



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

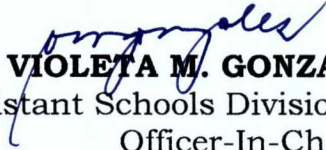
DEC 18 2025

MEMORANDUM

**LEARNING ENGAGEMENT ON THE RECONCILIATION AND CONSOLIDATION
OF CY 2025 YEAR-END BUDGET AND FINANCIAL REPORTS**

To: Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Public Elementary and Secondary School Heads / OICs
Administrative Officer V
All Others Concerned

1. Attached is Regional Memorandum ORD 2025-1151 dated December 1, 2025, on the above-captioned title, the contents of which are self-explanatory for the information and guidance of all concerned.
2. Participants in this learning engagement are the Division Accountant, Division Budget Officer, SDO and Implementing Units finance personnel (Administrative Assistants III and II). The said activity will be held on January 19-21, 2026 within Metro Manila to be hosted by Schools Division Office of Pasig City.
3. There will be a registration fee of Six Thousand Nine Hundred Pesos (Php6,900.00) per participant to cover board and lodging, meals, workshop materials and supplies and other operational and contingency expenses. Travel expenses and registration fees shall be charged against MOOE subject to the existing accounting and auditing rules and regulations.
4. Immediate dissemination and compliance of this Memorandum is desired.


VIOLETA M. GONZALES, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

Enclosure: as stated

Reference: None

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

LEARNING ENGAGEMENT

FINANCIAL REPORTS

KEM/ LEARNING ENGAGEMENT ON THE RECONCILIATION AND CONSOLIDATION OF CY 2025 YEAR-END BUDGET AND FINANCIAL
REPORTS

529/ 12/17/2025

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DEPARTMENT OF EDUCATION
RELEASED
RECORDS SECTION REGIONAL OFFICE-NCR
01 DEC 2025
BY: _____ DATE: 4/23

REGIONAL MEMORANDUM
ORD 2025 - 1151

SDO - MUNTINLUPA CITY
RECORDS UNIT

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

RECEIVED
12-3-25

BY: EVELYN N. DINGAL

TIME: 9:55am

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

SUBJECT : LEARNING ENGAGEMENT ON THE RECONCILIATION AND
CONSOLIDATION OF CY 2025 YEAR-END BUDGET AND
FINANCIAL REPORTS

DATE : December 01, 2025

1. In preparation for the **National Consolidation and Submission of the Calendar Year (CY) 2025 Year-End Financial Reports to the oversight agencies**, the Department of Education – National Capital Region (DepEd NCR), through the Finance Division, shall conduct the above-captioned activity on January 19–21, 2026, within Metro Manila, to be hosted by the Schools Division Office (SDO) of Pasig City.

2. This activity aims to ensure the orderly review, consolidation, and finalization of the CY 2025 Budget and Financial Reports, including the reconciliation of various reciprocal accounts, such as Due from Operating Units/Due to Regional Office, Subsidies/Financial Assistance, Sub-AROs, Notices of Transfer of Allocation (NTAs), and transfer/adjustment entries for Property, Plant, and Equipment (PPE). Likewise, the workshop will serve as a venue to assess and strengthen the utilization of the Enhanced Budget Monitoring System (E-BMS) and the Enhanced Financial Reporting System (E-FRS) to ensure full alignment with financial management standards and reporting requirements.

3. **All SDOs are required to strictly comply with the submission of the prescribed reports on or before January 20, 2026**, except for those identified under Regional Office Memorandum ORD-2025-407 dated May 2, 2025. The List of Reports to be Submitted and the Online Reports to be Accomplished are attached for reference and guidance.

CITY OF
ACCOUNTING

RECEIVED



Address: 6 Misamis St., Bago Bantay, Quezon City
E-mail address: ncr@deped.gov.ph
Website: depedncr.com.ph



Time: 10:07 AM



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4. Expected participants include Division Accountants, Division Budget Officers, other SDO or school finance personnel, selected Regional Office–Finance Division staff, and the designated secretariat of SDO Pasig City. The program will feature resource persons from the DepEd Central Office as well as invited representatives from oversight agencies.

5. The host SDO shall collect a registration fee of Six Thousand Nine Hundred Pesos (P6,900.00) per participant to cover board and lodging, meals, workshop materials and supplies, and other operational and contingency expenses. Travel expenses and registration fees shall be charged against the MOOE of the concerned offices, subject to existing accounting and auditing rules and regulations. **All participants are required to pre-register through <https://bit.ly/NCRLEyeareand2025> on or before December 05, 2025.** Registered participants must pay the registration fees regardless of whether or not they attend the activity.

6. For further inquiries, you may contact DepEd NCR – Finance Division or Ms. Flerida J. Giron and Mr. Raymond B. Venegas of SDO Pasig City at 0933-990-8227 or 0999-961-6088.

7. Immediate and wide dissemination of this Memorandum is directed.



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The following reports must be updated on or before January 20, 2026:

| REPORTS | Google link |
|--|---|
| 1. RO template for CY 2024 AAPSI and SIPYAR | https://bit.ly/2024-DEPEDNCR-AAPSI-SIPYAR |
| 2. CO Template for CY 2024 AAPSI | https://bit.ly/Consolidated_AA_PSI_CY_2024 |
| 3. Status of Notice of Suspension/Notice of Disallowance/Notice of Charge as of December 31, 2025 | https://bit.ly/NCRNS-ND-NC-CAARCY2024 |
| 4. Consolidated Report of Inventory of Bank Accounts (RO,SDO, IUS) as of December 31, 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 | https://bit.ly/ConsoMOOEBankAccountsforNon-IU |
| 6. FAR 5 Statement of Income and Revenues | https://bit.ly/NCR-FAR5-2025-4th |
| 7. FAR 3 Accounts payable | https://bit.ly/NCR2025consoFAR3 |
| 8. FAR 4 Report of Disbursement | bit.ly/MRD-122025 |
| 9. Statement of Cash Flows and Statement of Changes in Net Assets / Equity - revised format | https://bit.ly/2025SCFSCNAE |
| 10. Schedule of NTA from RO and CO | https://bit.ly/2025NTA_CO_RO |
| 11. Subsidy from Regional Office | https://bit.ly/2025-ASSISTANCE-NCR |
| 12. Due to Regional Office as of December 31, 2025 | https://bit.ly/SL_DECEMBER2025 |
| 13. Consolidated Status and Aging of Cash Advance as of 12.31.25 | https://bit.ly/DepedNCR-ConsoCashAdvQ4-CY2025 |
| 14. Status of MOOE Downloading | https://bit.ly/NCR2025-MooeDownloading |
| 15. Provident Fund | https://bit.ly/NCR_YearEndConsoPFReports_2025 |
| 16. Service Fee Collections as of 12.31.2025 | bit.ly/SFSanJuan , bit.ly/SFQuezonCity , bit.ly/SFManila , bit.ly/SFMalabon bit.ly/SFMakati |



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**LEARNING ENGAGEMENT ON THE RECONCILIATION AND
 CONSOLIDATION OF CY 2025 YEAR-END BUDGET AND FINANCIAL
 REPORTS**

January 19 to 21, 2026

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 of the list of reports to be submitted, the online reports to be completed, and the deadline for submission | ROP Finance |
| LUNCH BREAK | | |
| 1:00-5:00pm | Workshop proper (reconciliation of Reciprocal Accounts, finalization and checking of the Financial Accountability Reports) | Breakout session ROP Budget ROP Accounting |
| DAY 2 | | |
| 8:00-12:00 pm | Discussion regarding the Enhanced Budget Monitoring System (E-BMS) and the Enhanced Financial Reporting System (E-FRS) | CO representative |
| LUNCH BREAK | | |
| 1:00-5:00 pm | Continuation on the discussion regarding Enhanced Budget Monitoring System (E- | CO Representative |



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| | | |
|-----------------------|--|---|
| | BMS) and the Enhanced Financial Reporting System (E-FRS) | |
| DAY 3 | | |
| 8:00 - 12:00pm | Discussion on the Status of Submitted CY 2025 Year Budget and Financial Reports OTHER CONCERNS, WAYS FORWARD CLOSING REMARKS | ROP Finance Staff Juliet J. Icamen Chief Administrative Officer, Finance Division |