



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

22 JAN 2026

DIVISION MEMORANDUM

No. 041 s. 2026

SUBMISSION OF 4TH QUARTER (YEAR-END) URS GENERATED FINANCIAL ACCOUNTABILITY REPORTS (FARs) FOR FY 2025

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 directed to prepare the following **Financial Accountability Reports Appropriations (FARs)** in the **Unified Reporting System (URS)** as of **December 31, 2025**:
 - a. **FAR 1** (Current and Continuing Appropriations),
 - b. **FAR 1A** (Current and Continuing Appropriations),
 - c. **FAR 1B** (Current and Continuing Appropriations),
 - d. **FAR 3** (Aging of Unpaid Obligations),
 - e. **FAR 1C** (tag as NOT APPLICABLE),
 - f. **FAR 2** (tag as NOT APPLICABLE),
 - g. **FAR 2A** (tag as NOT APPLICABLE),
 - h. **FAR 5** (tag as NOT APPLICABLE) and
 - i. **FAR 6** (tag as NOT APPLICABLE).
2. Each school shall submit **two (2) sets of hard copies**, filed in yellow folders, of the **“Submitted Status”** URS-generated reports listed above. These must be **duly signed by the School Head and the Accountant / Bookkeeper / Designated Bookkeeper** of the secondary implementing unit and submitted **on or before January 26, 2026**, to the **Budget Section through the Records Section**. Screenshots of the report status, taken from each school’s URS account, must also be attached as proof of submission to the DBM Unified Reporting System. This requirement forms part of the assessment and validation of performance results in connection with the grant of the **Performance-Based Bonus (PBB)**.
3. Immediate dissemination and compliance with this Memorandum are desired.

ROEL F. 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



Address: Banica, Roxas City
Contact Number: (036) 520 0696
Email Address: capiz@deped.gov.ph
Website: <http://depedcapiz.ph>