



Republic of the Philippines
Department of Education
REGIONAL OFFICE IX, ZAMBOANGA PENINSULA

Office of the Regional Director



October 20, 2025

REGIONAL MEMORANDUM

No. 566, s. 2025

**IMPLEMENTATION OF STANDARDIZED ACCOUNTING PROCEDURES FOR
ASSET INTRA-OFFICE TRANSFER TRANSACTIONS**

TO: **Schools Division Superintendents**
Chief Administrative Officer – Finance Services Division
Regional Accountants
SDO Accountants
All Others Concerned
This Region

1. As part of our continuing efforts to strengthen the accuracy, consistency, and integrity of financial reporting across the Region, the Finance Services Division of the Regional Office is hereby directed to **closely coordinate** with Schools Division Office (SDO) Accountants in implementing **standardized accounting policies and procedures** for the **uniform recording of asset transfer transactions** among the Regional Office, SDOs, and implementing units.
2. This initiative aims to **address discrepancies** arising from inconsistent accounting treatments and to **ensure proper reconciliation of reciprocal account balances**. A harmonized approach will significantly enhance transparency, accuracy of financial reports, and compliance with applicable accounting and auditing standards.
3. The Finance Services Division is further instructed to **oversee the timely and consistent reconciliation** of inter-office account balances resulting from asset transfers, ensuring that all transactions are **adequately supported with documentation** and **duly acknowledged by both parties** involved.
4. **Immediate action and full cooperation** from all concerned offices are expected. Please treat this directive with **utmost urgency and importance** in support of our shared commitment to **sound financial management and accountability**.

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Regional Director

FIN/PSDC/WYI/mala/RM
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Doc. Ref. Code	RO-ORD-F001	Rev	00
Effectivity	09.06.2023	Page	1 of 1

