



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
DIVISION OF CITY SCHOOLS – TAGBILARAN CITY

**Office of the Schools Division  
Superintendent**

MEMORANDUM  
No. 314 s. 2020

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TO : Budget and Finance Personnel  
Supply and Cash Personnel  
All Financial Staff of Implementing Units

FROM : **JOSEPH IRWIN A. LAGURA PhD**  
Schools Division Superintendent  
Office of the Schools Division Superintendent

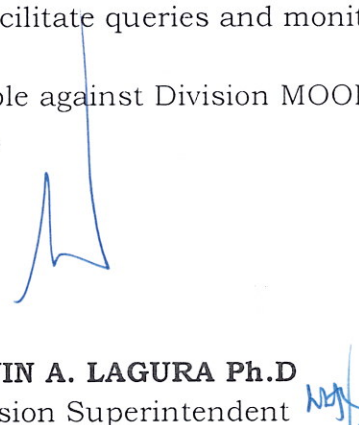
SUBJECT : **PREPARATION AND SUBMISSION OF YEAR-END FINANCIAL AND  
BUDGETARY REPORTS**

DATE : December 23, 2020

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1. In line with the upcoming Regional Year-End Seminar Workshop on the Preparation of CY 2020 Year-end Financial and Budgetary Reports, Tagbilaran City Schools Division will conduct its own Division Seminar Workshop on the Preparation of CY 2020 Year-End Financial Reports on January 4-8, 2021.
2. Implementing units are expected to submit in soft and system generated hard copy of financial and budgetary reports on or before January 8, 2021. (Please see attachment for reports to be submitted)
3. For purposes of consolidation, financial staffs of implementing units are required to prepare their budgetary and financial reports strictly using the BMS and eFRS system and to submit the budgetary reports using the DBM required template on FARs.
4. Due to the limited space in the finance office, all financial staffs of implementing units are required to stay in their respective stations with conscious effort to uphold social distancing at all times.
5. It is a must to keep all lines of communication open to facilitate queries and monitoring.
6. All expenses relative to the said seminar will be chargeable against Division MOOE subject to the usual accounting and auditing rules and regulations.
7. For immediate dissemination and strict compliance.

**JOSEPH IRWIN A. LAGURA Ph.D**  
Schools Division Superintendent





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**SEMINAR/WORKSHOP ON THE PREPARATION OF CY 2020 YEAR-END REPORTS  
LIST OF REPORTS TO BE SUBMITTED**

- Updates on AOM Compliance – 2019 & Prior Years
- Trial Balance
- Detailed Statement of Income
- Detailed Balance Sheet
- Statement of Accumulated Government Equity
- Statement of Cash Flows
- Report of Income
- Status of Cash Advances
- Cash advances with Aging
- Status of NCA Utilization/Received & SING
- Cash Balance
- Schedule of Accounts Payable with Aging
- Schedule of Accounts Receivable with Aging
- Financial Report of Operation
- Physical Report of Operation
- Breakdown of Income (Annex E)
- Statement of Appropriations, Allotments, Obligations, Disbursements and Balances (Annex A)
- List of Allotments / Sub-Allotments (Annex A.1)
- Detailed Statement of Current Year's Obligations, Disbursements and Unpaid Obligations (Annex B)
- Summary of Disbursements
- Statement of Appropriations, Allotments, Obligations, Disbursements, Unpaid Obligations and Balances
- Statements of Appropriations, Allotments, Obligations, Disbursements and Balances