



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

April 16, 2025

**DIVISION MEMORANDUM**

No. 201 s. 2025

**TIMELINE FOR THE SUBMISSION OF MONTHLY FINANCIAL REPORTS**

To: Public Secondary School Heads of Implementing Units  
Accountants/Bookkeepers of Secondary Implementing Units

1. To ensure prompt submission of the reports to the DepEd and DBM Regional Office VI, this Office prescribed the synchronized timeline for the submission of monthly *Budget Monitoring System (BMS)*, *Flash Report*, and *FAR 4- Monthly Report of Disbursements* for the secondary schools implementing units to the Division Office.
2. The secondary implementing units are directed to prepare and submit their reports on the following schedule:

REPORT	TYPE OF FILES	DEADLINE
<b>Budget Reports</b>		
Budget Monitoring System (BMS)	Budget Monitoring System (BMS) ( <a href="https://bit.ly/SDOCapizFlashReport">https://bit.ly/SDOCapizFlashReport</a> )	Every 2 <sup>nd</sup> day of the following month
Flash Report	One Drive (online submission) ( <a href="https://bit.ly/SDOCapizBMS">https://bit.ly/SDOCapizBMS</a> )	Every 3 <sup>rd</sup> day of the following month
<b>Accounting Reports</b>		
FAR 4- Monthly Report of Disbursements	URS Generated FAR 4 (hard copy)	Every 2 <sup>nd</sup> day of the following month

3. The personnel in-charge of the reports should integrate the timeline as part of their individual Performance Commitment Review Form (IPCRF).
4. Immediate dissemination of and compliance with this Memorandum are desired.

**ROEL F. BERMEJO**  
Schools Division Superintendent

Encl: None

Reference: None

To be indicated in the Perpetual Index under the following subject:  
REPORTS DEADLINE



Address: Banica, Roxas City  
Contact Number: (036) 6518 456/0968-869-5867  
Email Address: [capiz@deped.gov.ph](mailto:capiz@deped.gov.ph)  
Website: <http://depedcapiz.ph>