



Republic of The Philippines
Department of Education
Region VI – Western Visayas
DIVISION OF CAPIZ
Banica, Roxas City



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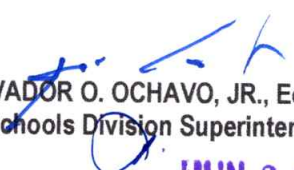
June 26, 2020

DIVISION ADVISORY
No. 137 s. 2020

**PRESCRIBED PROCEDURES IN ONLINE SUBMISSION OF FINANCIAL ACCOUNTABILITY
REPORTS (FARs)**

1. Attached is the Un-numbered Regional Memorandum regarding the prescribed format of on-line submission of Financial Accountability Reports (FARs) for your information and guidance.
2. Each Implementing Unit should encode in each individual link all FARs report and submit online the new Division Budget Section email add (depedcapiz15@gmail.com) on or before 10th day of end of the quarter, for us to evaluate and consolidate. Submission of hard copy of FARs is also required in three (3) sets compiled in yellow folder duly signed by the School Head.
3. The reports to be uploaded must be duly- signed scanned copies of the Unified Reporting System (URS) generated FARs in the submitted status of both continuing and current appropriation.

Please be guided accordingly.


SALVADOR O. OCHAVO, JR., EdD., CESO V
Schools Division Superintendent

'JUN 26 2020



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

REGIONAL MEMORANDUM
 No. 21, s. 2020

JUN 25 2020

**PRESCRIBED PROCEDURES IN THE ONLINE SUBMISSION OF
 FINANCIAL ACCOUNTABILITY REPORTS (FARs)**

TO: SCHOOLS DIVISION SUPERINTENDENTS
 DIVISION ACCOUNTANTS AND BUDGET OFFICERS
 HEADS OF SECONDARY SCHOOLS (IMPLEMENTING UNITS)
 ALL OTHERS CONCERNED

1. In order to minimize personal contact in the conduct of financial transactions and in conformity with the minimum health standards prescribed by law, without compromising the mandate of this Office, we shall be implementing a standardized process of online submission of Financial Accountability Reports (FARs) to be submitted to oversight agencies.
2. This will also ensure and monitor the completeness and timeliness of the submissions of FARs prescribed by DBM-COA Joint Circular No. 2019-01 dated January 1, 2019, as well as Regional Memorandum No. 55 s. 2019 dated February 19, 2019.
3. The following are the prescribed procedures for the online submission of reports, to wit:

3.1 The Regional Office shall provide a Google Drive link per Schools Division Office (SDO) for the online submission of Financial Accountability Reports (FARs).

3.2 Embodied in the link are individual folders per Implementing Units (IUs) under the respective SDOs. The personnel-in-charge of the FARs in the IUs shall identify his/her specific folder where he/she will upload the FARs of the school. Folders per Financial Accountability Reports will also be provided to organize the filing of online reports.

It must be noted that the reports that will be uploaded must be duly-signed scanned copies in PDF Format of Unified Reporting System (URS) generated FARs in the SUBMITTED status. SDOs are also required to submit consolidated FARs 1, 1A and 1B in Budget Monitoring System (BMS) generated PDF format.



Address: Duran Street, Iloilo City, 5000
 Telephone Nos: (033)509-7653; (033)336-2816
 Email Address: region6@deped.gov.ph
 Website: region6.deped.gov.ph

| Document Name | Document No. | Date Created | Revision Number |
|---------------|--------------------|--------------|-----------------|
| Memorandum | DepEd-RO6-FD-M-325 | 6/16/20 | |





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Soft copies of the files should be properly named in the following manner:
 NAME OF SCHOOL-NAME OF REPORT-PERIOD COVERED (e.g.
 MabiniNHS-FARIA-June2020).

3.3 Reports and timelines:

| Report | Report Submission | Period Covered | RO Deadline |
|------------|-------------------|--|--|
| FAR No. 1 | Quarterly | As of June 30, Sept. 30, and Dec. 31, 2020 | 15 th day of the month following the period covered |
| FAR No. 1A | Quarterly | As of June 30, Sept. 30, and Dec. 31, 2020 | 15 th day of the month following the period covered |
| FAR No. 1B | Quarterly | As of June 30, Sept. 30, and Dec. 31, 2020 | 15 th day of the month following the period covered |
| FAR No. 4 | Monthly | For months of June-December, 2020 | 8 th day of the month following the month covered |

3.4 The following are the link per Schools Division Office:

| Schools Division Office | Google Drive Folder Link |
|-------------------------|---|
| Aklan | https://tinyurl.com/SDOAKlan |
| Antique | https://tinyurl.com/SDOAntique |
| Bacolod City | https://tinyurl.com/SDOBacolodCity |
| Bago City | https://tinyurl.com/SDOBagoCity |
| Cadiz City | https://tinyurl.com/SDOCadizCity |
| Capiz | https://tinyurl.com/SDOCapiz |
| Escalante City | https://tinyurl.com/SDOEscalanteCity |
| Guimaras | https://tinyurl.com/SDOGuimaras |
| Himamaylan City | https://tinyurl.com/SDOHimamaylanCity |
| Iloilo | https://tinyurl.com/SDOIloilo |
| Iloilo City | https://tinyurl.com/SDOIloiloCity |
| Kabanakalan City | https://tinyurl.com/SDOKabanakalanCity |
| La Carlota City | https://tinyurl.com/SDOLaCarlotaCity |
| Negros Occidental | https://tinyurl.com/SDONegOcc |
| Passi City | https://tinyurl.com/SDOPassiCity |
| Roxas City | https://tinyurl.com/SDORoxasCity |
| Sagay City | https://tinyurl.com/SDOSagayCity |
| San Carlos City | https://tinyurl.com/SDOSanCarlosCity |
| Silay City | https://tinyurl.com/SDOSilayCity |
| Sipalay City | https://tinyurl.com/SDOSipalayCity |



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|---------------|----------------------|--------------|-----------------|
| Micro-modules | Duqel DOR-6-FD-M-325 | 6/16/20 | |





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3.5 The Schools Division Office shall endorse to the Regional Office the complete online submission of FARs with their corresponding Google Drive link. They are also expected to provide technical assistance to their corresponding implementing units to make sure that the soft files were properly labeled and uploaded.

A link pertaining to the folders of implementing unit must be provided by the SDOs. The link will then be shared through email to their respective implementing units wherein they will upload the said reports.

3.6 The Regional Office shall then share the link of this Google Drive to DBM RO VI, which shall then consider the same as submitted for the period covered.

4. To ensure that an internal control system is in place, the following security measures are being adopted, to wit:

4.1 The shared files shall be in **RESTRICTED** mode and only the budget officers of the Schools Division Offices are given the access thereto.

4.2 Staff in charge of the financial reports in the Implementing Units (IUs) under the Schools Division Offices (SDOs) are given access only to the specific folder and link of their schools.

4.3 Google link shall be accessible only a week before the deadline of the reports and shall be inaccessible after the due date.

5. Wide dissemination of and compliance to this Regional Memorandum is desired.

MA. GEMMA M. LEIDESMA, CESO V
 Regional Director

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

BUDGET
 DATA
 LISTS
 REPORTS



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|---------------|--------------------|--------------|-----------------|
| Memorandum | DepEd-OR-13-16-013 | 6/16/20 | |

