



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

23 APR 2026

DIVISION MEMORANDUM

No 168 s. 2026

**SUBMISSION OF 1<sup>st</sup> QUARTER URS GENERATED FINANCIAL  
ACCOUNTABILITY REPORTS (FARs) FOR FY 2026**

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 **March 31, 2026**:
  - a. **FAR 1** (Current and Continuing Appropriations),
  - b. **FAR 1A** (Current and Continuing Appropriations),
  - c. **FAR 1B** (Current and Continuing Appropriations),
  - d. **FAR 1C** (tag as NOT APPLICABLE),
  - e. **FAR 2** (tag as NOT APPLICABLE),
  - f. **FAR 2A** (tag as NOT APPLICABLE),
  - g. **FAR 5** (tag as NOT APPLICABLE) and
  - h. **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 April 22, 2026**, to the **Budget 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. A scanned copy of the submitted URS FARs, together with the received transmittal from the Division Office and the Commission on Audit, must be uploaded to **<http://tiny.cc/URSFARsMonitoringFY2026>** as part of the monitoring of the **status** and **submission** of Financial Accountability Reports.
4. 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**



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