



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

**Office of the Schools Division
Superintendent**

December 28, 2020

DIVISION MEMORANDUM

No. 657 s. 2020

**CY 2020 YEAR-END CLOSING WORKSHOP IN THE PREPARATION OF DEPED-
BOHOL'S FINANCIAL REPORTS WITH 54 IMPLEMENTING UNITS (IUs) -
SECONDARY SCHOOLS**

To: Assistant Schools Division Superintendents
OIC – Chief CID
Chief – SGOD
Public Schools District Supervisors
Secondary Principals/School Heads – Implementing Units
Senior Bookkeepers and Disbursing Officers - IUs
All Others Concerned

1. In keeping with our mandate and to the desire of this Office to comply with existing policies, rules and regulations relative to the preparation and submission of accurate and up-to-date year-end financial reports, a Seminar-Workshop shall be conducted which aims to achieve timely and reliable financial and budgetary reports consistent with the national agency's policies, plans and standards. These reports must be submitted to DepEd Regional Office and to other oversight agencies (DBM and COA) on the prescribed dates as per guidelines.
2. In view hereof, all Senior Bookkeepers, Disbursing Officers of 54 Implementing Units (Secondary Schools) including the Accounting and Budget Personnel of Schools Division Office proper are directed to attend the said Seminar-Workshop on *January 6-8, 2021*. On January 6-7, 2021, only the Senior Bookkeepers as well as the selected Accounting and Budget personnel of the SDO shall be at venue while on January 7-8, 2021, all Disbursing Officers of the 54 implementing units must attend and join together with the Senior Bookkeepers and Accounting and Budget personnel. Venue will be announced few days before the scheduled activity.
3. A total registration fee of Ten Thousand Two Hundred Pesos (P10,000.00), inclusive of Senior Bookkeeper's registration fee of P6,000.00 and Disbursing Officer's of P4,000.00, shall be collected for the respective Implementing Units to defray meals, accommodation and use of function hall for the seminar/workshop. Registration fee




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and traveling expenses of participants are chargeable against respective school's MOOE fund subject to the usual accounting, auditing rules and regulations. The workshop fee is payable to **DepEd Division of Bohol**.

4. Participants shall bring all documents deemed necessary to generate the financial and budgetary reports including laptop, printer, extension wires, among others. Deadline for the submission of the complete expected output is at 5:00 pm of January 7, 2021. While, the Disbursing Officers shall submit the expected output at 3:00 pm within the same day. List of reports to be submitted is provided in **Enclosure No. 1**.
5. All participants are enjoined to come to the venue on or before the time and shall, by no means, be doing activities other than attending and participating in the said seminar-workshop. Attendance of all participants is a must. In the event a participant cannot attend the said activity due to emergency reasons, he/she shall approach the Accounting Section ahead of the scheduled activity and shall pre-submit the complete expected output. Target participants will be attending on Official Business.
6. This memorandum shall serve as your **travel authority**. The full list of participants is provided in **Enclosure No. 2**.
7. Immediate and wide dissemination of this memorandum is hereby directed.


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



Enclosure No. 1

List of Financial Reports

Transmittal (3 copies)	
Statement of Management Responsibility for Financial Statements (duly signed)	-
1 Statement of Financial Position	-
Detailed	-
Condensed	-
2 Statement of Financial Performance	-
Detailed	-
Condensed	-
3 Statement of Changes in Net Assets/Equity	-
4 Statement of Cash Flows	-
Detailed	-
Condensed	-
5 Statement of Comparison of Budget and Actual Amounts	-
6 Notes to the Financial Statements, comprising a summary of significant accounting policies and other explanatory notes.	-
7 Pre-Closing Trial Balance	-
Post-Closing Trial Balance (Year-end)	-
Supporting Schedules:	
8 Schedules of Accounts Payable	-
9 Schedules of Accounts Receivable	-
10 Status of Cash Advances	-
11 Schedule of Cash Advances	-
12 Aging of Cash Advances	-
13 Schedules of SL balances of the controlling accounts	-
14 Lapsing Schedule of Depreciation	-
Quarterly/Year-end:	
15 Subsidy Income from National Government	-
16 Statement of NCA's Received/Utilization	-
17 Summary of TRA	-
18 FAR 4	-
19 Justification of Unused NCA	-
Journals: (monthly)	
20 General Journal	-
21 Cash Receipts Journal	-
22 Cash Disbursements Journal	-
23 Check Disbursements Journal	-
Ledger: (monthly)	
24 General Ledgers	-

25 Bank Reconciliation Statements

(with all the supporting documents and JEVs)

within twenty days after receipt of the monthly BS to the following:

Original – COA Auditor (with all the supporting documents and JEVs)

Copy 2 – Accounting Division/Unit file

25 Detailed Breakdown of Reciprocal Accounts

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

7 On or before 30th day following the end of the year – ADDO – FAR No. 3

8 On or before 30th day of the following month covered – MRD – FAR No. 4

Implementing School	Senior Bookkeeper	Disbursing Officer
** 0907001 - Aguing National High School	NORMA Y. COQUILLA	EVELINA I. LABUAN
** 0907002 - Alicia Technical Vocational High School	JOCELYN A. ANCOG	MARIA FLOR MANLIGUEZ
** 0907006 - Bacayon National High School	JOANNE MAE D. BUNGABONG	MARIA RIZA A. PLAZA
** 0907011 - Batuan National High School	CRISTINA D. SANDIMAS	Gemma Lou Bacolot
** 0907013 - Biabas Trade High School	MARESTE P. Taneo	MARIA ROSE P. ARBOYES
** 0907014 - Biking Technical Vocational High School	MARJORIE D. PADONAT	NIÑO G. ARANJUEZ
** 0907015 - Bilar National High School	JOCELYN H. BAYGAN	MARISTELE Q. APIT
** 0907023 - Cabilao National High School	SHEILA L. BAJADE	GERLICK C. MATAFLORIDA
** 0907027 - Calape National High School	ANA KARLA R. CUBELO	IVY JANE B. BACAREZA
** 0907030 - Camambungan National High School	MARLON G. LACIA	FILICIANO MINION
** 0907035 - Campao Oriental National High School	MA. ESTHER S. IGOT	LORILIE O. TORREJOS
** 0907040 - Cangawa National High School	JOHN REY DOBLE	Maria Cheryl G. Moredaz
** 0907044 - Catigbian National High School	EASTER SUNDAY P. MUYCO	WEE S. VILLAVER
** 0907048 - Clarin School of Fisheries	JOYCE B. ENOJARDO	DEXTER C. TIEMPO
** 0907052 - Corella National High School	PRIMA B. GAHIT	JAYSON D. LAZARA
** 0907055 - Dagohoy National High School	ROWEL S. TINAMPAY	MARCELO B. MANDIN
** 0907057 - Danao National High School	RYAN JAYMAR P. APA	EMMA T. DINCO
** 0907067 - Francisco L. Adlaon High School	ANTONETTE A. MACABUDBUD	MA. PAMELA M. MANDING
** 0907071 - Guinacot National High School	ALVIN E. TENIO	REA MAE MENALEZ
** 0907076 - Hanopol National High School	FE CORAZON MANLANGIT	LINDERLYN H. DUMAYACA
** 0907079 - Hinlayagan National High School	TEODORA C. TUBAN	IRIS S. ILUSTRISIMO
** 0907080 - Inabanga High School, Nabuad	JOANNE JADE D. VISTAL	ROSALYN G. SUBRABAS
** 0907083 - Katipunan National High School	LELIT D. CUHIT	MARCHELLES S. LOGROÑO
** 0907087 - La Hacienda National High School	TEHINNAH CURIT	MARJORIE EBOJO
** 0907088 - La Union National High School	LEA NANCY P. YBAÑEZ	MA. FE ROSARIO S. ONCOG
** 0907089 - Lila National High School	MARICEL M. WATE	PERLA V. LINUAG
** 0907090 - Loboc National High School	EMILY A. OCANGAS	LETICIA A. PANCHIA
** 0907093 - Lourdes National High School	LOURDES A. PALMA	REY EDWARD ARANAS
** 0907096 - Mahayag National High School	JEFFREY GENITA	SHERYL A. LAMAROZA
** 0907098 - Mayor A. R. Tuazon National School of Fisheries	MERIAM P. ARANGO	CLAUDINE M. BARRIOS
** 0907101 - Nahawan National High School	ERIKKA MARIE G. DIGAUM	MIRIAM P. LAPIZ
** 0907107 - Pangangan National High School, Main	EVA CLARICE C. MARAPAO	ALLAN REY M. PALBAN

Enclosure No. 2

Implementing School	Senior Bookkeeper	Disbursing Officer
** 0907109 - Pilar Technical Vocational High School	GRACE MARI S. CELIS	WILSON J. MANDIN
** 0907113 - Pres. Carlos P. Garcia National High School	SHERALL BLESS P. AVENIDO	RAMIL G. ROSALES
** 0907116 - San Agustin National High School	RHYS RYAN D. SANIEL	MICHELLE NEE B. BOLOTAULO
** 0907120 - San Isidro National High School, San Isidro	VINCENT LOUIE B. PONTE	FREDSIL A. BOLOTAULO
** 0907121 - San Isidro Technical Vocational High School	BHEVIANE GRACE V. CASULUCAN	Garry G. Belacho
** 0907123 - San Jose National High School, Inabanga	STELLA A. MILLORIA	ATANACIO R. SUAREZ
** 0907124 - San Jose National High School, Talibon	ANNA A. GARCIA	JULIE KRISTINE A. BITOY
** 0907125 - San Miguel Technical Vocational High School	JOVELYN D. BONCALES	MEDARDO C. SOJON
** 0907127 - San Pascual National Agricultural High School	ESTRELLA C. AVENIDO	DARLENE JOSEFINA P. ACEDO
** 0907129 - San Roque National High School, Albuquerque, Bohol	MARY ANN V. RATA	ALGER B. BUNGABONG
** 0907130 - San Roque National High School, Mabini, Bohol	RHEA C. GAMILA	RONALD T. CANADA
** 0907133 - Sevilla National High School	MA. LOURDES M. ARANZADO	MARY THERESE BILOY
** 0907134 - Sierra Bullones Technical Vocational High School	GERLY B. BUTLIG	ED MARCELLIN MENDEZ
** 0907135 - Sikatuna National Agricultural High School	ALDA S. TUBA	AURELIO S. ADAPTAR, JR.
** 0907137 - Southern Inabanga High School	JUDELYN P. JIMENEZ	CRISELA R. ANCLA
** 0907139 - Tabalong National High School	MARY JUNE KAREN G. GELOMIO	REYNALD T. CIMENI
** 0907140 - Tabuan National High School	AILEEN T. DALEN	LEA MAY M. CAGAMPANG
** 0907141 - Tagum Sur National High School	LEIZL ANNE T. CAJES	MARC ANTHONY B. GARCIA
** 0907147 - Tubigon West National High School	JIMMY G. LUMICTIN	MARIA ANA REBOSURA
** 0907150 - Tulang National High School (Getafe High School)	GERALDEN M. AGUHAR	MARIE ALYSSA E. BATUCAN
** 0907152 - Union National High School	MARION M. GAPAS	BECKY A. MABALATAN
** 0907153 - Valencia Technical Vocational High School	LIEZEL B. SALVACION	EVANGELINE P. BONJE

Enclosure No. 2