



Republic of the Philippines
Department of Education
REGION III-CENTRAL LUZON
SCHOOLS DIVISION OFFICE OF NUEVA ECIJA

DEP-ED SDO N.E.
RELEASED
MAR 29 2022

RECORDS SECTION

MEMORANDUM

TO : Assistant Schools Division Superintendents
CID and SGOD Chief
Public Schools District Supervisor
Fiscally Autonomous Secondary School - School Heads
Accountants and Bookkeepers
All Others Concerned

FROM : **JESSIE D. FERRER, CESO V**
Schools Division Superintendent

SUBJECT : **STRICT COMPLIANCE ON THE TIMELY SUBMISSION OF FINANCIAL REPORTS THRU BUDGET MONITORING SYSTEM AND ENCODING THRU UNIFIED REPORTING SYSTEM**

DATE : 29 March 2022

The Department of Education is required to regularly submit accountability reports to the Department of Budget and Management (DBM) and the Commission on Audit (COA) in compliance with the pertinent Sections of the General Provisions (GP) of the annual General Appropriations Act (GAA). Relative thereto, COA-DBM Joint Circular (JO) No. 2013-1 dated March 15, 2013 and COA-DBM JO No. 2014-1 dated July 2, 2014 prescribed the BFAR forms and the corresponding submission timelines, including encoding at the DBM Unified Reporting System (URS) pursuant to DBM Circular Letter (CL) No. 2016-11 dated December 6, 2016, and in accordance with the agency schedule provided under DBM CL No. 2018-9 dated September 6, 2018.

In line with this, after the Office of the Schools Division Superintendent acquired consecutive reminders from the Regional Director of the Department of Budget and Management and Regional Finance Head of the Department of Education, we would like to set a strict parameter to be followed regarding the submission and encoding of reports of 58 Fiscally Autonomous Secondary Schools to the Schools Division Office, whereas we require these Fiscal Schools to submit their reports every 30th day of the month, and encode their Adjusted Allotment and Obligation at <https://tinyurl.com/1stCRR> every quarter as given date as follows:

First quarter:	March 30, 2022
Second Quarter:	June 30, 2022
Third Quarter:	September 20, 2022
Fourth Quarter:	January 2, 2023

This will allow Division Office to consolidate the reports on-time and comply strictly with the submission dates given by the Regional Offices of the Department of Budget and Management and the Department of Education.

This memorandum shall be effective immediately and remain to be in force unless otherwise repealed or amended.

For information, guidance, and compliance.

DUM 2022 Timely Submission of Financial Reports
1-3/ SSR 03-28-2022



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