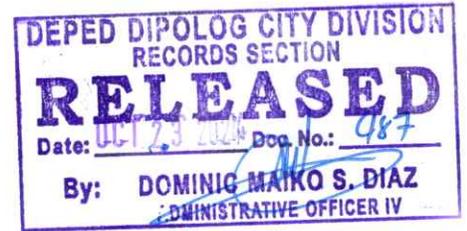




Republic of the Philippines
Department of Education
REGION IX – ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DIPOLOG CITY



October 23, 2024

DIVISION MEMORANDUM

No. 487, s. 2024

**DEADLINE FOR SUBMISSION OF REGULAR FINANCIAL REPORTS TO THE
SCHOOLS DIVISION OFFICE (SDO)**

To: School Principals (Implementing Units)
Administrative Officer II (Implementing Units)
Senior Bookkeeper (Implementing Units)
Disbursing Officer (Implementing Units)
All Others Concerned
This Division

1. In pursuant with the Regional Memorandum No. 602, s. 2024 dated September 20, 2024, **REITERATION OF THE DEADLINE FOR SUBMISSION OF REGULAR FINANCIAL REPORTS TO THE REGIONAL OFFICE AND OTHER OVERSIGHT AGENCIES**, this office is mandated to regularly and promptly submit financial accountability reports to oversight agencies, including COA, DBM, DepEd-CO.
2. To ensure timely consolidation and submission of financial reports to the Schools Division Officer, all Implementing Units are directed to strictly observe the deadlines. (See enclosure A.)
3. For your guidance and strict compliance.

MA. LIZA R. TABILON, EdD, CESO V
Schools Division Superintendent





Republic of the Philippines
Department of Education
REGION IX – ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DIPOLOG CITY

Enclosure A

MONTHLY	DEADLINE FOR SUBMISSION TO SDO
FAR 4	ON OR BEFORE 28TH DAY OF THE MONTH
STATUS OF NCA	
SUMMARY OF TRA	
LISTS OF SING	
STATUS OF CASH ADVANCES	
QUARTERLY	DEADLINE FOR SUBMISSION TO SDO
FAR 5	ON OR BEFORE 30TH DAY OF THE LAST MONTH OF THE QUARTER
QUARTER FINANCIAL STATEMENTS (LINK)	ON OR BEFORE 28TH DAY OF THE MONTH
STATUS OF CASH ADVANCES	
SCHEDULES OF DUE TO/PAYABLES	
SCHEDULES OF RECEIVABLES	
YEARLY	DEADLINE FOR SUBMISSION TO SDO
YEAR-END FINANCIAL STATEMENTS	ON OR BEFORE THE CONDUCT OF PRE YEAR-END PREPARATION OF FINANCIAL REPORTS



Address: Purok Farmers, Olingan, Dipolog City
Email: dipolog.city@deped.gov.ph
Website: www.depeddipolog.net
Facebook: DepEd Tayo – Division of Dipolog City



Republic of the Philippines
Department of Education
 REGIONAL OFFICE IX, ZAMBOANGA PENINSULA

Office of the Regional Director

September 20, 2024

SEP 24 2024

REGIONAL MEMORANDUM

No. 009, s. 2024

REITERATION OF THE DEADLINE FOR SUBMISSION OF REQUIRED FINANCIAL REPORTS TO THE REGIONAL OFFICE AND OTHER OVERSIGHT AGENCIES

RECEIVED
 Date: SEP 24 2024
 Doc. No.:
 By: DOMINIC MAKO S. DIAZ
 ADMINISTRATIVE OFFICER IV

To: Assistant Regional Director
 Schools Division Superintendents
 RO & SDO Accountants
 RO & SDO Budget Officers
 IU Senior Bookkeepers
 All Others Concerned
 This Region

1. In compliance with the provisions of the General Appropriations Act (GAA) and other relevant laws, rules, and regulations, this Office is mandated to regularly and promptly submit financial accountability reports to oversight agencies, including COA, DBM, and DepEd-CO.
2. In line with this, all concerned parties are reminded to complete the required financial reports in strict adherence to the established rules and guidelines.
3. To ensure timely consolidation and prevent delays, Schools Division Offices are directed to strictly observe the deadlines specified in Annex A, as outlined by the Regional Office IX - Finance Services Division.
4. For your guidance and strict compliance.

RUTH L. FUENTES, CESO III
 Regional Director

FIN/PSDC/malu
 19/September 18 2024



DepEd Division Office - Zamboanga Peninsula
 Regional Office IX
 Finance Services Division
 P.O. Box 108, Zamboanga City, Zamboanga Peninsula

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Department of Education
 REGIONAL OFFICE IX, ZAMBOANGA PENINSULA

ANNEX A

	Name of Report	Deadline per RO	Deadline per Government Oversight Agency (COA/DBM/DepEd-CO)
Budget	FARs (FAR 1, 1A, 1B)	within 10 days after the end of each quarter	CO - within 15 to 20 days after the end of each quarter
	Monthly Flash Report	on or before the 6th day of the month following the last month of the covered reporting period	CO - on or before the 10th day of the month following the last month of the covered reporting period
	BMS Temptable	within 30 days after the end of each quarter	CO - within 30 days after the end of each quarter
	Vetted Reports	on or before the 10th day of the month following the last month of the covered reporting period	on or before the 10th day of the month following the last month of the covered reporting period
	Status of Funds of Major PAPs	on or before the 10th day of the month following the last month of the covered reporting period	on or before the 10th day of the month following the last month of the covered reporting period
	FAR 3 (Yearly)	On or before 16th day following the end of the year	On or before the 30th day following the end of the year
	FAR 4 (Monthly)	On or before the 4th day of the month following the last month of the covered reporting period	On or before the 6th day of the month following the last month of the covered reporting period
	FAR 5 (Quarterly)	On or before 15th day after the end of each quarter	within 30 days after the end of each quarter
	FAR 6 (Quarterly)	On or before 15th day after the end of each quarter	within 30 days after the end of each quarter
	Accounting	STATUS OF NCA RECEIVED/UTILIZED (Monthly)	On or before the 5th day of the succeeding month
SUMMARY OF TRA (Monthly)		On or before the 5th day of the succeeding month	On or before the 10th day of the succeeding month



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STATUS OF MOOE DOWNLOADING (Monthly)	On or before 9th day of the following month of the covered reporting period	On or before 10th day of the following month of the covered reporting period
STATUS OF CASH ADVANCE, AGING & BREAKDOWN (Quarterly)	3 days before the end of each quarter	5 days before the end of the quarter
PRE & POST TRIAL BALANCE (JAN, FEB, APR, MAY, JULY, AUG, OCT, NOV)	6 days after the end of the month	10 days after the end of the month
FINANCIAL STATEMENTS (Quarterly)	6 days after the end of the quarter	10 days after the end of the quarter
YEAR-END FINANCIAL STATEMENTS WITH THE COVERING STATEMENT OF MANAGEMENT'S RESPONSIBILITY ON THE FS REASONS FOR YEAR ON YEAR INC/DEC OF DISBURSEMENTS (Monthly)	January 15 of the following year (Conso FS)	January 31 of the following year (Conso FS)
STATUS OF PROVIDENT LOAN OPERATIONS (Monthly)	On or before the 12th day of the following month of the covered reporting period	On or before the 15th day of the following month of the covered reporting period
AAPSI for CAAR CY 2023 - Updates	On or before 10th day of the succeeding month or Per request of CO	Per request of CO
AAPSI - SIPYAR per CAAR CY 2023	On or before 10th day of the succeeding month or per request of CO	Per request of CO



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regional@deped.gov.ph
 (0521) 845-3329 | 08482076710 | 08152475207
 www.depedinfo.info | www.os-deped.com
 www.facebook.com/DEPEDREGION9
 Procs. Cruzon C. Aquino Regional Government Center, Balinawak, Pagadian City, 7016



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REGIONAL OFFICE IX, ZAMBOANGA PENINSULA

Status of NS/ND/NC	On or before 10th day of the succeeding month or Per request of CO	Per request of CO
Consolidated AAPSI for CY and PYs	A week before Regional MidYear & Year-End Seminar/Workshop on the Preparation & Reconciliation of Financial Reports	Per request of CO
Clear copy of LDDAP-ADA for Fund Transfer of Other Ded	On or before 10th day of the succeeding month	N/A
Quarterly Operating Expenditures of Deped Public Schools as required by Philippine Statistics Authority (PSA)	Per deadline set by the PSA or CO	Per deadline set by the PSA or CO



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region9@deped.gov.ph
 (052) 945-3329 | 0942078710 | 09152475207
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