN M. ALBANO	F	Administrative Assistant III	OSDS-Accounting
3	CREAM ERLYN T. ARONG	F	Administrative Assistant III	OSDS-Accounting
4	AILEEN R. NECIO	F	Administrative Assistant III	OSDS-Accounting
5	ADRIAN E. CALVENDRA	M	Administrative Assistant III	OSDS-Accounting
6	KIM BEVERLY A. ALBINO	F	Administrative Assistant III	OSDS-Accounting
7	MARILOU P. MORALINA	F	Administrative Assistant II	OSDS-Accounting
8	NESSA GAYLA G. MARTE	F	Administrative Assistant II	OSDS-Accounting
9	KURT BRICKZ A. ALBINO	M	Admin Support Staff	OSDS-Accounting
10	MARIA KATHERINE A. PANGANIBAN	F	AOV-Budget Officer III	OSDS-Budget
11	MIRELLA D. TALABONG	F	Administrative Assistant III	OSDS-Budget
12	MARY EDEN A. MALACAD	F	Administrative Assistant I	OSDS-Budget
13	MARIA ELEANOR A. PINZA	F	AOIV/Cashier	OSDS-Cash
14	JHOANNA MARIE CARANDANG	F	Administrative Assistant III	OSDS-Cash
15	RENZ EROLL ROMERO	M	Admin Aide VI	OSDS-Cash
16	VANESSA O OBLEFIAS	F	COA Clerk	COA
17	CHRISTIAN MANUEL J. CASTRO	M	COA Clerk	COA
18	LORNA A. AFABLE	F	Admin Asst III	NORTH DISTRICT/ GULANG-GULANG ES
19	JULIE M. COMIA	F	Admin Asst III	WEST DISTRICT/ LUCENA WEST I ES
20	ERWIN D. ALIDIO	M	Admin Asst III	EAST DISTRICT/ LUCENA EAST I ES
21	LORETO B. OBCEMEA	M	Admin Asst III	SOUTH DISTRICT/ DALAHICAN ES

22	NILFA P. CAPARROS	F	Admin Asst II	NORTH DISTRICT/ GULANG-GULANG ES
23	GIAN CARLA M. CAMANGA	F	Admin Asst II	SOUTH DISTRICT/ DALAHICAN ES
24	MAY C. DESEO	F	Admin Asst II	WEST DISTRICT/ LUCENA WEST I ES
25	ZYRA S. DELOS REYES	F	Admin Asst II	EAST DISTRICT/ LUCENA EAST I ES
26	ARLENE S. MACALIBO	F	Senior Bookkeeper	Lucena City NHS
27	ROWENA D. MAURICIO	F	Admin Asst II	Lucena City NHS
28	DARWIN N. MARALIT	M	Admin Asst II	Lucena City NHS
29	DESIREE Z. IMPERIAL	F	Admin Officer II	Lucena City NHS
30	RICHARD P. MONTELLANO	M	Senior Bookkeeper	Gulang-Gulang NHS
31	JENNYLYN H. EROA	F	Admin Asst II	Gulang-Gulang NHS
32	LALAINA P. ALCANTARA	F	Admin Asst II	Gulang-Gulang NHS
33	LIWAYWAY S. TALABONG	F	Admin Officer II	Gulang-Gulang NHS
34	IMELDA E. GUERRERO	F	Senior Bookkeeper	Cotta NHS
35	COLEAN R. EREZO	F	Admin Asst II	Cotta NHS
36	IVAN P. ALINA	M	Admin Asst II	Cotta NHS
37	SIEGFRED US. PANGANIBAN	M	Admin Asst II	Cotta NHS
38	ANGELO P. IBANEZ	M	Senior Bookkeeper	Lucena Dalahican NHS
39	ADELOU R. ORTAZON	F	Admin Asst II	Lucena Dalahican NHS
40	HONELYN F. TAN	F	Admin Asst II	Lucena Dalahican NHS

Note: Please use this template for **Division-Based** level training only.

Annex 3**TECHNICAL WORKING GROUP**

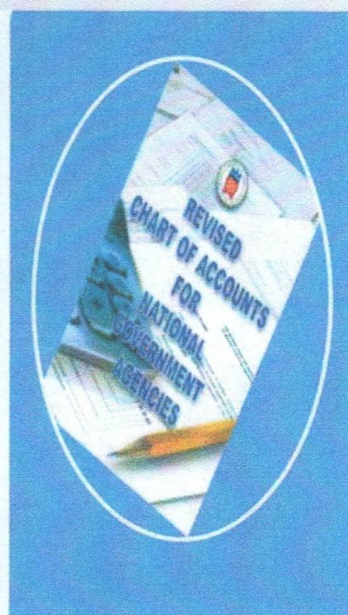
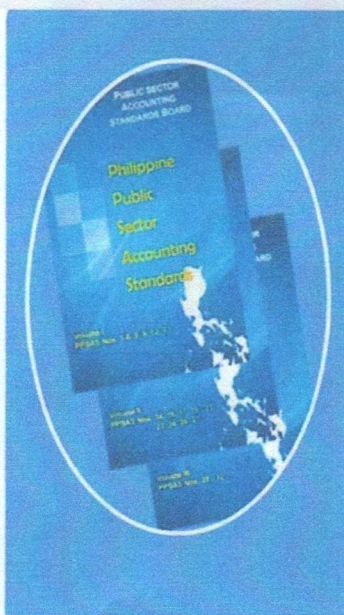
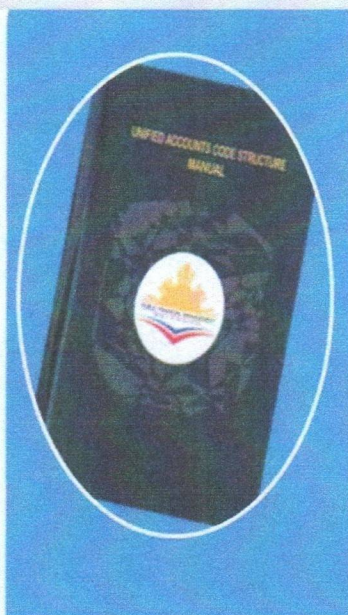
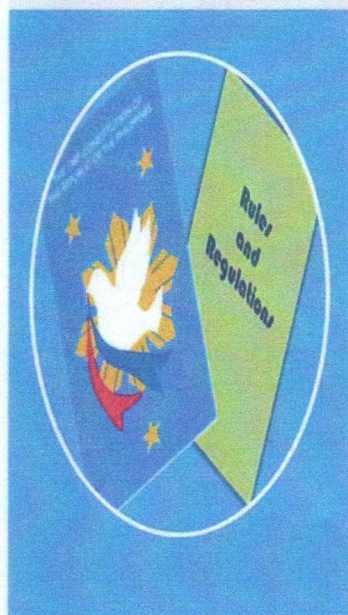
TITLE OF ACTIVITY: **DIVISION WORKSHOP ON THE PREPARATION AND CONSOLIDATION OF FY 2024 YEAR-END FINANCIAL REPORTS**

DATE OF ACTIVITY: **DECEMBER 17, 2024**

Committee	Person/s Responsible
Program and Invitation Committee	Desiree Z. Imperial
Registration Committee	Rowena D. Mauricio
Certificates Committee	Rowena D. Mauricio
Physical Arrangement Committee	Arlene S. Macalibo
Sound System and Technical Committee	Ivan P. Alina
Food & Refreshment Committee	Ivan P. Alina Arlene S. Macalibo
Evaluation Committee	Aileen R. Necio In connection with SEPS M&E
Documentation Committee	Colean R. Erezco Siegfred US. Panganiban
Health and Wellness Committee (If applicable)	N/A



GOVERNMENT ACCOUNTING MANUAL



For National Government Agencies Volume I

Accounting Policies, Guidelines and Procedures, and
Illustrative Accounting Entries

c. Registries

1. Registries of Revenue and Other Receipts (*Appendices 7, 7A, 7B, 7C and 7D*)
2. Registry of Appropriations and Allotments (*Appendix 8*)
3. Registries of Allotments, Obligations and Disbursements (*Appendices 9A, 9B, 9C and 9D*)
4. Registries of Budget, Utilization and Disbursements (*Appendices 10A, 10B, 10C and 10D*)

Sec. 13. Fund Accounting. The books of accounts shall be maintained by fund cluster as follows:

<u>Code</u>	<u>Description</u>
01	Regular Agency Fund
02	Foreign Assisted Projects Fund
03	Special Account-Locally Funded/Domestic Grants Fund
04	Special Account-Foreign Assisted/Foreign Grants Fund
05	Internally Generated Funds
06	Business Related Funds
07	Trust Receipts

The composition of fund clusters is enumerated in *Annex P*.

Sec. 14. Components of Budget and Financial Accountability Reports. The budget reports consist of the following Budget and Financial Accountability Reports (COA-DBM-DOF Joint Circular No. 2013-1, as amended by COA and DBM Joint Circular No. 2014-1 dated July 2, 2014):

- a. Quarterly Physical Report of Operation (QPRO) – BAR No. 1
- b. Statement of Appropriations, Allotments, Obligations, Disbursements and Balances (SAAODB) – FAR No. 1
- c. Summary of Appropriations, Allotments, Obligations, Disbursements and Balances by Object of Expenditures (SAAODBOE) – FAR No. 1-A
- d. List of Allotments and Sub-Allotments (LASA) – FAR No. 1-B
- e. Statement of Approved Budget, Utilizations, Disbursements and Balances (SABUDB) – FAR No. 2 (for Off-Budget Fund)
- f. Summary of Approved Budget, Utilizations, Disbursements and Balances by Object of Expenditures (SABUDBOE) – FAR No. 2-A (for Off-Budget Fund)
- g. Aging of Due and Demandable Obligations (ADDO) – FAR No. 3
- h. Monthly Report of Disbursements (MRD) – FAR No. 4
- i. Quarterly Report of Revenue and Other Receipts (QRROR) – FAR No. 5

Sec. 15. Fair Presentation. The FSs shall present fairly the financial position, financial performance and cash flows of an entity. Fair presentation requires the faithful representation of the effects of transactions, other events, and conditions in accordance with the definitions and

recognition criteria for assets, liabilities, revenue, and expenses set out in PPSAS. The application of PPSAS, with appropriate disclosures, if necessary, would result in fair presentation of the FS.

Sec. 16. Compliance with PPSASs. An entity whose financial statements comply with PPSASs shall make an explicit and unreserved statement of such compliance in the notes. Financial statements shall not be described as complying with PPSASs unless they comply with all the requirements of PPSASs. Inappropriate accounting policies that do not comply with PPSAS are not rectified either by disclosure of the accounting policies used, or by notes or explanatory material.

Sec. 17. Departure from PPSAS. In the event that Management strongly believes that compliance with the requirement of PPSAS would result in misleading presentation that it would contradict the objective of the FSs set forth in PPSAS, the entity may depart from that requirement if the relevant regulatory framework allows, or otherwise does not prohibit, such a departure.

Sec. 18. Going Concern. The FSs shall be prepared on a going concern basis unless there is an intention to discontinue the entity operation, or if there is no realistic alternative but to do so.

Sec. 19. Consistency of Presentation. The presentation and classification of items in the FSs shall be retained from one period to the next unless laws, rules and regulations, and PPSAS require a change in presentation.

Sec. 20. Materiality and Aggregation. Each material class of similar items shall be presented separately in the financial statements. Items of a dissimilar nature or function shall be presented separately unless they are immaterial. If a line item is not material, it is aggregated with other items either on the face of FSs or in the Notes to the FSs. A specific disclosure requirement in a PPSAS need not be satisfied if the information is not material.

Sec. 21. Offsetting. Assets and liabilities, and revenue and expenses shall not be allowed to offset unless required or permitted by a PPSAS except when offsetting reflects the substance of the transaction or other event.

Sec. 22. Comparative Information. Comparative information shall be disclosed with respect to the previous period for all amounts reported in the FSs. Comparative information shall be included for narrative and descriptive information when it is relevant to an understanding of the current period's FSs.

Sec. 23. Structure and Content. The FSs and each component shall be identified clearly and distinguished from other information in the same published document.

Sec. 24. Statement of Financial Position. An entity shall present current and non-current assets, as well as current and non-current liabilities, as separate classifications on the face of the Statement of Financial Position (SFP).

Sec. 25. Statement of Financial Performance. The Statement of Financial Performance (SFPer) shall include line items that present the revenue, expenses and net surplus or deficit for the period.

Sec. 26. Statement of Changes in Net Assets/Equity. An entity shall present in the Statement of Changes in Net Assets/Equity (SCNA/E) the following:

- a. Net Income or Deficit for the period;
- b. Each item of revenue and expenses for the period that, as required by Standards, is recognized directly in net assets/equity, and the total of these items;
- c. Total revenue and expenses for the period; and
- d. For each component of net assets/equity separately disclosed, the effects of changes in accounting policies and corrections of errors recognized in accordance with PPSAS 3-Accounting Policies, Changes in Accounting Estimates and Errors.

Sec. 27. Statement of Cash Flows. The Statement of Cash Flows (SCF) provides information to users of FSs a basis to assess the ability of the entity to generate cash and cash equivalents and to determine the entity's utilization of funds. This also provides information on how the entity generates income authorized to be used in their operation and its utilization.

Sec. 28. Statement of Comparison of Budget and Actual Amounts. A comparison of budget and actual amounts will enhance the transparency of financial reporting in government. This shall be presented by government agencies as a separate additional financial statement referred in this Manual as the Statement of Comparison of Budget and Actual Amounts (SCBAA).

Sec. 29. Notes to Financial Statements. The Notes to FSs contain information in addition to that presented in the SFP, SFP_{er}, SCNA/E, SCF and SCBAA. Notes provide narrative descriptions or disaggregation of items disclosed in those FSs and information about items that do not qualify for recognition in those statements.

Sec. 30. Qualitative Characteristics of Financial Reporting. An entity shall present information including accounting policies in a manner that meets a number of qualitative characteristics such as understandability, relevance, materiality, reliability and comparability. These qualitative characteristics are the attributes that make the information provided in the FSs useful to users.

Sec. 31. Key Features of Assets. The key features of an asset are:

- a. the benefits must be controlled by the entity;
- b. the benefits must have arisen from a past event; and
- c. future economic benefits or service potential must be expected to flow to the entity.

The following are indicators of control of the benefits by the entity:

- a. the ability of an entity to benefit from the asset and to deny or regulate the access of others to that benefit.
- b. an entity can, depending on the nature of the asset, exchange it, use it to provide goods or services, exact a price for others' use of it, use it to settle liabilities, hold it, or perhaps even distribute it to owners.

- c. possession or ownership of an object or right would normally be synonymous with control over the future economic benefits embodied in the right or object.

However, there are instances when an entity may possess an object or right but not expect to enjoy the benefits embodied in it, e.g. under a finance lease agreement, control over the leased property owned by the lessor is transferred to the lessee.

The following are indicators of past event:

- a. the specification of a past event differentiates assets from intentions to acquire assets, which are not to be recognized.
- b. a transaction or event giving rise to control of the future economic benefits must have occurred.

The following are indicators of future economic benefits:

- a. distinguishable from the source of the benefit i.e. the particular physical resource or legal right;
- b. does not imply that assets necessarily generate cash flows, the benefits can also be in the form of 'service potential';
- c. in determining whether a resource or right needs to be accounted for as an asset, the potential to contribute to the objectives of the entity should be the prime consideration;
- d. capacity to contribute to activities/objectives/programs; and
- e. the fact that an asset cannot be sold does not preclude it from providing future economic benefits.

Sec. 32. Recognition of an Asset. An asset shall be recognized in the financial position when and only when (a) it is probable that the future economic benefits will flow to the entity; and (b) the asset has a cost or value that can be measured reliably.

The following are indicators of probable inflow of future economic benefits:

- a. the chance of benefits arising is more likely rather than less likely (e.g. greater than 50%).
- b. benefits can be expected on the basis of available evidence or logic.

The following are indicators of reliable measurement:

- a. valuation method is free from material error or bias.
- b. faithful representation of the asset's benefits.
- c. reliable information will, without bias or undue error, faithfully represent those transactions and events.

Revised Chart of Accounts and shall be prepared by Funding Source Code as clustered.

- g. Aging of Due and Demandable Obligations – FAR No. 3 (*Appendix 22*). This report shall be prepared by FSC as clustered and shall reflect the balance of unpaid obligations as indicated in the Obligation Request (ObR) and the ADDOs as at year-end.
- h. Monthly Report of Disbursements – FAR No. 4 (*Appendix 23*). The report shall reflect the total disbursements made by department, office or entity and operating unit from the following disbursement authorities:
 - 1. Notice of Cash Allocation;
 - 2. NCA for Working Fund issued to BTr as an advance funding from loan/grant proceeds in favor of an entity;
 - 3. Tax Remittance Advice issued;
 - 4. CDC issued by departments with foreign-based agencies or units;
 - 5. Non-Cash Availment Authority; and
 - 6. Others, e.g. Customs, Duties and Taxes (CDT), BTr Documentary Stamps.

The report shall track the actual disbursement of the departments/agencies against their Disbursement Program. The reasons for over or under spending shall be indicated.

- i. Quarterly Report of Revenue and Other Receipts – FAR No. 5 (*Appendix 24*). This report shall reflect the actual revenue and other receipts/collections from all sources remitted with the BTr and deposited in other AGDB for the current year presented by quarter, and by specific sources consistent with the COA Revised Chart of Accounts.

Sec. 32. Submission of Budget and Financial Accountability Reports. All departments/agencies shall observe the following timelines in submitting the required FARs to COA-GAS and DBM:

- a. Within thirty (30) days after the end of each quarter –
 - 1. SAAODB – FAR No. 1
 - 2. SAAODBOE – FAR No. 1.A
 - 3. List of Allotments/Sub-Allotments - FAR No. 1.B
 - 4. SABUDB – FAR No. 2
 - 5. SABUDBOE – FAR No. 2.A
 - 6. QRROR – FAR No. 5
- b. On or before 30th day following the end of the year – ADDO – FAR No. 3
- c. On or before 30th day of the following month covered – MRD – FAR No. 4
- d. On or before February 14 of the following calendar year – Consolidated Statement of Allotments, Obligations, and Balances per Summary of Appropriations under FCR under GAA, GARO, and SARO.

Area of Responsibility	Seq. No.	Activity
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Division/Unit and transmittal letter, and forwards the same to the Accounting Staff for distribution.

Accounting Staff 20 Distributes the Post-Closing Trial Balance and supporting schedules to the Concerned Offices. Records in the logbook the submission of the same.

Note 3 – Trial Balances and supporting schedules shall be distributed as follows:

- Copy 1* – COA Resident Auditor
- Copy 2* – Government Accountancy Sector, COA
- Copy 3* – DBM
- Copy 4* – Accounting Division/Unit, File

Note 4 – The frequency of submission of Pre-Closing Trial Balance/Post-Closing Trial Balance and other reports shall be as follows:

- Pre-Closing Trial Balance and other reports – monthly, within ten days after the end of the month to the COA Resident Auditor and DBM
- Yearend Pre-Closing Trial Balance/Post-Closing Trial Balance and other reports – on or before February 14 of the following year to the COA Resident Auditor, DBM and Government Accountancy Sector, COA.

Sec. 60. Deadlines on Submission of Reports. All NGAs shall prepare and submit the following financial statements and schedules as follows, within the prescribed deadline:

a. Provincial Offices and Operating Units

<u>Entity/Office</u>	<u>Statement/Report</u>	<u>Deadline</u>	<u>Submit to:</u>
Monthly	Trial Balances (TBs) and Supporting Schedules (SSs)	Ten days after the end of the month	Auditor, Regional Accountant
Quarterly	TBs, FSs, SSs	Ten days after the end of the quarter	Auditor, Regional Accountant
Yearend	TBs, FSs, SSs	On or before January 20 of the following year	Auditor, Regional Accountant

b. Regional/Branches Offices

<u>Entity/Office</u>	<u>Statement/Report</u>	<u>Deadline</u>	<u>Submit to:</u>
Monthly	TBs and SSs	Ten days after the end of the month	Regional Auditor, Central Office Chief Accountant
Quarterly	TB, FS, SDs	Ten days after the end of the quarter	Regional Auditor, Central Office Chief Accountant
Year-end	TBs, FS, SSs (combined RO and OUs)	On or before January 31 of the following year	Regional Auditor, Central Office Chief Accountant

c. Central/Head/Main Offices

<u>Entity/Office</u>	<u>Statement/Report</u>	<u>Deadline</u>	<u>Submit to:</u>
Monthly	TBs and SSs	Ten days after the end of the month	Auditor, DBM, Management,
Quarterly	TB, FSs, SSs	Ten days after the end of the quarter	Auditor, DBM, Management
Yearend	TBs, FS, SSs (combined CO, ROs and OUs)	February 14 of the following year	COA Auditor, DBM, COA-GAS