



Republic of the Philippines
Department of Education
 REGION I

SCHOOLS DIVISION OF THE CITY OF BATAC

DIVISION MEMORANDUM

No. 747, s. 2024

10 DEC 2024

**PROCESSING AND PREPARATION OF DOCUMENTS FOR THE
 YEAR-END REPORTING**

To: Assistant Schools Division Superintendent
 Administrative Services Section Personnel
 Finance Services Section Personnel
 Elementary and Secondary School Heads
 Administrative Officer IIs
 Administrative Assistants
 All Others Concerned

1. To facilitate efficient and effective processing of transactions for the year-end reporting, concerned personnel are required to render overtime during weekdays and report on weekends.

2. The following are the assigned tasks and time to render the said overtime:

Date	Unit	Activity
December 02, 2024 to January 31, 2025	Budget	<ul style="list-style-type: none"> Prepare financial accountability reports (FAR1, FAR1-A, and FAR1-B) for SDO and Consolidated with 2 IUs Submit reports to oversight agencies urgently needed financial reports Certified availability of allotments, monitored and recorded expenditures in appropriate registries
	Accounting	<ul style="list-style-type: none"> Preparation of financial statements Processing of Disbursement Vouchers Certify payroll and remittances Checking of school MOOE and solo liquidation reports Preparation of LDDAP ADA Reconciliation of accounts Tax remittance preparation
	OSDS-Proper OASDS	<ul style="list-style-type: none"> Route documents Check documents to be signed and signed by the SDS Check documents to be signed and signed by the ASDS
	Admin/BAC	<ul style="list-style-type: none"> BAC transactions
	Cash	<ul style="list-style-type: none"> To process payments of obligations incurred by the Division To collect official receipts from suppliers To remit mandatory contributions to attached agencies To reconcile bank accounts against the financial records of Cash Unit To prepare year-end cash reports



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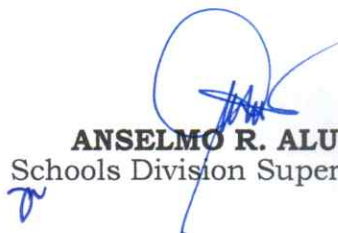


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	AMU	<ul style="list-style-type: none"> • Prepare inspection and acceptance report for deliveries made by suppliers • Prepare year-end reports on asset management
	HRMU	<ul style="list-style-type: none"> • Preparation of payroll • Updating of 201 Files • Updating of leave ledger cards • Updating of PSIPOP • Preparation and submission of year-end reports • Filing and safekeeping of HR documents
	Records	<ul style="list-style-type: none"> • Receive and release documents • Records inventory • Filing of documents
	Schools	<ul style="list-style-type: none"> • School liquidation report • Submission of year-end reports • Filing of documents

3. Employees concerned shall be entitled to Compensatory Time-Off per CSC and DBM Joint Circular No. 2, s. 2004.

4. For information and guidance.


ANSELMO R. ALUDINO
 Schools Division Superintendent

Encl.: None
 Reference: None
 To be included in the Perpetual Index
 Under the following subject:

YEAR END REPORTING
 TRANSACTION CTO

OSDS HRMU JMP/overtime-yearend reporting
 0080/December 9, 2024