



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

07 APR 2025

DIVISION MEMORANDUM

No **185** s. 2025

SUBMISSION OF 1ST QUARTER FY 2025 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 for Current and Continuing Appropriations in the Unified Reporting System.
2. The secondary school implementing units are directed to submit two (2) sets of hard copies filed in yellow folders of **“submitted status”** reports (FAR 1, FAR 1A and FAR 1B), duly signed by the School Head and Accountant / Bookkeeper / Designated Bookkeeper of Secondary Implementing Units on or before **April 22, 2025** 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).
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