



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

MEMORANDUM

**LEARNING ENGAGEMENT ON THE RECONCILIATION AND CONSOLIDATION
OF CY 2026 THIRD QUARTER FINANCIAL ACCOUNTABILITY REPORTS
(FARs) AND OTHER 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 No. 629, s. 2026 dated August 17, 2026, 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. The said activity will be held on October 14-16, 2026, at a venue within the National Capital Region to be hosted by Schools Division Office of Taguig City and Pateros.
3. There will be a registration fee of Six Thousand Five Hundred Pesos (Php6,500.00) per participant to cover board and lodging, meals, honoraria/token, workshop materials and supplies and other necessary expenses. Travel expenses and registration fees shall be charged against MOOE subject to the existing accounting and auditing rules and regulations.
4. Immediate dissemination of this Memorandum is desired.

For:

• **VIOLETA M. GONZALES CESO VI**
Schools Division Superintendent

By:


MA. REGAELE A. OLARTE (SGOD)
Chief Education Supervisor
Officer-in-Charge

Enclosure: As stated
Reference: As stated
To be indicated in the Perpetual Index
under the following subjects:

LEARNING ENGAGEMENT

FINANCIAL ACCOUNTABILITY REPORTS

KEM/ LEARNING ENGAGEMENT ON THE RECONCILIATION AND CONSOLIDATION OF CY 2026 THIRD QUARTER FINANCIAL ACCOUNTABILITY REPORTS (FARs) AND OTHER FINANCIAL REPORTS

333 / 08/24/2026





Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

August 17, 2026

REGIONAL MEMORANDUM

No. 629 s, 2026

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

**LEARNING ENGAGEMENT ON THE RECONCILIATION AND CONSOLIDATION
OF CY 2026 THIRD QUARTER FINANCIAL ACCOUNTABILITY REPORTS
(FARs) AND OTHER FINANCIAL REPORTS**

1. The Department of Education National Capital Region (DepEd NCR), through the Finance Division, in collaboration with the Schools Division Office (SDO) of Taguig and Pateros, shall conduct the **above-mentioned activity on October 14–16, 2026, at a venue within the National Capital Region**. It shall also provide an opportunity to discuss financial management concerns and prepare for the hosting of the **20th National Seminar/Workshop on the Consolidation of Mid-Year Financial Reports (CY 2027)**.
2. This activity aims to:
 - a. **Review, reconcile, and consolidate** the CY 2026 Third Quarter Financial Accountability Reports (FARs) and other prescribed financial reports and address discrepancies and other issues affecting the accuracy and timely submission of financial and budget reports;
 - b. **Provide updates** on relevant budgeting, accounting, procurement, and financial management policies, rules, and regulations; and facilitate the discussion of measures to expedite the processing of obligations and disbursements; and
 - c. **Organize the Technical Working Group (TWG)** for the hosting of the 20th National Seminar/Workshop on the Consolidation of Mid-Year Financial Reports (CY 2027).
3. All SDOs are directed to strictly comply with the submission of the prescribed reports **on or before October 20, 2026**, except those covered by **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.
4. Participants shall include the **Division Accountants, Division Budget Officers, selected SDO and school finance personnel, and the designated Secretariat of the SDO of Taguig and Pateros**. Resource persons from the DepEd



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Central Office, Government Procurement Policy Board (GPPB), and other oversight agencies may be invited, subject to their availability.

5. The host SDO shall collect a registration fee of **Six Thousand Five Hundred Pesos (P6,500.00)** per participant to cover board and lodging, meals, honoraria/tokens, workshop materials and supplies, and other necessary expenses. The registration fee and authorized travel expenses shall be charged against the MOOE of the concerned offices, subject to the availability of funds and existing accounting and auditing rules and regulations. All participants shall pre-register on or before August 31, 2026, through: **<https://tinyurl.com/2026-3Q-LE-PreRegistration>**. Registered participants shall be required to pay the registration fee regardless of attendance.

6. For inquiries and other concerns, please contact the DepEd NCR – Finance Division or **Ms. Rebecca S. Balaquit** and **Ms. Ivy Allawan**, SDO Taguig and Pateros, through email at rebecca.balaquit002@deped.gov.ph

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

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



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**LEARNING ENGAGEMENT ON THE RECONCILIATION AND CONSOLIDATION
OF CY 2026 THIRD QUARTER FINANCIAL ACCOUNTABILITY REPORTS
(FARs) AND OTHER FINANCIAL REPORTS**
October 14 to 16, 2026

PROGRAM OF ACTIVITIES (TENTATIVE)

Time	Activities	In-Charge
DAY 1		
9:00 – 10:00 am	Preliminaries • Nationalistic Song • Ecumenical / Interfaith Prayer • Acknowledgment of Participants • Message	Host Division
10:00 – 10:30 am	Statement of Purpose	Joey San Buenaventura Supervising Administrative Officer
10:30- 12:00am	Review the validation and reconciliation procedures and the submission scheme for the 3rd Quarter CY 2026 FARs	Budget Section - ROP
LUNCH BREAK		
1:00- 3:00pm	Workshop proper (reconciliation of Reciprocal Accounts, finalization and checking of the Financial Accountability Reports)	Breakout session ROP Budget ROP Accounting
3:00- 6:00pm	Preparation for the hosting of the 20th National Seminar/Workshop on the Consolidation of Mid-Year Financial Reports (CY 2027)	ROP staff SDO Pasay
DAY 2		
8:00- 12:00pm	Salient provisions of the New Procurement Act (Republic Act No. 12009)	GPPB Accredited speaker



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	LUNCH BREAK	
1:00-5:00 pm	Cash Treasury Agency Deposit - Trust, Cash Treasury Agency Deposit Regular, Erroneous Deposit to BTR, Agency Donation deposited to the BTR, deposit equivalent to liquidated damages, PASS THROUGH ACCOUNT and other BTR updates	BTR Representatives
DAY 3		
8:00 - 12:00pm	Presentation of the Status of Submitted CY 2026 3rd Quarter Financial Accountability Reports Continuation and review of agreements relative to the preparation for the hosting of the 20th National Seminar/Workshop on the Consolidation of Mid-Year Financial Reports (CY 2027) OTHER CONCERNS, WAYS FORWARD CLOSING REMARKS	ROP Finance Staff SDO Pasay Joey San Buenaventura Supervising Administrative Officer, Finance Division



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

REPORTS	Google link
1. RO template for CY 2025 AAPSI and SIPYAR	
2. CO Template for CY 2025 AAPSI	
3. Status of Notice of Suspension/Notice of Disallowance/Notice of Charge as of December 31, 2025	
4. Consolidated Report of Inventory of Bank Accounts (RO,SDO, IUS) as of September 30, 2026	
5. Consolidated Summaries of Bank Accounts Opened for the MOOE of NON IUS Schools – Annex K-2 per DO S2019-029	
6. FAR 5 Statement of Income and Revenues	https://bit.ly/NCR-FAR5-2026-1st
7. FAR 4 Report of Disbursement	bit.ly/MRD-092026
8. Schedule of NTA from RO and CO	https://bit.ly/2026NTA_CO_RO
9. Due to Regional Office as of September 30, 2026	https://bit.ly/SL_SEPTEMBER 2026
10.Consolidated Status and Aging of Cash Advance as of 09.31.2026	
11.Status of MOOE Downloading	https://bit.ly/NCR2026-MooeDownloading
12.Service Fee Collections as of 09.30.2026	bit.ly/SFSanJuan , bit.ly/SFQuezonCity , bit.ly/SFManila , bit.ly/SFMalabon bit.ly/SFMakati



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

Office of the Schools Division
Superintendent

August 20, 2026

MEMORANDUM

To : Assistant Schools Division Superintendent
Chief Education Supervisors (CID and SGOD)
Administrative Officer V
Public Schools District Supervisors
Education Program Supervisors
Public and Private Elementary and Secondary School Heads/Officers-in-Charge
Teaching and Non-Teaching Personnel
All Others Concerned

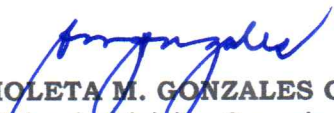
DESIGNATION AS OFFICER-IN-CHARGE

1. This is to inform the field that in view of the attendance of the undersigned in the **EXECUTIVE COURSE IN LEADERSHIP AND PUBLIC FINANCE MANAGEMENT BATCH 4** on August 24 - 28, 2026 in the Development Academy of the Philippines, Tagaytay City, Ms. **Ma. Regale A. Olarte**, Chief Education Supervisor, SGOD, is designated as Officer-in-Charge on the aforementioned dates, so as not to hamper the services of the Division.

2. She shall sign pertinent documents as:

Ms. MA. REGAELE A. OLARTE (SGOD)
Chief Education Supervisor
Officer-in-Charge

3. For information and guidance.


VIOLETA M. GONZALES CESO VI
Schools Division Superintendent

UN-2026-328