



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

30 JAN 2026

**DIVISION MEMORANDUM**

No. 061, s. 2026

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

To: Public Secondary School Heads of Implementing Units  
Accountants/Bookkeepers of Secondary School 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	TYPES OF FILES	DEADLINE
<b>Budget Reports</b>		
Budget Monitoring System (BMS)	Budget Monitoring System	Every 2 <sup>nd</sup> day of the following month.
Flash Report	One Drive (online submission) ( <i>Link to follow</i> )	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:*

**DEADLINE REPORTS**



**Address:** Banica, Roxas City

**Contact Number:** (036) 520 0696

**Email Address:** [capiz@deped.gov.ph](mailto:capiz@deped.gov.ph)

**Website:** <http://depedcapiz.ph>