



Republic of the Philippines  
**Department of Education**  
 Region VI – Western Visayas

February 28, 2024

DIVISION MEMORANDUM

No. **120** s. 2024

**TIMELINE FOR THE SUBMISSION OF MONTHLY FINANCIAL REPORTS**

To: Public Secondary School Heads of Implementing Units  
 Accountants/Bookkeepers of Secondary Implementing Units

- To ensure prompt submission of the reports to the DepEd and DBM Regional Office VI, this Office prescribes the synchronized timeline for the submission of monthly *Budget Monitoring System (BMS)*, *Flash Report*, and *FAR 4 – Monthly Report of Disbursements* for the secondary schools implementing units to the Division Office.
- The secondary implementing units are directed to prepare and submit their reports on the following schedule:

REPORT	TYPE OF FILES	DEADLINE
<b>Budget Reports</b>		
Budget Monitoring System (BMS)	Budget Monitoring System (BMS) (online submission) <a href="https://bit.ly/FY2024BMSProgram">https://bit.ly/FY2024BMSProgram</a>	Every 2 <sup>nd</sup> day of the following month
Flash Report	One Drive (online submission) <a href="https://bit.ly/FlashReportFY2024">https://bit.ly/FlashReportFY2024</a>	Every 3 <sup>rd</sup> day of the following month
<b>Accounting Reports</b>		
FAR 4 – Monthly Report of Disbursements	URS Generated FAR 4 (hard copy)	Every 3 <sup>rd</sup> day of the following month

- The personnel in-charge of the reports should integrate the timeline as part of their Individual Performance Commitment Review Form (IPCRF).
- Immediate dissemination of and compliance with this Memorandum are desired.

  
**MIGUEL MAC D. APOSIN EdD, CESO V**  
 Schools Division Superintendent

Encl.: None  
 Reference: None  
 To be indicated in the Perpetual Index  
 under the following subject;

REPORTS                      DEADLINE



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