



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

**Office of the Schools Division
Superintendent**

JAN 03 2023

MEMORANDUM

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance Operations Division
Administrative Officer V
Implementing Units School Heads (PEDHS, MBHS, MNHS)
All Others Concerned

SUBMISSION OF THE CY 2022 FINANCIAL AND BUDGETARY REPORTS

1. The Deped – NCR Finance Division will conduct a Coordination Meeting for the Finalization and Submission of the CY 2022 Financial and Budgetary Reports on January 20, 2023.
2. In this regard, all Implementing Units namely, Pedro E. Diaz High School, Muntinlupa Business High School, and Muntinlupa National High School are hereby requested to submit the school Financial and Budgetary Reports on or before January 9, 2023 to the SDS office attention to Accounting Unit.
3. For the information and guidance of all concerned.


CARLEEN S. SEDILLA CESOSA V
Schools Division Superintendent

To be indicated in the Perpetual Index
under the following subjects:

FINANCE REPORTS

SML/UN-002/January 3, 2023



Student Center for Life Skills Bldg., Centennial Ave, Brgy Tunasan,
Muntinlupa City
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Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



REGIONAL MEMORANDUM

No. NCR_____, s. 2022

TO : Schools Division Superintendents
Division Office Accountants/Budget Officers
All Other concerned

FROM : The Office of the Regional Director

SUBJECT : Finalization and Submission of the CY 2022
Financial and Budgetary Reports

DATE : December 20, 2022

1. To ensure the timely submission of a complete and reliable CY 2022 Year-End Financial and Budgetary Reports, the Department of Education – National Capital Region, Finance Division will conduct a Coordination Meeting for the above subject on January 20, 2023, at the Varela Hall 4th Floor DepED-NCR Building.
2. This activity aims to:
 - Facilitate the Finalization and Consolidation of CY 2022 Year-End Financial Reports, Budget and Accountability Reports, and Schedule of Accounts;
 - Reconcile the various Reciprocal Accounts (Report of deposits, Sub-ARO, NTA, Transfer of recording of PPE);
 - Discuss and address other related financial and budgetary issues and concerns.
3. The participants are the following :
 - a. Division Accountants, Division Budget Officers, and other SDO Finance Staff
 - b. ROP Finance Staff
4. All Division Offices are required to strictly comply with the submission of all reports on or before **January 23, 2023**. Please refer to the attached list of Reports to be submitted and online Reports to be filled in.
5. All participants are advised to bring their laptops and materials needed in the workshop. This activity requires all participants to observe health safety protocols at all times.

