



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

February 1, 2023


DIVISION MEMORANDUM


No **054** s. 2023

**PRESCRIBING TIMELINES FOR THE SUBMISSION OF FINANCIAL REPORTS FOR CY
2023 AND THEREAFTER**

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

1. Attached is **DepEd Regional Memorandum No. 76, s. 2023** titled "*Prescribing Timelines for the Submission of Financial Reports for CY 2023 and Thereafter*".
2. Immediate dissemination of and compliance with this Memorandum are desired.


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



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Republic of the Philippines
 Department of Education
 REGION VI – WESTERN VISAYAS

JAN 30 2023

REGIONAL MEMORANDUM
 No. 076, s. 2023

**PRESCRIBING TIMELINES FOR THE SUBMISSION OF FINANCIAL REPORTS
 FOR CY 2023 AND THEREAFTER**

To: Schools Division Superintendents
 All Other Concerned

1. To ensure prompt submission of the reports to the Central Office and oversight government agencies, DBM, and COA, this Office prescribes the synchronized timelines for the submission of financial reports for the secondary schools (Implementing Units) up to the Regional Office.
2. All reports submitted to the Regional Office are consolidated reports of all Implementing Units under their respective Schools Division Offices (SDOs). Considering the following big SDOs – Aklan, Antique, Capiz, Iloilo, and Negros Occidental that need sufficient time for consolidation- this Office provides an additional 2-day extension from the prescribed Regional Office deadlines for all reports (except FAR No. 4, Flash Report, and MOOE Downloading).
3. Attached is Annex 1 - List of Financial Reports and deadline for submission for ready reference.
4. The personnel in charge of the reports should integrate the timelines as part of the target in their Individual Performance Commitment Review Form (IPCRF). In addition, they shall be part of their assessment for the Performance-Based Bonus (PBB).
5. This Memorandum supersedes all prior issuances.
6. Immediate dissemination of and compliance with this Memorandum are desired.


RAMIR B. UYTICO EdD, CESO III
 Regional Director

Encl.: As stated

Reference: DBM Circular Letter No. 2016-11(Guidelines Prescribing Electronic Submission of BFARs via the Unified Reporting System (URS)

COA Circular No. 2015-05 (Availability of Web-Based Annual Financial Reporting System)

To be indicated in the Perpetual Index
 under the following subjects:

BUDGET LIST REPORTS



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ANNEX 1 - LIST OF FINANCIAL REPORTS AND DEADLINE FOR SUBMISSION

Report	Type of File	SDO deadline for IUs	RO deadline for SDOs	Fund Type
MONTHLY REPORTS				
FAR No. 4 – Monthly Report of Disbursement (MRD)	Excel /URS Generated	3rd day of the following month covered by the report	5th day of the following month covered by the report	Regular Fund
Flash Report	Google Sheet Link	Every 5th day of the following month	Every 8th day of the following month	
	Budget Monitoring System (BMS) (softcopy)	Every 5th day of the following month	Every 8th day of the following month	
Education Programs Management Office (EPMO)	Google Sheet Link		Last Working day of every month	
Status of Provident Fund Loaning Operations	Google Sheet Link		Every 10th day of the following month	
QUARTERLY REPORTS				
FAR No. 1 – Statement of Appropriations, Allotments, Obligations, Disbursements and Balances (SAAODB)	Budget Monitoring System (BMS) (softcopy)	5th day after the end of each quarter	10th day after the end of each quarter	
	URS Generated (hardcopy)	15th day after the end of each quarter		
FAR No. 1-A – Statement of Appropriations, Allotments, Obligations, Disbursements and Balances by Object of Expenditures (SAAODBOE)	Budget Monitoring System (BMS) (softcopy)	5th day after the end of each quarter	10th day after the end of each quarter	
	URS Generated (hardcopy)	15th day after the end of each quarter		
FAR No. 1-B- List of Allotments and Sub-Allotments (LASA)	Budget Monitoring System (BMS) (softcopy)	5th day after the end of each quarter	10th day after the end of each quarter	
	URS Generated (hardcopy)	15th day after the end of each quarter		

FAR No. 5 – Quarterly report of Revenue and Other Obligations (QRROR)	Budget Monitoring System (BMS) / URS Generated	12th day after the end of each quarter	15th day after the end of each quarter	
Status and Aging of Cash Advances	Google Link	15th day after the end of each quarter	21st day after the end of each quarter	Regular Fund, Trust Fund
Unliquidated Cash Advances (Breakdown per Year)	Google Link	15th day after the end of each quarter	21st day after the end of each quarter	Regular Fund, Trust Fund
Status of Notice of Suspensions and Disallowances	Google Link	15th day after the end of each quarter	21st day after the end of each quarter	Regular Fund
MID-YEAR AND YEAR-END REPORTS				
FAR No. 3 – Aging of Due and Demandable Obligations (ADDO)	Excel / URS Generated	10th day after the end of the year	15th day after the end of the year	
Pre-Closing Trial Balance	Excel	5th day after the end of mid-year and year-end	Deadlines to be prescribed in a separate memo	Regular Fund, Provident Fund, Trust Fund
Statement of Financial Position	Excel	5th day after the end of mid-year and year-end	Deadlines to be prescribed in a separate memo	Regular Fund, Provident Fund, Trust Fund
Statement of Financial Performance	Excel	5th day after the end of mid-year and year-end	Deadlines to be prescribed in a separate memo	Regular Fund, Provident Fund, Trust Fund
Statement of Changes to Net Assets/Equity	Excel	5th day after the end of mid-year and year-end	Deadlines to be prescribed in a separate memo	Regular Fund, Provident Fund, Trust Fund
Statement of Cash Flows	Excel	5th day after the end of mid-year and year-end	Deadlines to be prescribed in a separate memo	Regular Fund, Provident Fund, Trust Fund
Statement of Comparison of Budget and Actual Amount	Excel	5th day after the end of mid-year and year-end	Deadlines to be prescribed in a separate memo	Regular Fund

Status of MOOE Downloading	Excel	5th day after the end of following month	8th day after the end of following month	Regular Fund
Status and Aging of Cash Advances	Google Link	5th day after the end of the quarter	Deadlines to be prescribed in a separate memo	Regular Fund, Trust Fund
Unliquidated Cash Advances (Breakdown per Year)	Google Link	5th day after the end of the quarter	Deadlines to be prescribed in a separate memo	Regular Fund, Trust Fund
Status of Notice of Suspensions and Disallowances	Google Link	5th day after the end of the quarter	Deadlines to be prescribed in a separate memo	Regular Fund
Consolidated Subsidy from National Government	Google Link	5th day after the end of midyear and year-end	Deadlines to be prescribed in a separate memo	Regular Fund
Consolidated Status of NCA Received and Utilized	Google Link	5th day after the end of midyear and year-end	Deadlines to be prescribed in a separate memo	Regular Fund
Summary of Tax Remittance Advice	Google Link	5th day after the end of midyear and year-end	Deadlines to be prescribed in a separate memo	Regular Fund
Consolidated Receivables Report	Google Link	5th day after the end of midyear and year-end	Deadlines to be prescribed in a separate memo	Regular Fund
Breakdown and Aging of Receivables	Google Link	5th day after the end of midyear and year-end	Deadlines to be prescribed in a separate memo	Regular Fund
Breakdown and Aging of Payables	Google Link	5th day after the end of midyear and year-end	Deadlines to be prescribed in a separate memo	Regular Fund
Aging of Loans Receivable	Google Link	5th day after the end of midyear and year-end	Deadlines to be prescribed in a separate memo	Provident Fund
Report on Delinquent Loans	Google Link	5th day after the end of midyear and year-end	Deadlines to be prescribed in a separate memo	Provident Fund

Status Report of Provident Fund	Google Link	5th day after the end of mid-year and year-end	Deadlines to be prescribed in a separate memo	Provident Fund
Annex A - Consolidated Status Report on Loans	Google Link	5th day after the end of mid-year and year-end	Deadlines to be prescribed in a separate memo	Provident Fund
Annex A-1 Consolidated Cash Disbursements & Receipts	Google Link	5th day after the end of mid-year and year-end	Deadlines to be prescribed in a separate memo	Provident Fund
Annex B - Consolidated Aging of Loans Receivable by Reason of Delinquency	Google Link	5th day after the end of mid-year and year-end	Deadlines to be prescribed in a separate memo	Provident Fund
Provident Fund Receivables Report	Google Link	5th day after the end of mid-year and year-end	Deadlines to be prescribed in a separate memo	Provident Fund
Aging and Breakdown of Payables	Google Link		Deadlines to be prescribed in a separate memo	Provident Fund
Agency Action Plan and Status of Implementation (AAPSI)	Google Link	Monthly updating	Monthly updating	Various Funds
Status of Implementation of Prior Year Audit Recommendations (SIPYAR)	Google Link	Monthly updating	Monthly updating	Various Funds