



Republic of the Philippines  
Department of Environment and Natural Resources  
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DEC 28 2021

**MEMORANDUM**

**FOR :** **THE REGIONAL DIRECTORS**  
DENR Regions CAR, II, III, VI, VII and X

**PENRO OFFICERS**  
Apayao, Kalinga, Mt. Province, Ifugao, Quirino,  
Nueva Vizcaya, Nueva Ecija, Iloilo, Bohol, Bukidnon,  
Misamis Oriental and Lanao del Norte

**ATTENTION :** Finance Officers  
Regional Accountants  
PENRO Accountants  
INREMP Finance Analysts/Bookkeepers  
FMP Finance Analysts/Bookkeepers

**FROM :** **THE DIRECTOR**  
Foreign Assisted and Special Projects Service

**SUBJECT :** **REPORTS AND DOCUMENTS FOR THE PROPOSED FACE-TO-FACE AND VIRTUAL RECONCILIATION AND CLOSING OF THE FY 2021 BOOKS OF ACCOUNT CUM ASSESSMENT OF THE OVERALL PHYSICAL PROCESS OF FMP AND INREMP**

The Foreign Assisted and Special Projects Service (FASPS) in coordination with Financial and Management Service (FMS) will be conducting the annual reconciliation and closing of books workshop for foreign assisted projects tentatively on January 11-14, 2022. It is expected that prior to the workshop, preliminary reports and adjustment shall have been made with our records. To facilitate the conduct of the reconciliation workshop, the following documents and/or reports shall be brought by the participants, to wit:

- Budget/Financial Accountability Reports (FAR 1, 2, 3 etc.)
- Preliminary/Final Trial Balance
- Report on the Closing of Construction in Progress to Land & Land Improvement accounts pertaining to completed reforestation and infrastructure projects
- Copy of Reports of Checks Issued and Cancelled
- Copy of Bank Statements/Bank Reconciliation Reports
- Statement of Expenditures
- Annual Physical and Financial Reports (based on Work and Financial Plan)

For your appropriate action and compliance.

  
**WILFREDO J. OBIEN**

cc. The Undersecretary  
Policy, Planning and International Affairs

The Assistant Secretary  
Policy, Planning and Foreign Assisted and Special Projects

The Director  
Financial and Management Service