



Republic of the Philippines
Department of Education
Region VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF BOHOL

Office of the Schools Division
Superintendent

September 29, 2020

DIVISION MEMORANDUM

No. 454s. 2020

PREPARATION OF 3rd QUARTER FINANCIAL REPORTS CY-2020

To: Senior Bookkeepers of 54 Implementing Units- Secondary Schools
All Others Concerned

1. In light of the current pandemic and in keeping with our mandate to provide accurate and timely submission of financial reports to other oversight agencies like DBM, COA, among others, especially to the Department of Education as a whole, this Office announces that our regular quarterly workshop in the preparation of Financial Reports to our 54-Secondary Schools (Implementing Units) will not be physically pushed-through as scheduled every first week of the quarter. However, with the use of the online platforms and tools, we will make use of these to provide technical assistance and for the purpose of consolidating these Financial Reports as a Division.
2. In view hereof, a virtual meeting to be attended by the 54 Senior Bookkeepers of Implementing Units (IUs) Secondary Schools on **October 2, 2020, 8:30 o'clock in the morning** will be conducted for the main purpose of coordination in the preparation of the 3rd Quarter Financial Reports. Moreover, this activity will aid us in disseminating updates, address issues and concerns and provide technical assistance. The participants are advised to join 15 minutes before the scheduled time and make sure to have stable and strong internet connection. The link, meeting ID, password and other details will be provided by the Accounting Unit a day ahead of the schedule.
3. Full attendance of the participants is desired. List of required reports is herewith attached for your reference (Enclosure No.1) which shall then be submitted directly to the COA on or before October 9, 2020. Received copy of your transmittal (to COA) shall be submitted to the Accounting Unit.
4. Finally, claim for internet connectivity expenses in an amount not exceeding P300.00 in relation to this activity shall be chargeable against school MOOE subject to DM No. 246, series of 2020 and COA rules and regulation.
5. For the information, guidance and compliance of all concerned.


BIANITO A. DAGATAN Ed.D CESO V
Schools Division Superintendent 



Quarterly submission to COA for IUS.

email to: depedboholCOAR716@gmail.com

every 10th day of the quarter.

- 1 Statement of Management Responsibility for Financial Statements (duly signed)
- 2 Statement of Financial Position
 - Detailed
 - Condensed
- 3 Statement of Financial Performance
 - Detailed
 - Condensed
- 4 Statement of Changes in Net Assets/Equity
- 5 Statement of Cash Flows
 - Detailed
 - Condensed
- 6 Statement of Comparison of Budget and Actual Amounts
- 7 Notes to the Financial Statements, comprising a summary of significant accounting policies and other explanatory notes.
- 8 eFRS
- 9 Pre-Closing Trial Balance (excel)
 - Supporting Schedules: (excel)
 - Schedules of Accounts Payable
 - Schedules of Accounts Receivable
 - Status of Cash Advances
 - Schedule of Cash Advances
 - Aging of Cash Advances
 - Schedules of SL balances of the controlling accounts
 - Lapsing Schedule of Depreciation
- 10 Journals: (monthly) - excel
 - General Journal
 - Cash Receipts Journal
 - Cash Disbursements Journal
 - Check Disbursements Journal
- 11 Ledger: (monthly) - excel
 - General Ledgers
- 12 Bank Reconciliation Statements - excel
 - (with all the supporting documents and JEVs)
 - Supporting documents:
 - Bank Statement
 - Cash-MDS (Subsidiary Ledger)

Note: (in excel file and insert your digital signatures)
Use GAM prescribed formats to your Financial Statements.
ZIP these reports in one file per month from January 2020 to present.
File name sample: "January 2020 - Monthly/Quarterly Reports - GuinacotNHS"

Email to: depedboholCOAR716@gmail.com
Subject: "Name of School - Monthly/Quarterly Reports - Month Year"

example:

Guinacot NHS - Monthly Reports - January 2020
Guinacot NHS - Quarterly Reports - January 2020

Indicate the name and contact number of the bookkeeper in the email.

Hardcopies: Submit to COA office.

ENCLOSURE NO.1