




Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

REGIONAL MEMORANDUM

ORD 2025 - 472

TO : Schools Division Superintendents
Division Office Accountants
Division Budget Officers
All Others Concerned

FROM : **JOCELYN DR. ANDAYA** 
Regional Director, NCR
Concurrent Officer-In-Charge,
Office of the Assistant Secretary for Operations

SUBJECT : **LEARNING ENGAGEMENT ON THE CONSOLIDATION AND FINALIZATION OF CY 2025 MID-YEAR FINANCIAL ACCOUNTABILITY REPORTS (FARs) AND FINANCIAL STATEMENTS**

DATE : **MAY 30, 2025**

1. In preparation for the National Seminar-Workshop on the Consolidation of Mid-Year Financial Reports (CY 2025), the Department of Education National Capital Region, through the Finance Division, in collaboration with the Schools Division Office (SDO) of Manila as host division, will hold the above-mentioned activity in Metro Manila from July 16 to 18, 2025.

2. This activity aims to ensure that all 2nd Quarter CY 2025 Consolidated Financial Accountability Reports (FARs) and Financial Statements are thoroughly reviewed, completed, and submitted on time. It will also serve as a venue for discussing and addressing budget utilization issues, challenges, and concerns, as well as the implementation of the prior year's COA Audit recommendations following budget and audit regulations. Furthermore, this session will provide an opportunity to discuss the most recent issuances, memos, and circulars issued by oversight authorities.

3. All Division Offices are required to strictly comply with the submission of reports on or before **July 20, 2025, except for reports specified under RO MEMO ORD - 2025-407 dated May 2, 2025**. Please refer to the attached list of Reports to be submitted and online Reports to be filled in.

4. The participants include Division Accountants, Division Budget Officers, Other SDO/school finance officials, chosen ROP finance staff, and the host SDO's designated secretariat. This program will also have resource speakers from the



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DepED Central Office, Commission on Audit, and Department of Budget and Management (NCR).

5. The host division will collect a registration fee of **Six Thousand Pesos only (Php 6,000.00)** for each participant to cover board and accommodation, meals, workshop materials and supplies, and other contingency costs. Travel and registration fees will be charged against the MOOE Fund following the usual accounting and auditing rules and regulations. All intended participants must pre-register at **<https://bit.ly/2ndLEconsoFinal2025MIDYEARFARSFS>** on or before June 10, 2025. Registered participants must pay the registration fees regardless of whether or not they attend the activity.
6. For more information and concerns, please contact DepED NCR or Mrs. Maxima C. Catapang and Ms. Adebie S. Sansolis of SDO Manila by email at jyra1927@yahoo.com and adebie.sansolis@deped.gov.ph, or by phone at 0927-845-0252 or 0928-490-3803.
7. Immediate dissemination of this memorandum is enjoined.



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The following reports must be updated on or before July 20, 2025:

REPORTS	Google link
1. RO template for CY 2023 AAPSI and SIPYAR	http://bit.ly/NCR2024-AAPSI-SIPYAR
2. CO Template for CY 2023 AAPSI	https://bit.ly/AAPSI_CAARCY2023
3. Status of Notice of Suspension/Notice of Disallowance/Notice of Charge as of June 30, 2025	https://bit.ly/NSNDNC-CAARCY2023
4. Consolidated Report of Inventory of Bank Accounts (RO, SDO, IUS) as of June 30, 2025	https://bit.ly/NCRConsoBankAccountsforRO-SDO-IU
5. Consolidated Summaries of Bank Accounts Opened for the MOOE of NON-IUS Schools – Annex K-2 per DO S2019-029 as of June 30, 2025	https://bit.ly/ConsoMOOEBankAccountsforNon-IU
6. FAR 5 Statement of Income and Revenues	https://bit.ly/NCR-FAR5-2025-2nd
7. FAR 4 Report of Disbursement	bit.ly/MRD-062025
8. Due to Regional Office as of June 30, 2025	https://bit.ly/SL_JUNE2025
9. Consolidated Status and Aging of Cash Advance as of 06.30.2025	https://bit.ly/NCR-ConsoCashAdvQ2-2025
10. Status of MOOE Downloading	https://bit.ly/NCR2025-MooeDownloading
11. SERVICE FEE Collections as of 6.30.2025	bit.ly/SFSanJuan , bit.ly/SFQuezonCity , bit.ly/SFManila , bit.ly/SFMalabon bit.ly/SFMakati
12. Provident Fund as of 6.30.25	http://bit.ly/NCR-Midyear-ConsoPFReports-2025
13. Statement of Cash Flows and Statement of Changes in Net Assets / Equity - revised format	https://bit.ly/2025SCFSCNAE
14. Schedule of NTA from RO and CO	https://bit.ly/2025NTA_CO_RO
15. Subsidy from the Regional Office	https://bit.ly/2025-ASSISTANCE-NCR
16. NCR BUR Monitoring for CY 2025	bit.ly/NCR-BUR-2025



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**LEARNING ENGAGEMENT ON THE CONSOLIDATION AND FINALIZATION OF
CY 2025 MID-YEAR FINANCIAL ACCOUNTABILITY REPORTS (FARs) AND
FINANCIAL STATEMENTS**

July 16 to 18, 2025

PROGRAM OF ACTIVITIES (TENTATIVE)

Time	Activities	In-Charge
DAY 1		
9:00 – 10:00 am	Preliminaries <ul style="list-style-type: none">• Nationalistic Song• Ecumenical / Interfaith Prayer• Acknowledgment of Participants• Message	Host Division
10:00 – 10:30 am	Statement of Purpose	Juliet J. Icamen Chief Administrative Officer, Finance Division
10:30-12:00am	Discussion on budget utilization issues, challenges, and concerns, as well as the implementation of COA Audit recommendations	ROP Finance
LUNCH BREAK		
1:00-5:00pm	Workshop proper (reconciliation and completion of 2 nd Quarter FARs and Financial Statements)	Breakout session ROP Budget ROP Accounting
DAY 2		
8:00-12:00 pm	Discussion on the On Time Cleansing of PPE Account Balances per COA Circular No. 2020-006	COA representative
	LUNCH BREAK	
1:00-5:00 pm	Discussion on DBM relevant updates / URS compliance Report / Agency Performance Report (APR)	DBM Representative



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DAY 3		
8:00 -12:00pm	Discussion on the Status of Submitted 2 nd Quarter FARs and Financial Statements OTHER CONCERNS, WAYS FORWARD CLOSING REMARKS	Juliet J. Icamen ROP Finance Staff Chief Administrative Officer, Finance Division



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