



DepEd – DIVISION OF QUEZON

Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline # (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
www.depedquezon.com.ph
"Creating Possibilities, Inspiring Innovations"



Registration Number:
QAC/R63/0216

December 27, 2019

DIVISION MEMORANDUM

DM No. 337, s. 2019

PRE-CONSOLIDATION OF CY 2019 YEAR-END FINANCIAL REPORTS

To: Accountants and Senior Bookkeepers of Implementing Units

1. In preparation for Regional Seminar-Workshop on the Preparation of CY 2019 Year-End Financial Reports, this office will conduct a pre-consolidation of financial reports on **JANUARY 6-10, 2020** at the second floor of Accounting Section. The Accountants and Senior Bookkeepers of Implementing units are scheduled per batch each day for the submission and checking of their reports.
2. Attached in this Memorandum are the list of financial reports to be submitted for consolidation. Everyone is expected to bring their own laptop, calculator, CDs, and bond papers. It is also advised to bring printer/s and extension wire/s per batch.
3. Accountants and Senior Bookkeepers are expected to be at the division office at 8:00 am. Attendance is a must and proxies are not allowed. The schedule per batch are as follows:

BATCH 1 - JANUARY 6, 2020	
School	Accountant/Senior Bookkeeper
Bondoc Peninsula Agricultural High School	Elizabeth T. Palma
Hondagua National High School	Mary Grace V. Gorospe
Lamon Bay School Of Fisheries	Lydia M. Deuna
Lutucan National High School	Rodolfo Allan C. Cornejo
Olongtao National High School	Cecilia P. Parto
Pagsangahan National High School	Lyn M. Vender
Pagbilao National High School	Maria Amabelle B. Ayala
Quezon National High School	Edmundo R. Marin, Jr.
Recto Memorial National High School	Carlos J. Sanchez
San Isidro National High School - Catanauan	Myla DI. Resurreccion
San Isidro National High School - Gen. Luna	Carmelita T. Peñales
Sta. Catalina National High School	Jaymer F. Intoy

DEPEDQUEZON-TM-SDS-04-009-002

Email address: quezon@deped.gov.ph
Comments: **Txt HELEN – 09178902327 (Smart/Sun/TalknTxt) 2327 (Globe and TM)**

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DEPED - QUEZON ICT UNIT	
UPLOADED	
Date/Time	12-27-19
By	Rommel
Ref. no.	337



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BATCH 2 - JANUARY 7, 2020

School	Accountant/Senior Bookkeeper
Abuyon National High School	Benjamin C. Carabuena
Alabat Island National High School	Eunice O. Delgado (OIC)
Atimonan National Comprehensive High School	Lerna A. Mapaye
Buenavista National High School	Arianne E. Cejane
Bukal Sur National High School	Orlito A. Decena
Calauag National High School	Medel G. Garcia
Canda National High School	Evangeline C. Viduya
Guinayangan National High School	Julie Anne N. Calleja
Gumaca National High School	Rowena C. Asinas
Lopez National Comprehensive National High School	Glaiza M. Cahilig
San Antonio National High School	Reynon B. Tolentino

BATCH 3 - JANUARY 8, 2020

School	Accountant/Senior Bookkeeper
Binulasan Integrated School	Loida S. Damaso
Burdeos National High School	Lorna A. Afable
Infanta National High School	Leonilyn P. Crisostomo
Libo National High School	Lalaine M. Curia
Manuel Macasaet National High School	Lota C. Balitaan
Paaralang Sekundarya Ng Heneral Nakar	Lidayway L. Moises
Paaralang Sekundarya Ng Lucban	Maribeth J. Afable
Patnanungan National High School	Jenelyn J. Llaneta
Polillo National High School	Realissa E. Garay
Tongohin National High School	Millardo A. Ramallosa
Ungos National High School	Rosewinda C. Villanueva

BATCH 4 - JANUARY 9, 2020

School	Accountant/Senior Bookkeeper
Amontay National High School	Mary Grace M. Clementes
Concepcion National High School	Aiza L. Berador
Elias Salvador National High School	Caroline M. Casidsid
Godofredo M. Tan Memorial School Of Arts And Trades	Fernand A. Lorezca (OIC)
Malinao Ilaya National High School	Rosvyl Claudia E. Esposo
Marcial B. Villanueva National High School	Francis P. Alvasan
Pagbilao Grande Island National High School	Ivy Dianne G. Pornobi
Perez National High School	Clarita N. Obmerga
Silangang Malicboy National High School	Rhodora T. Peña
Sto. Domingo National High School	Loreza T. Araño
Unisan National High School	Richel R. Pareja

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BATCH 5 - JANUARY 10, 2020	
School	Accountant/Senior Bookkeeper
Cabay National High School	Ma. Adela A. Mendoza (OIC)
Camflora National High School	Maila S. Ausa
Dagatan National High School	Ma. Gloria I. Kapalungan
Dr. Panfilo Castro National High School	Erlene C. Lim
Dr. Maria D. Pastrana National High School	Leila S. Dote
Lusacan National High School	Glazel A. Capa
Magallanes National High School	Cristine H. Castillo
Manuel S. Enverga Memorial School Of Arts And Trades	Arnel T. Dellosa
Paiisa National High School	Ma. Adela A. Mendoza
Tagkawayan National High School	Freda R. Eleazar
Talipan National High School	Marconi F. Fontarum

4. Travelling expenses are chargeable to the respective school MOOE and subject to usual COA auditing rules and regulations.
5. For strict compliance of all concerned.


CATHERINE P. TALAVERA, CESO VI
Schools Division Superintendent 

accz12/27/2019

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**CHECKLIST OF FINANCIAL REPORTS FOR SUBMISSION TO THE R.O.
 YEAR END 2019**

REGULAR FUND	
1	Statement of Management Responsibility
FINANCIAL STATEMENTS (FS)	
Consolidated Trial Balance (TB)	
2	a Consolidated Pre-Closing Trial Balance
	b Consolidated Post-Closing Trial Balance
Consolidated Statement of Financial Performance (Statement of Income and Expenses/SIE) (SFPer)	
3	a Detailed Statement of Financial Performance
	b Condensed Statement of Financial Performance
Consolidated Statement of Financial Position (Balance Sheet) (SFPos)	
4	a Detailed Statement of Financial Position
	b Condensed Statement of Financial Position
5 Consolidated Statement of Changes in Net Assets / Equity (Acc. Surplus/Deficit) (SCNA/E)	
Consolidated Statement of Cash Flows (SCF)	
6	a Detailed Statement of Cash Flows
	b Condensed Statement of Cash Flows
7 Consolidated Statement of Comparison of Budget and Actual Amount (SCBAA)	
SUPPORTING SCHEDULES	
Consolidated Status and Aging of Cash Advances (please use format provided)	
8	a Status of Cash Advances
	b Report on Aging of Cash Advances (ANNEX 8)
Consolidated Schedule and Aging of Accounts Receivable (if any) (please use format provided)	
9	a Schedule of Accounts Receivable
	b Aging of Accounts Receivable
Consolidated Schedule of / Charges to Accounts Payable with Aging (please use format provided)	
10	a Schedule of / Charges to Accounts Payable
	b Aging of Accounts Payable
11 Consolidated Status of NCAs Received / Utilized WITH JUSTIFICATIONS on UNUSED NCAs as of 12/31/2019 (please use format provided)	
12 Consolidated Subsidy from National Government (SNG) (please use format provided)	
13 Consolidated Status of Cash Balances (please use format provided)	
Consolidated Budgetary Financial Accountability Reports (BFARs)	
14	a Monthly Report of Disbursements (FAR No. 4)
	b Quarterly Report of Revenue and Other Receipts (FAR No. 5) (if any)
15 Consolidated Inventory of Bank Accounts per DBM - DOF - COA JAO No. 2012-01 dated January 6, 2012 (please use format provided)	
Consolidated Detailed Breakdown of Reciprocal Accounts - per lus	
16	a Intra agency Receivables (Due From CO/RO/Ous)
	b Intra agency Payables (Due To CO/RO/Ous)
	c Subsidy Accounts (Due To / From CO/RO/Ous)
17 Consolidated Summary of Tax Remittances Advice (TRA) (NOT DETAILED) - for validation only against Income Statement/SNG Amount	
18 Latest/Updated Masterlist of Existing DepEd Implementing Units and Non-Implementing Units	
19 SOFT COPY of all the documents submitted	

**CHECKLIST OF FINANCIAL REPORTS FOR SUBMISSION TO THE R.O.
 YEAR END 2019**

EPIP FUND	
1	Statement of Management Responsibility
FINANCIAL STATEMENTS (FS)	
Consolidated Trial Balance (TB)	
2	a Consolidated Pre-Closing Trial Balance
	b Consolidated Post-Closing Trial Balance
Consolidated Statement of Financial Performance (Statement of Income and Expenses/SIE) (SFP _{er})	
3	a Detailed Statement of Financial Performance
	b Condensed Statement of Financial Performance
Consolidated Statement of Financial Position (Balance Sheet) (SFPos)	
4	a Detailed Statement of Financial Position
	b Condensed Statement of Financial Position
5	Consolidated Statement of Changes in Net Assets / Equity (Acc. Surplus/Deficit) (SCNA/E)
Consolidated Statement of Cash Flows (SCF)	
6	a Detailed Statement of Cash Flows
	b Condensed Statement of Cash Flows
7	Consolidated Statement of Comparison of Budget and Actual Amount (SCBAA)
SUPPORTING SCHEDULES	
Schedule and Aging of Cash Advances (please use format provided) - if applicable	
8	a Status of Cash Advances
	b Report on Aging of Cash Advances
Schedule and Aging of Accounts Receivable (if any) (please use format provided) - if applicable	
9	a Schedule of Accounts Receivable
	b Aging of Accounts Receivable
Schedule of / Charges to Accounts Payable with Aging (please use format provided) - if applicable	
10	a Schedule of / Charges to Accounts Payable
	b Aging of Accounts Payable
11	Consolidated Budgetary Financial Accountability Reports (BFARs) - if applicable
12	SOFT COPY of all the documents submitted

**CHECKLIST OF FINANCIAL REPORTS FOR SUBMISSION TO THE R.O.
 YEAR END 2019**

PROVIDENT FUND		
1	Statement of Management Responsibility	
FINANCIAL STATEMENTS (FS)		
	Trial Balance (TB)	
2	a	Pre-Closing Trial Balance
	b	Post-Closing Trial Balance
	Statement of Financial Performance (Statement of Income and Expenses/SIE) (SPer)	
3	a	Detailed Statement of Financial Performance
	b	Condensed Statement of Financial Performance
	Statement of Financial Position (Balance Sheet) (SFPos)	
4	a	Detailed Statement of Financial Position
	b	Condensed Statement of Financial Position
5	Statement of Changes in Net Assets / Equity (Acc. Surplus/Deficit) (SCNA/E)	
	Statement of Cash Flows (SCF)	
6	a	Detailed Statement of Cash Flows (Detailed/Condensed)
	b	Condensed Statement of Cash Flows (Detailed/Condensed)
7	Consolidated Statement of Comparison of Budget and Actual Amount (SCBAA)	
SUPPORTING SCHEDULES		
8	Aging of Loans Receivables - Others (please use format provided)	
9	Report of Delinquent Loans (per Memo dated Oct.8, 2012) (please use format provided)	
10	Status Report of Funds	
11	Status of Service Fees Collected and Deposited to BTR	
12	Detailed Breakdown of Other Payables (per IUs)	
13	Report on Allocations Received from National/Regional and Releases to Division Offices	
	Schedule and Aging of Cash Advances (if any)	
14	a	Advances to Officers & Employees
	b	Due from Officers & Employees
	c	Payroll Fund
	d	Advances to Special Disbursing Officers
	Schedule of / Charges to Accounts Payable with Aging (please use format provided)	
15	a	Schedule of / Charges to Accounts Payable
	b	Aging of Accounts Payable
	Detailed Breakdown of Reciprocal Accounts - per Ius	
16	a	Due from / Due to (NGA, RO and Ous)
17	Quarterly Report of Revenue and Other Receipts (FAR NO. 5)	
18	SOFT COPY of all the documents submitted	

**CHECKLIST OF FINANCIAL REPORTS FOR SUBMISSION TO THE R.O.
 YEAR END 2019**

TRUST FUND	
1	Statement of Management Responsibility
FINANCIAL STATEMENTS (FS)	
Consolidated Trial Balance (TB)	
2	a Consolidated Pre-Closing Trial Balance
	b Consolidated Post-Closing Trial Balance
Consolidated Statement of Financial Performance (Statement of Income and Expenses/SIE) (SFP _{er})	
3	a Detailed Statement of Financial Performance
	b Condensed Statement of Financial Performance
Consolidated Statement of Financial Position (Balance Sheet) (SFPos)	
4	a Detailed Statement of Financial Position
	b Condensed Statement of Financial Position
5	Consolidated Statement of Changes in Net Assets / Equity (Acc. Surplus/Deficit) (SCNA/E)
Consolidated Statement of Cash Flows (SCF)	
6	a Detailed Statement of Cash Flows
	b Condensed Statement of Cash Flows
7	Consolidated Statement of Comparison of Budget and Actual Amount (SCBAA)
SUPPORTING SCHEDULES	
Schedule and Aging of Cash Advances (please use format provided) - if applicable	
8	a Status of Cash Advances
	b Report on Aging of Cash Advances
Schedule and Aging of Accounts Receivable (if any) (please use format provided) - if applicable	
9	a Schedule of Accounts Receivable
	b Aging of Accounts Receivable
Schedule of / Charges to Accounts Payable with Aging (please use format provided) - if applicable	
10	a Schedule of / Charges to Accounts Payable
	b Aging of Accounts Payable
11	Consolidated Budgetary Financial Accountability Reports (BFARs) - if applicable
12	SOFT COPY of all the documents submitted