



Republic of the Philippines
Department of Education
Region II – Cagayan Valley
Schools Division of Nueva Vizcaya

UNNUMBERED MEMORANDUM

TO: Office of the Assistant Schools Division Superintendent
Implementing Units Accountant I
Implementing Units Administrative Officer II
Implementing Units Senior Bookkeeper
All others concerned

FROM: **RACHEL R. LLANA PhD, CESO VI**
Assistant Schools Division Superintendent
Officer In-Charge
Office of the Schools Division Superintendent

For the Schools Division Superintendent:

MARY JULIE A. TRUS PhD, CESE
OIC, Assistant Schools Division Superintendent

DATE: March 24, 2021

SUBJECT: **SUBMISSION OF BUDGET AND FINANCIAL ACCOUNTABILITY
REPORTS (BFARSs) FY 2021**

1. As per COA DBM Joint Circular No. 2019-1 re: *Updated Guidelines Relative to Budget and Financial Accountability Reports (BFARS) Starting FY 2019*, agencies are 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).
2. Relative thereto, the Office of the Schools Division Superintendent through the Budget Section reminds all Implementing Secondary Units to be mindful of the reports to be submitted and promptly observe the due dates set hereof, to wit:
 - Monthly Reports – on or before 25th day of the month
 - Flash Report (Annex A)
 - Exported Utilization Data
 - Exported List of Allotments
 - Exported Prior Year's Obligations
 - Quarterly Reports – on or before 25th day of the last month of each quarter
 - FAR No. 1 – Statement of Appropriations, Allotments, Obligations, Disbursements and Balances (SAAODB)



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- FAR No. 1-A – Statement of Appropriations, Allotments, Obligations, Disbursements and Balances by Object of Expenditures (SAAODBOE)
 - FAR No. 1-B – List of Allotments and Sub-Allotments (LASA)
- Semi-Annual Report
- BED No. 1 – Financial Plan
 - Adjustment of financial plan for the current year will be on every month of May
 - Preparation of financial plan for the ensuing year will be every month of October
- Yearly Reports – on or before 22nd of December
- FAR No. 3 - Aging of Due and Demandable Obligations (ADDO)
3. Submission of BFARS shall be subject to their encoding access in the Unified Reporting System (URS), as prescribed in DBM CL 2018-9 dated September 16, 2018.
4. As evidence and to validate the online submission, hardcopies of Quarterly BFARS generated from the URS, duly signed by the principal or school head shall be accepted as official report. Anent to this, soft copies of all reports shall be send to our Budget Officer, Jeassel J. Alayu and copy furnished budget personnel in-charge. Emails are listed below:

| Name | Email |
|---------------------------|------------------------------------|
| Jeassel J. Alayu | jeassel.alayu001@deped.gov.ph |
| Ritzelle Marie C. Nicolas | ritzellemarie.nicolas@deped.gov.ph |
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5. For information, guidance and compliance.

