



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

DIVISION MEMORANDUM

No. **323** s. 2025

21 JUL 2025

SUBMISSION OF MID-YEAR FY 2025 URS GENERATED FARS

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

1. In compliance with **DepEd Regional Memorandum No. 76, s. 2023** titled *"Prescribing Timelines for the Submission of Financial Reports for CY 2023 and Thereafter"*, all secondary school implementing units are advised to prepare their URS Generated Financial Accountability Reports - FAR 1, FAR 1A, FAR 1B for Current and Continuing Appropriations in the Unified Reporting System as of June 30, 2025.
2. The secondary school implementing units are directed to submit two (2) sets of hard copies, filed in yellow folders, of "Submitted Status" reports (FAR 1, FAR 1A, and FAR 1B), duly signed by the School Head and the Accountant / Bookkeeper / Designated Bookkeeper of the secondary implementing units, on or before **July 22, 2025**, to the Budget Section through the **Records Section**. Screenshots of the report status, taken from each school's account, must also be attached as proof of submission to the DBM Unified Reporting System, in compliance with the assessment and validation of performance results as one of the requirements for the grant of the Performance-Based Bonus (PBB).
3. Immediate dissemination and compliance with this Memorandum are desired.

ROEL R. BERMEJO

Schools Division Superintendent

Encl.: As stated
Reference: DepEd Regional Memorandum No. 76, s. 2023
To be indicated in the Perpetual Index
under the following subject;

REPORTS