



Republic of the Philippines  
**Department of Education**  
Region VI – Western Visayas

April 5, 2024

DIVISION MEMORANDUM

No **199** s. 2024

**SUBMISSION OF 1<sup>st</sup> QUARTER 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 & FAR 3) for Current and Continuing Appropriations in the Unified Reporting System.
2. The secondary school implementing units are directed to submit two (2) hard copies of “**submitted status**” reports (FAR 1, FAR 1A, FAR 1B & FAR 3), duly signed by the School Head and Accountant / Bookkeeper / Designated Bookkeeper of Secondary Implementing Units on or before **April 15, 2024** to the Budget Section. The screenshots of the report status taken from the account per school must be attached also 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 Performance-Based Bonus (PBB) FY 2023.
3. Immediate dissemination and compliance with this Memorandum are desired.

FOR THE SCHOOLS DIVISION SUPERINTENDENT:

**LUZ U. BANSON EdD, CESE**

OIC, Office of the Assistant Schools Division Superintendent  
In-Charge of the Division

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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