



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF AKLAN

July 8, 2026

TO: Office of the Assistant Schools Division Superintendent
Chief Education Supervisor
Public Schools District Supervisor/Principal-In-Charge of the
District/Head Teacher-In-Charge of the District
Section Head Concerned
School Head Concerned
All Others Concerned

ATTENTION:

MARISSA A. JIZMUNDO
ANN RAYSHELLE L. NADUA
FEBY D. MOLETA
JESELEE M. MARZOÑA
LYNEL JAN C. BONIFACIO
SHARYL ANN R. CARAMPATANA
LEO JAN M. FULGENCIO
GEOVELYN D. ISEDENIA
CHRISTIAN JAY Q. REYES
JHINKIE JANE B. RODILLAS
HELEN G. FABILLANO
MARK N. GALLARDO
CAMILO N. GARCES JR.
RETZ DALE M. CAWALING

Accountant III
Administrative Officer V
Administrative Officer IV
Nurse II
Administrative Officer II
Administrative Officer II
Administrative Officer II
Administrative Officer II
Administrative Officer II
Administrative Officer II
Administrative Officer II
Administrative Assistant III
Administrative Assistant III
Administrative Assistant III
Administrative Assistant I

Sir/Ma'am:

The DepEd Regional Office VI – Finance Division will be conducting the COORDINATION MEETING CUM WORKSHOP ON THE PREPARATION AND CONSOLIDATION OF THE CY 2026 MIDYEAR FINANCIAL REPORTS on July 13- 15, 2026 at Marzon Hotel, Kalibo, Aklan.

We would like to request the services of the above-named personnel for the entire duration of the activity as Participant/Technical Working Group as Host Division.

Expenses relative to the activity shall be charged against RO downloaded funds/local funds subject to budgeting, accounting and auditing rules and regulations.

FELICIANO C. BUENAFE JR. CESO VI
Schools Division Superintendent

DIVISION LETTER
No. 040 s. 2026



Poblacion, Numancia, Aklan
Tel/Fax No. (265 3740 | 265 3741 | 265 3743)
Website: <https://depedaklan.online>
Email Address: aklan.1958@deped.gov.ph



Republic of the Philippines
Department of Education
REGION VI-WESTERN VISAYAS

JUL 01 2026

REGIONAL MEMORANDUM

No. 669, s. 2026

**REGIONAL WORKSHOP ON THE PREPARATION OF THE CY 2026
CONSOLIDATED MIDYEAR FINANCIAL REPORTS AND
SUBMISSION OF FINANCIAL STATEMENTS AND
REPORTS TO THE REGIONAL OFFICE**

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

1. This Office, through the Finance Division, will conduct a Regional Workshop on the Preparation of the CY 2026 Consolidated Midyear Financial Reports on July 13-15, 2026 at the Division of Aklan. The exact venue will be announced in the group chat.
2. This activity aims to facilitate the review and consolidation of financial statements, budget and financial accountability reports, and schedules of accounts, and to facilitate prompt submission of these reports to the Central Office.
3. This activity shall be participated in by the following:
 - a. Division Accountants and Budget Officers from the eight (8) Schools Division Offices,
 - b. Personnel In-Charge of the preparation of reports (1 for Budget and 1 for Accounting), and
 - c. Finance personnel from the Regional Office.
4. All Division Offices shall submit complete and accurate Financial Statements and Reports in soft copy (Microsoft Excel format), either online or offline, to the Regional Office for consolidation **on or before July 14, 2026**. However, **FAR No. 4 and the MOOE Downloading Report** shall be submitted on **July 5, 2026 and July 8, 2026**, respectively. The list of required reports is provided in Annex A.
5. To maximize the workshop period, Schools Division Offices are encouraged to submit the required reports in advance for initial checking and validation. Feedback on noted deficiencies, inconsistencies, and required adjustments shall be provided during the workshop proper to facilitate the timely completion and consolidation of reports.
6. The division participants are requested to bring their own laptops, extension cords, and portable internet device for the quarterly reports during this activity.



Address: Duran Street, Iloilo City, 5000
Telephone Nos: (033) 337-0149; 336-2816
Email Address: region6@deped.gov.ph
Website: region6.deped.gov.ph



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7. It is understood that in the conduct of this activity there shall be no discrimination on the account of age, sexual orientation, gender identity, civil status, disability, religion, ethnicity, political affiliation, or other similar factors/personal circumstances which run counter to the principles of equal opportunity policy of the Department.

8. The food and accommodation expenses of the participants will be charged against ROP funds while travel and other incidental expenses to their respective local funds, all subject to the usual budgeting, accounting, and auditing rules and regulations.

9. For other concerns and queries, contact the Finance Division through any of the following methods:

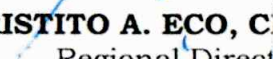
9.1 Via e-mail

- Accounting Unit: region6.acctg@deped.gov.ph
- Budget Unit: region6.budget@deped.gov.ph

9.2 Via phone number:

- (033) 337 0149 local 1020

10. Wide dissemination of and compliance with this Memorandum are desired


CRISTITO A. ECO, CESO III
Regional Director

Encl.: NONE

Reference: NONE

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

BUDGET
CONFERENCE

DATA
EMPLOYEES

LISTS
MEETINGS

REPORTS

MIA_RRE/FIN/RM- Midyear ReCon
2026-318/June 25,2026



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ANNEX A

**DEPARTMENT OF EDUCATION – RO VI
 REGIONAL WORKSHOP ON THE PREPARATION OF THE CY 2026
 CONSOLIDATED MIDYEAR FINANCIAL REPORTS AND SUBMISSION OF
 FINANCIAL STATEMENTS AND REPORTS TO THE REGIONAL OFFICE**

SUBMISSION OF FINANCIAL STATEMENTS AND REPORTS

REPORT	EMAIL ADDRESS/GOOGLE SHEET LINK
Accounting	
Regular Fund Supporting Schedules	https://tinyurl.com/RegFundMY2026
Regular Fund FS	vergielyn.hinguillo@deped.gov.ph
Provident Fund Supporting Schedules	https://tinyurl.com/MidYear2026-ProvSchedules
Provident Fund FS	pearljoy.suficiencia@deped.gov.ph
Trust Fund Supporting Schedules	https://tinyurl.com/2Q2026TrustFundReports
Trust Fund FS	marigoldjoy.trocho@deped.gov.ph
FAR 5	pearljoy.suficiencia@deped.gov.ph
Budget	
tempTable, PriorYearsObligation,tblALLR AODataAnnexA1	https://tinyurl.com/BMS-AllData



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DEPARTMENT OF EDUCATION

List of Regional Consolidated Mid-Year Financial Reports CY 2026

As of June 30, 2026

Reports Common to Per Fund Cluster (Fund Cluster 01, 06, 07)	Reports Applicable to Specific Cluster Only		FARs	Other Reports	OneDrive Link
	Regular Agency Fund (Fund Cluster 01)	Provident Fund (Fund Cluster 07)			
Statement of Management Responsibility	Subsidy from National Government (SNG)	Report of Delinquent Loans (per Memo dated Oct.8, 2012)	FAR No. 2 -Statement of Approved Budget, Utilizations, Disbursements and Balances (applicable to Business Related Funds - Cluster 06)	Status of NS/ND/NC as of June 30, 2026 via one drive link: <i>(link for updating)</i>	https://depdedph-my.sharepoint.com/:x/g/personal/fs_ad_croes_depded_gov_ph/02DPM7jsFWTrRp0tBRp1RdAcB.ljcD7lVGYLmWOLrskL7e-AVSW4U
Pre-closing Trial Balance	Report of NCA Utilization				
Post-closing Trial Balance		Certification of Deposit from BTR (for NCA request) (Please include JEVs and deposit slips)		Reasons for the Year-on-Year Increase/Decrease of Disbursements -updates via online google sheet <i>(link for updating)</i>	https://depdedph-my.sharepoint.com/:x/g/personal/fs_ad_croes_depded_gov_ph/0C7y6Z5rgQTqbm8PP7wHOXAcO1VTjDLP1JkndSBjFhio?e=11rvJX
Detailed Statement of Financial Position		Annex A - Status Report on Loans			
Condensed Statement of Financial Position		Annex A-1 - Cash Disbursements & Receipts	FAR No. 2A -Summary of Approved Budget, Utilizations, Disbursements and Balances by Object of Expenditures (applicable to Fund Cluster 06)	Status of Downloading of School MOOE (Annex 3, 3-1, 3-2) per DO s2019-008	
Detailed Statement of Changes on Net Assets / Equity		Annex B - Aging of Loans Receivable by Reason of Delinquency		Complete List of Existing Bank Accounts (RO, DO, IU) following the format per DBM - DOF - COA JAO No. 2012-01 dated January 6, 2012 <i>(link for updating)</i>	https://depdedph-my.sharepoint.com/:x/g/personal/fs_ad_croes_depded_gov_ph/0C7y6Z5rgQTqbm8PP7wHOXAcO1VTjDLP1JkndSBjFhio?e=11rvJX
Detailed Statement of Financial Performance		Report of Service Fees Collection	FAR No. 4 -Monthly Report of Disbursements (applicable to Fund Cluster 01)	Consolidated Summaries of Bank Accounts Opened for the MOOE of Non-IU Schools -Annex K-2 per DO s2019-029 <i>(link for updating)</i>	https://depdedph-my.sharepoint.com/:x/g/personal/fs_ad_croes_depded_gov_ph/0C7y6Z5rgQTqbm8PP7wHOXAcO1VTjDLP1JkndSBjFhio?e=11rvJX
Condensed Statement of Financial Performance		Report on Allocations Received from National and Releases to Division Offices	FAR No. 5 -Quarterly Report of Revenue & Other Receipts (applicable to Fund Clusters 01, 06, 07)	Quarterly Operating Expenditures of Deped Public Schools as required by Philippine Statistics Authority (PSA) <i>(link for updating)</i>	https://depdedph-my.sharepoint.com/:x/g/personal/fs_ad_croes_depded_gov_ph/0C7y6Z5rgQTqbm8PP7wHOXAcO1VTjDLP1JkndSBjFhio?e=11rvJX
Detailed Statement of Cash Flow					
Status of Cash Advances					
Aging of Unliquidated Cash Advances					
Breakdown per Year of Unliquidated Cash Advances					
Aging of Receivables, except the account, Loans Receivables - Others in Provident Fund				FAR No. 6 - Quarterly Report of Approved Budget, Utilizations, Disbursements and Balances for Trust Receipts (applicable to Fund Cluster 07)	
Breakdown per Year of Receivables					
Aging of Accounts Payable					

DEPARTMENT OF EDUCATION

List of Regional Consolidated Mid-Year Financial Reports CY 2026

As of June 30, 2026

Reports Common to Per Fund Cluster (Fund Cluster 01, 06, 07)	Reports Applicable to Specific Cluster Only		FARs	Other Reports	OneDrive Link	
	Regular Agency Fund (Fund Cluster 01)	Provident Fund (Fund Cluster 07)				
Statement of Management Responsibility	Subsidy from National Government (SNG)	Report of Delinquent Loans (per Memo dated Oct.8, 2012)	FAR No. 2 -Statement of Approved Budget, Utilizations, Disbursements and Balances (applicable to Business Related Funds - Cluster 06)	Status of NS/ND/NC as of June 30, 2026 via one drive link: <i>(link for updating)</i>	https://depedph-my.sharepoint.com/:x/g/personal/fs_ad_cross_deped_gov_ph/1QDPm7jsFWFrRp01fRoP1RdAeFk1jicD71VGYLtoWOUvokl7?e=AV5W4U	
Pre-closing Trial Balance	Report of NCA Utilization					
Post-closing Trial Balance		Certification of Deposit from BTR (for NCA request) (Please include JEVs and deposit slips)	FAR No. 2A -Summary of Approved Budget, Utilizations, Disbursements and Balances by Object of Expenditures (applicable to Fund Cluster 06)	Reasons for the Year-on-Year Increase/Decrease of Disbursements -updates via online google sheet <i>(link for updating)</i>	https://depedph-my.sharepoint.com/:x/g/personal/fs_ad_cross_deped_gov_ph/1QC7vzbZ5ngQTqbm8PP7wHOXAcO1VTrDLP1UkfdnSBjFhje?e=11ivJX	
Detailed Statement of Financial Position		Annex A - Status Report on Loans				
Condensed Statement of Financial Position		Annex A-1 - Cash Disbursements & Receipts	FAR No. 4 -Monthly Report of Disbursements (applicable to Fund Cluster 01)	Status of Downloading of School MOOE (Annex 3, 3-1, 3-2) per DO s2019-008	Complete List of Existing Bank Accounts (RO, DO, IU) following the format per DBM - DOF - COA JAO No. 2012-01 dated January 6, 2012 <i>(link for updating)</i>	https://depedph-my.sharepoint.com/:x/g/personal/fs_ad_cross_deped_gov_ph/1QC7vzbZ5ngQTqbm8PP7wHOXAcO1VTrDLP1UkfdnSBjFhje?e=11ivJX
Detailed Statement of Changes on Net Assets / Equity		Annex B - Aging of Loans Receivable by Reason of Delinquency				
Detailed Statement of Financial Performance		Report of Service Fees Collection	FAR No. 5 -Quarterly Report of Revenue & Other Receipts (applicable to Fund Clusters 01, 06, 07)	Consolidated Summaries of Bank Accounts Opened for the MOOE of Non-IU Schools -Annex K-2 per DO s2019-029 <i>(link for updating)</i>	Quarterly Operating Expenditures of Deped Public Schools as required by Philippine Statistics Authority (PSA) <i>(link for updating)</i>	https://depedph-my.sharepoint.com/:x/g/personal/fs_ad_cross_deped_gov_ph/1QC7vzbZ5ngQTqbm8PP7wHOXAcO1VTrDLP1UkfdnSBjFhje?e=11ivJX
Condensed Statement of Financial Performance		Report on Allocations Received from National and Releases to Division Offices				
Detailed Statement of Cash Flow				FAR No. 6 - Quarterly Report of Approved Budget, Utilizations, Disbursements and Balances for Trust Receipts (applicable to Fund Cluster 07)		
Status of Cash Advances						
Aging of Unliquidated Cash Advances						
Breakdown per Year of Unliquidated Cash Advances						
Aging of Receivables, except the account, Loans Receivables - Others in Provident Fund						
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Aging of Accounts Payable						



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Provident Fund FS	pearljoy.suficiencia@deped.gov.ph
Trust Fund Supporting Schedules	https://tinyurl.com/2Q2026TrustFundReports
Trust Fund FS	marigoldjoy.trocho@deped.gov.ph
FAR 5	pearljoy.suficiencia@deped.gov.ph
Budget	
tempTable, PriorYearsObligation,tblALLR AODataAnnexA1	https://tinyurl.com/BMS-AllData



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