



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

MAY 16 2025

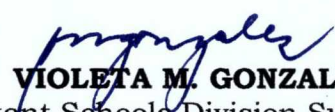
MEMORANDUM

No. 224, s. 2025

**MONTHLY REPORTING OF BUDGET UTILIZATION AND SUBMISSION OF THE
FINANCIAL ACCOUNTABILITY REPORTS (FARs)**

To : SCHOOL HEADS OF IMPLEMENTING UNITS (MUNTINLUPA
BUSINESS HS, MUNTINLUPA NATIONAL HS AND PEDRO E.
DIAZ HS)
ALL OTHERS CONCERNED

1. Attached are issuances from DepED Central and Regional Offices namely **DepEd Memorandum OUF-2025-6382** dated **March 21, 2025** and **DepEd Regional Memorandum ORD 2025-407** dated **May 02, 2025**, on the above-captioned subject.
2. Contents of which are self-explanatory and special attention to **paragraphs 1 and 3** are encouraged.
3. The signed quarterly FARs – URSV2 generated must be transmitted to the Budget Unit on or before 5 working days before the prescribed due dates.
4. Strict compliance with this Memorandum is hereby directed.


VIOLETA M. GONZALES

Assistant Schools Division Superintendent
Officer-In-Charge
Office the Schools Division Superintendent

Enclosure: as stated
References: as stated
To be indicated in the Perpetual Index
under the following subjects:

BUDGET
FUNDS
PERFORMANCE
REPORT

VAU/MONTHLY REPORTING OF BUDGET UTILIZATION AND SUBMISSION OF BFARS
224 /May 15,2025

NUM-2025-224

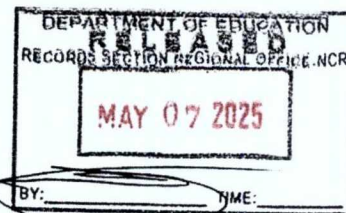


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Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



REGIONAL MEMORANDUM

ORD 2025 : 407

TO : Schools Division Superintendents
Division Office Accountants
Division Budget Officers
All Others Concerned

FROM : **JOCELYN DR. ANDAYA** 
Regional Director, NCR
Concurrent Officer-In-Charge,
Office of the Assistant Secretary for Operations

SUBJECT : **MONTHLY REPORTING OF BUDGET UTILIZATION AND SUBMISSION OF THE FINANCIAL ACCOUNTABILITY REPORTS (FARs)**

DATE : **May 2, 2025**

1. To facilitate the monthly reporting of Budget Utilization as required by DepED Memorandum OUF-2025-6382 dated April 21, 2025, and to ensure the timely submission of an accurate Consolidated Financial Accountability Report (FARs) under COA-DBM Joint Circular No. 2019-1 dated January 1, 2019, and the DepED Central Office Finance Service Memorandum dated January 16, 2023, please be reminded of the following deadlines as prescribed.

FARs	COA-DBM Joint Circular No. 2019-1	DepED Central Office Memorandum	This Regional Office Memorandum, dated April 30, 2025
FAR No. 1, 1A, 1B, 1C	Within 30 days after the end of each quarter	Every 10 th day after the end of the month for the monthly reporting of FAR 1 – Enhanced Flash Report On or before the 20 th day after the end of each quarter for the final and adjusted report	Every 5th day after the end of the month for the monthly reporting of FAR 1 – Enhanced Flash Report On or before the 10th day after the end of each quarter for the final and adjusted report
FAR 2, 2A, 5, 6	Within 30 days after the end of each quarter	On or before the 20 th day after the end of each quarter	On or before the 20th day after the end of each quarter



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FAR 3	On or before the 30 th day following the end of the year	On or before the 20 th day following the end of the year	On or before the 20th day following the end of the year
FAR 4	On or before the 10 th day of the following month	On or before the 6 th day following the month	On or before the 6th day following the month

3. Validation and reconciliation against the established controls must be conducted to minimize revisions, questions, and recurring errors and expedite the consolidation and submission of these reports to Oversight Agencies.

2. To ensure that FARs submitted to the online DBM Unified Reporting System (URS) are complete, hard copies of DBM URS generated FARs signed by Schools Division Superintendents / Principals or authorized representatives must be submitted to the Regional Office three (3) days before the COA-DBM Joint Circular No. 2019-1 deadline, along with the transmittal indicating the complete list of implementing units (IUs) with submission. The following is the status of the submissions for the first quarter of fiscal year 2025, as generated by the URS compliance report on May 1, 2025.

Particulars	TOTAL COUNT	FAR 1	FAR 1a	FAR 1b	FAR 1c	FAR 2	FAR 2a	FAR 4			FAR 5	FAR 6
		Q1	Q1	Q1	Q1	Q1	Q1	Jan	Feb	Mar	Q1	Q1
Division of Caloocan	17	17	17	17	17	17	17	17	17	17	17	17
Division of Las Piñas	6	6	6	6	6	6	6	6	6	6	6	6
Division of Makati	10	10	10	10	10	10	10	10	10	10	10	10
Division of Malabon City	8	8	8	8	8	8	8	8	8	8	3	8
Division of Mandaluyong	8	8	8	8	8	8	8	8	8	8	8	8
Division of Manila	33	33	33	33	33	33	33	33	33	33	31	30
Division of Marikina	8	8	8	8	8	8	8	8	8	8	8	8
Division of Muntinlupa	4	4	4	4	3	3	2	4	4	4	4	1
Division of Parañaque	4	4	4	4	4	4	4	4	4	4	4	4
Division of Navotas City	7	7	7	7	7	7	7	7	7	7	7	7
Division of Pasay City	9	9	9	9	9	9	9	8	9	9	9	9
Division of Pasig City	11	11	11	11	11	11	11	11	11	11	11	11
Division of Quezon City	47	47	47	47	47	47	47	47	47	47	47	47
Division of San Juan City	2	2	2	2	2	2	2	2	2	2	1	1
Division of Taguig and Pateros	11	11	11	11	11	11	11	11	11	11	11	11
Division of Valenzuela	12	12	12	12	12	12	12	12	12	12	12	12
TOTAL	198	100%	100%	100%	99%	99%	99%	99%	100%	100%	96%	96%

4. For your strict compliance.



Address: 6 Misamis St., Bago Bantay, Quezon City
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 Website: depedncr.com.ph





Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR FINANCE

MEMORANDUM

OUF-2025-5382

TO : REGIONAL DIRECTORS
REGIONAL CHIEF ADMINISTRATIVE OFFICERS, FINANCE
DIVISION
SCHOOLS DIVISION SUPERINTENDENTS
HEADS OF PUBLIC ELEMENTARY AND SECONDARY SCHOOLS

FROM :  **ATTY. EDSON BYRON K. SY, Jr.**
Assistant Secretary for Finance
Officer-in-Charge, Office of the Undersecretary for Finance

SUBJECT : MONTHLY REPORTING OF BUDGET UTILIZATION (ENHANCED
FLASH REPORT)

DATE : April 21, 2025

In compliance with the directive from the Office of the Secretary to further strengthen the monitoring and reporting of fund utilization across all levels of governance within the Department, all Regional Offices are hereby instructed to submit a consolidated monthly report on fund utilization. The report should specifically reflect obligations and disbursements, following the format of **FAR No. 1: Statement of Appropriations, Allotment, Obligations, Disbursement and Balances**.

The template to be used by the Regional Offices **only** shall be provided by the Finance Service – Budget Division and shall serve as the standard format for the consolidated report. Schools Division Offices and schools may adopt this template or follow any specific format that the Regional Offices may prescribe.

The reports submitted by the Regional Offices shall be considered tentative and for monitoring purposes only. The official reports of the Department of Education (DepEd) will continue to be the quarterly submissions required by the Department of Budget and Management (DBM) and the Commission on Audit (COA).

To guide each level of governance in the data retrieval process, the following deadlines are set:

Level of Governance	Deadline
Regional Office	Every 10 th of the Month
Schools Division Office	*Every 5 th of the Month
School	

**Indicative deadline*

All Regional Offices are required to submit the consolidated report **on or before the 10th day following the end of each month**.

The completed report must be transmitted to the Finance Service – Budget Division, with a copy furnished to the Office of the Undersecretary for Finance and the Education Programs Management Office, through the following email addresses: fs.bd@deped.gov.ph, usec.financebpm@deped.gov.ph, and epmo@deped.gov.ph.

Strict compliance with this reporting requirement is expected to ensure the timely, accurate, and transparent tracking of fund utilization for DepEd programs, projects, and activities across all Regional Offices.

Thank you.

cc: **Office of the Secretary**

