



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

**Office of the Schools Division  
Superintendent**

DIVISION MEMORANDUM

No. 364 , s. 2025

June 18, 2025

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

To: Assistant Schools Division Superintendent  
School Heads  
All Finance Personnel  
All Others Concerned

1. In line with the forthcoming Mid-Year Seminar Workshop on the Preparation of CY 2025 Mid-Year Financial and Budgetary Reports scheduled on July 8-10, 2025, the Division of City Schools – Tagbilaran City will conduct its own Division Seminar Workshop on the Preparation of CY 2025 Mid-Year Financial Reports on July 1-5, 2025.
2. Implementing units are expected to submit in soft and system generated hard copy of financial and budgetary reports on or before July 5, 2025. (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 systems 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.
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.

**WILFREDA D. BONGALOS PhD CESO V**  
Schools Division Superintendent

WDB/JAL/ACCOUNTING/MBTS/mbts



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**SEMINAR/WORKSHOP ON THE PREPARATION OF CY 2025 MID-YEAR  
REPORTS**

**LIST OF REPORTS TO BE SUBMITTED**

**Accounting Reports**

- Updates on AOM Compliance – 2024 & 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)

**Budgetary Reports**

1. FAR No. 1
2. FAR No. 1A
3. FAR No. 1B
4. FAR No. 2
5. FAR No. 2A
6. FAR No. 3
7. FAR No. 4
8. FAR No. 5

**Final Outputs for Disbursing Officers**

1. Updated Cash Book
2. Updated Reports of Checks Issued