



Republic of the Philippines
National Capital Region
Department of Education
DIVISION OF CITY SCHOOLS
Misamis Street, Bago Bantay, Quezon City



September 11, 2012

MEMORANDUM TO:

Secondary School Principals
Bookkeepers, Cashiers/Disbursing Officers
All Others Concerned

You are hereby directed to submit the Quarterly Financial and other related reports on or before October 10, 2012. Attached is the List of Reports to be passed.

Please be reminded that failure of the officials/employees concerned to comply with the requirements mandated shall subject them to penalty imposed under Section 22, Presidential Decree (P.D.) No. 1445.

" (2) Failure on the part of the officials concerned to submit the documents and reports mentioned herein shall automatically cause the suspension of payment of their salaries until they shall have complied with the requirements of the Commission. "

Immediate and wide dissemination of the Memorandum is desired.

CORAZON C. RUBIO, CESO VI
Schools Division Superintendent

acctg/rhendear.

LIST OF REPORTS TO BE PASSED [on or before October 10, 2012]

Accounting Section:

1. Trial Balance
2. Detailed Income Statement
3. Condensed Income Statement
4. Detailed Balance Sheet
5. Condensed Balance Sheet
6. Statement of Government Equity
7. Statement of Cash Flow
8. Detailed Breakdown of Disbursement
9. Scheduled of Accounts Payable
10. Schedule of Due to Officers and Employees
11. Summary of Tax Remittance Advice (per month breakdown)
12. Statement of NCA Received and Utilized (per month breakdown)
13. Analysis of Subsidy Income from National Government
14. Breakdown and Analysis of Government Equity
15. Report of Disbursement
16. Status of Bank Reconciliation Prepared (as of the end of the Quarter)

Budget Section:

17. Statement of Allotments, Obligations and Balances
18. Detailed Breakdown of Obligations
19. Quarterly Financial Report of Operations
20. Annex A
21. Annex B