



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

DIVISION MEMORANDUM
No. **303** s. 2026

16 JUL 2026

**SUBMISSION OF 2nd QUARTER (MID-YEAR) 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 **June 2026**:
 - a. **FAR 1** (Current and Continuing Appropriations),
 - b. **FAR 1A** (Current and Continuing Appropriations),
 - c. **FAR 1B** (Current and Continuing Appropriations),
2. Each school shall submit **three (3) sets of hard copies** of the "**Submitted Status**" URS-generated reports listed above, filed in **yellow folders**, as follows:
 - one (1) set for submission to the DBM,**
 - one (1) set for submission to the COA, and**
 - one (1) set for the Division Office file.**
3. The reports must be duly signed by the **School Head** and the **Accountant, Bookkeeper, or Designated Bookkeeper** of the secondary implementing unit and submitted to the **Budget Section** on or before **July 20, 2026**.
4. Compliance with this requirement shall form part of the assessment and validation of performance results in connection with the grant of the **Performance-Based Bonus (PBB)**.
5. A scanned copy of the submitted URS FARs, together with the received transmittal from the Division Office, must be uploaded to **<http://tiny.cc/URSFARsMonitoringFY2026>** as part of the monitoring of the **status** and **submission** of Financial Accountability Reports.



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6. 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