



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

**Office of the Schools Division
Superintendent**

March 3, 2023

DIVISION MEMORANDUM
No. **0109** s. 2023

**CY 2023 FIRST QUARTER CLOSING WORKSHOP IN THE PREPARATION OF
DEPED-BOHOL'S FINANCIAL REPORTS WITH THE 62 IMPLEMENTING UNITS
(IUs) – SECONDARY SCHOOLS**

To: Assistant Schools Division Superintendents
Chief - SGOD
Chief - CID
Public Schools District Supervisors
Accounting Unit Personnel
Budget Unit Personnel
Internal Audit Section (IAS) Personnel
Senior Bookkeepers - (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 financial reports, a three (3) day live-in 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 of 62 Implementing Units (Secondary Schools)** including the selected Accounting, Internal Audit Services (IAS) and Budget Personnel of the Schools Division Office proper are directed to attend the said Seminar-Workshop on **April 11 - 13, 2023**. The venue will be announced before the scheduled activity.
3. A registration fee of Six Thousand Pesos (P6,000.00) shall be collected on or before April 11, 2023, to defray expenses for meals, accommodation, and use of the function hall for the seminar/workshop. Registration fees and travel expenses of participants are chargeable against the respective school's MOOE fund subject to the usual accounting, auditing rules, and regulations. The workshop fee is payable to **DepEd Division of Bohol**.



Lino Chatto Drive Barangay Cogon, Tagbilaran City, Bohol
412-4938; (038) 411-2544 (038) 501-7550
501-7550 email add: deped.bohol@deped.gov.ph

Behold...
BOHOL

4. Participants shall bring all documents deemed necessary to generate the financial and budgetary reports including a laptop, printer, and extension wires, among others. The deadline for the submission of the complete expected output is at **12pm of April 12, 2023**. List of reports to be submitted is provided in **Enclosure No. 1**.
5. All participants are enjoined to come to the venue on time and shall, by no means, be doing activities other than attending and participating in 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 submit the complete expected ahead of the scheduled activity. 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 EdD CESO V
Schools Division Superintendent 



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Enclosure No. 1

List of Financial Reports

As of March 30, 2023

Transmittal (3 copies) addressed to resident auditor

Submit the following in two copies, separately put into 2 folders (with label - COA copy and School copy)

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 (SCNAE)

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. (midyear and year-end)

7 Pre-Closing Trial Balance (eFRS generated)

Post-Closing Trial Balance (Year-end only) - eFRS generated

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

15 Subsidy Income from National Government (use the old form, not from FS easysoft)

16 Statement of NCA's Received/Utilization (use the vertical format of the report, not the horizontal report usually submitted to Budget)

17 Summary of TRA

18 FAR 4

January - March 2023

19 Justification of Unused NCA

as of March 2023

20 Bank Reconciliation Statements - January - March 2023

(with all the supporting schedules and documents -List of Outstanding Checks, SL for the period covered and Bank Statement)

21 Detailed Breakdown of Reciprocal Accounts - as of March 2023

eFRS-generated Journals: (monthly)

For the period January 1-31, February 1-28, March 1-31, 2023

22 General Journal

23 Cash Receipts Journal

24 Cash Disbursements Journal

25 Check Disbursements Journal

eFRS-generated Ledger: (monthly)

26 General Ledgers (for the period)

Budgetary Reports

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

Note: Green Folder for Financial Reports

White Folder for Budgetary Reports

Please bring the "RECEIVED" file of the transmittal to COA of the following:

- 1 Disbursement Vouchers - up to present
- 2 JEV - Liquidation of Cash Advances granted from School MOOE funds
Liquidation of Funds downloaded to IUs from SDO

Enclosure No. 2

List of IU Senior Bookkeepers

Accounting Unit

1	Gabina Ladaran	Accountant III
2	Ralf Renz Rapirap	Administrative Officer II
3	Diane Cicely Jeminez	Administrative Officer II
4	Mirafior Sambayon	Administrative Officer II
5	Karyl Diola	Administrative Officer II
6	Joan Serondo	Administrative Assistant III
7	Marlon Lacia	Administrative Assistant III
8	Adlene Grace Mende	Administrative Assistant III
9	Ma: Fritzie A. Lungay	Administrative Assistant III
10	Jasmin Estoce	Administrative Assistant III
11	Karen Soliva	Administrative Assistant III
12	Karl Joseff Sarigumba	Administrative Assistant III
13	July Bryan Cabangbang	Administrative Assistant II

Internal Audit Services

1	Liza Crescencio	Administrative Officer II
2	Alodia Calunsag	Administrative Assistant III

Budget Unit

1	Ma. Victoria Jaspe	Budget Officer III
2	Josefina Ursos	Administrative Assistant III
3	Maria Riyah Lagura	Administrative Assistant III
4	Jerome Capuno	Administrative Assistant III
5	Rhea Arao-arao	Administrative Assistant III
6	Mariel Lomarda	Administrative Assistant I
7	Mark Kim Banais	Staff

No.	Schools	Senior Bookkeepers
1	** 0907001 - Aguing National High School	NORMA Y. COQUILLA
2	** 0907002 - Alicia Technical Vocational High School	JOCELYN A. ANCOG
3	** 0907006 - Baclayon National High School	ZARAH GRACE MALCE
4	Bantoliao National High School	JOHN REY G. DOBLE
5	** 0907011 - Batuan National High School	CRISTINA D. SANDIMAS
6	** 0907013 - Biabas Trade High School	JAY MARIH S. SUAREZ
7	** 0907014 - Biking Technical Vocational High School	ALVIN TENIO
8	** 0907015 - Bilar National High School	JOCELYN H. BAYGAN
9	** 0907023 - Cabilao National High School	ROCHELLE VILLAPAZ
10	** 0907027 - Calape National High School	ANA KARLA R. CUBELO
11	** 0907030 - Camabugan National High School	JOHN KENNETH A. TEMPLADO
12	** 0907035 - Campao Oriental National High School	MA. ESTHER S. IGOT
13	** 0907040 - Cangawa National High School	GLENDA C. SALVACION
14	** 0907044 - Catigbian National High School	JESSELOU SALANG
15	Catungawan National High School	JOSELINE O. MABALATAN
16	** 0907048 - Clarin School of Fisheries	CHERYL JALA
17	Cong. Pablo Malasarte National High School	Ma. Irene E. Balbin
18	** 0907052 - Corella National High School	PRIMA B. GAHIT
19	** 0907055 - Dagohoy National High School	ROWEL S. TINAMPAY
20	** 0907057 - Danao National High School	RYAN JAYMAR P. APA
21	** 0907067 - Francisco L. Adlaon High School	ANTONETTE A. MACABUDBUD
22	** 0907071 - Guinacot National High School	MILYN O. AMONCIO
23	Guinsularan National High School	JESSICA B. TEMPLADO
24	** 0907076 - Hanopol National High School	FE CORAZON MANLANGIT
25	** 0907079 - Hinlayagan National High School	TEODORA C. TUBAN
26	** 0907080 - Inabanga High School, Nabuad	JOANNE JADE D. VISTAL
27	** 0907083 - Katipunan National High School	LELIT D. CUHIT
28	** 0907087 - La Hacienda National High School	TEHINNAH C. BARATAS
29	** 0907088 - La Union National High School	LEA NANCY P. YBAÑEZ
30	** 0907089 - Lila National High School	MARICEL M. WATE
31	** 0907090 - Loboc National High School	NORA TOMARONG
32	** 0907093 - Lourdes National High School	LOURDES A. PALMA
33	** 0907096 - Mahayag National High School	JEFFREY GENITA
34	** 0907098 - Mayor A. R. Tuazon National School of Fisheries	EVA CLARICE C. MARAPAO
35	Mayor Catalino Casoyla Memorial High School	MILANE MAGDUGO
36	** 0907101 - Nahawan National High School	ERIKKA MARIE G. DIGAUM
37	Pagnitoan National High School	JOYCE ENOJARDO

on Mat leave until April 17, 2023

38	** 0907107 - Pangangan National High School, Main	REGIE ANN O. SAPANTA
39	** 0907109 - Pilar Technical Vocational High School	GRACE MARI S. CELIS
40	** 0907113 - Pres. Carlos P. Garcia National High School	SHERALL BLESS P. AVENIDO
41	Pres. Carlos P. Garcia Memorial National High School - Talibon	CHEL ANN MAE A. CURAY
42	** 0907116 - San Agustin National High School	RHYS RYAN D. SANIEL
43	** 0907120 - San Isidro National High School, San Isidro	VINCENT LOUIE B. PONTE
44	** 0907121 - San Isidro Technical Vocational High School	BHEVIANE GRACE V. CASULUCAN
45	** 0907123 - San Jose National High School, Inabanga	STELLA M. VIGUNTE
46	** 0907124 - San Jose National High School, Talibon	MALAYNIE G. POLO
47	** 0907125 - San Miguel Technical Vocational High School	JOVELYN D. BONCALES
48	** 0907127 - San Pascual National Agricultural High School	ESTRELLA C. AVENIDO
49	** 0907129 - San Roque National High School, Albuquerque, Bohol	CHARILYN M. BETONIO
50	** 0907130 - San Roque National High School, Mabini, Bohol	RHEA C. GAMILA
51	** 0907133 - Sevilla National High School	ERICSON A. TOLEDO
52	** 0907134 - Sierra Bullones Technical Vocational High School	GERLY B. BUTLIG
53	** 0907135 - Sikatuna National Agricultural High School	ALDA S. TUBA
54	** 0907137 - Southern Inabanga High School	JUDELYN P. JIMENEZ
55	** 0907139 - Tabalong National High School	MARY JUNE KAREN G. GELOMIO
56	** 0907140 - Tabuan National High School	AILEEN T. DALEN
57	** 0907141 - Tagum Sur National High School	LEIZL ANNE T. CAJES
58	** 0907147 - Tubigon West National High School	JIMMY G. LUMICTIN
59	** 0907150 - Tulang National High School (Getafe High School)	GERALDEN M. AGUHAR
60	Ubay National Science High School	CRUZELYN AMPO
61	** 0907152 - Union National High School	MARION M. GAPAS
62	** 0907153 - Valencia Technical Vocational High School	LIEZEL B. SALVACION