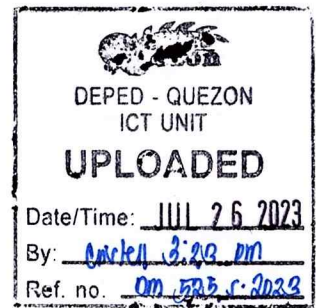




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



24 July 2023

DIVISION MEMORANDUM
DM No. 525, s. 2023

REITERATION OF GUIDELINES FOR THE SUBMISSION OF BUDGET FINANCIAL ACCOUNTABILITY REPORTS (BFARS) AND PRESCRIBING TIMELINES & PENALTY RELATIVE THERETO

To: Assistant Schools Division Superintendents
Division Chief – SGOD
School Heads – Implementing Units
All Others Concerned

1. For information and guidance, attached are copies of **DBM Circular Letter No. 2018-9** dated **September 6, 2018**, and **COA-DBM Joint Circular No. 2019-1** dated **January 1, 2019**. Both copies can also be downloaded from the DBM website <https://www.dbm.gov.ph>.
2. The timelines for the encoding, data transfer and submission in the DBM Unified Reporting System are as follows:

PERIOD	ENCODING	DATA TRANSFER (SUBMITTED Level)
First Quarter	April 1 - 10	April 16
Second Quarter	July 1 - 10	July 16
Third Quarter	October 1 - 10	October 16
Fourth Quarter	January 1 - 10	January 15

3. The penalty for failure to submit reports required under the aforementioned Circulars shall be suspension of payment of salaries, and disciplinary action that maybe

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instituted against responsible personnel. *Section 57, Chapter 6, Book VI of Executive Order No. 292 (Administrative Code of 1987)*

4. Immediate dissemination and compliance with this Memorandum is earnestly desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent



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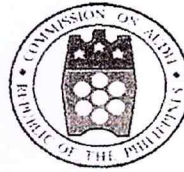
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REPUBLIC OF THE PHILIPPINES
COMMISSION ON AUDIT
DEPARTMENT OF BUDGET AND MANAGEMENT

JOINT CIRCULAR NO. 2019-1

January 1, 2019

TO : HEADS OF DEPARTMENTS, AGENCIES, STATE UNIVERSITIES AND COLLEGES (SUCs), CONSTITUTIONAL OFFICES ENJOYING FISCAL AUTONOMY AND OTHER OFFICES OF THE NATIONAL GOVERNMENT; HEADS OF GOVERNMENT-OWNED OR CONTROLLED CORPORATIONS (GOCCs) MAINTAINING SPECIAL ACCOUNT IN THE GENERAL FUND (SAGF) AND RECEIVING NATIONAL GOVERNMENT BUDGETARY SUPPORT (SUBSIDY/EQUITY); HEADS OF BUDGET AND ACCOUNTING UNITS; AND ALL OTHERS CONCERNED

SUBJECT: UPDATED GUIDELINES RELATIVE TO BUDGET AND FINANCIAL ACCOUNTABILITY REPORTS (BFARs) STARTING FY 2019

1.0 RATIONALE

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). Relative thereto, COA-DBM Joint Circular (JC) No. 2013-1 dated March 15, 2013 and COA-DBM JC 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.

The BFAR forms, contents and submission deadlines are necessarily consistent with and supportive of budget innovations such as the adoption of GAA as an Allotment Order (GAAO), the Unified Accounts Code Structure (UACS) and the Philippine Public Sector Accounting Standards (PPSAS), as well as the Program Expenditure Classification (PREXC)-fied budget structure. Hence, constant updating as warranted is undertaken to facilitate consolidation and harmonized integration of the aforementioned developments into the reports.

With the adoption of the annual cash-based appropriations starting FY 2019 and taking into account the one-year availability of funds for the government's

programs/activities/projects, the BFARs forms and contents need to be fine-tuned, to ensure that they generate quality adequate information to enable the DBM and the COA, as oversight agencies, to effectively report, monitor and/or evaluate agency performance as basis for sound policy decisions, in a timely manner.

2.0 COVERAGE

This Circular covers all departments, agencies, SUCs, Constitutional Offices enjoying fiscal autonomy and other offices of the national government, and GOCCs maintaining SAGF and receiving budgetary support from the national government.

3.0 OBJECTIVE

To prescribe modified formats for BFARs as earlier prescribed under DBM–COA JC No. 2014-1 dated July 2, 2014, and revised submission timelines, consistent with the updated policies as of date, to wit:

- 3.1 To restructure the BFAR format/contents to conform to the PREXC-fied Budget Structure;
- 3.2 To provide more details for clarity and ensure consistency in information being reported among the various forms; and
- 3.3 To prescribe new forms to generate information consistent with the total resource budget framework.

4.0 GUIDELINES

4.1 The BFAR formats under this JC considered the following:

4.1.1 Retention of BAR format, except for the adoption of the PREXC-fied budget structure.

4.1.2 Updating of affected BFAR formats, by:

4.1.2.1 Adopting the PREXC-fied budget structure, including deletion of Key Result Area (KRA);

4.1.2.2 Modification of terminologies/presentation formats consistent with latest standard practice/set of rules, among others:

4.1.2.2.1 Use of “Agency/Entity”, “Fund Cluster”, “Modification”, “Augmentation”, “Off-Budgetary Funds”, “Aging of Unpaid Obligations”.

4.1.2.2.2 Designation of the Agency/Entity Head or his/her Authorized Representative as the approver of BFARs, upon recommendation by the Director of Financial Management Service (FMS) or his/her equivalent.

4.1.2.3 Incorporating additional information and/or reporting formats, deemed necessary for monitoring/tracking purposes, such as:

4.1.2.3.1 Provision for FAR No. 1-B columns 8, 13 and 18 (Financial Expenses) to be exclusively accomplished by the Bureau of the Treasury (BTr).

4.1.2.3.2 Provision of more details, to wit:

- Inclusion of "notice of transfer allocations, working fund, outright deductions for claims, etc.";
- Breakdown of unpaid obligations to distinguish between current year's and previous years' appropriations, with specific aging classifications (1 year to less than 2 years, more than 2 years);
- Breakdown of Revenue and Other Receipts to include foreign-assisted projects (FAPs) and SAGF (domestic and foreign) with details such as Revenue and Non-Revenue Collections/Receipts (refund of cash advance, disallowance, overpayment of expense, absence without pay, etc.); and
- Breakdown by specific Special Purpose Funds (SPFs), as well as the subtotals by allotment class, by cost structure [i.e., General Administration and Support (GAS), Support To Operations (STO), Operations], and subtotals per Program/Sub-programs.

4.1.3 Prescribing new reporting forms to monitor the transferred funds from department/central office (CO)/regional office (RO)/operating unit (OU) to the implementing agency/unit and to track utilization status of trust receipts.

- 4.1.3.1 **FAR No. 1-C** (Statement of Obligations, Disbursements, Liquidations and Balances for Inter-Agency Fund Transfers).
- 4.1.3.2 **FAR No. 6** (Statement of Approved Budget, Utilization, Disbursements and Balances for Trust Receipts).
- 4.2 Copies of the BFARs, including both retained, modified, and additional forms, are attached hereto as Annexes.
- 4.3 Departments/Agencies/OUs shall accomplish and submit BFARs to COA, DBM, and to BTr, as applicable through the URS, in accordance with the timelines prescribed in the pertinent section of the GP of the GAA for the Budget Year, to wit:
- **Within 30 days after the end of each quarter**
 - **BAR No. 1**
 - **FAR No. 1**
 - **FAR No. 1-A**
 - **FAR No. 1-B**
 - **FAR No. 1-C**
 - **FAR No. 2**
 - **FAR No. 2-A**
 - **FAR No. 5**
 - **FAR No. 6**
 - **On or before 30th day following the end of the year**
 - **FAR No. 3**
 - **On or before the 10th day of the month following the last month of the covered reporting period.**
 - **FAR No. 4**
- 4.3.1 Submission of BFARs shall be subject to their encoding access schedule in the URS, as prescribed in DBM CL 2018-9 dated September 16, 2018.
- 4.3.2 As evidence and to validate the online submission, only hard copies of BFARs generated from the URS and duly signed by the head of department/agency/OU or his/her authorized representative shall be accepted as official agency submission.
- 4.4 The status of agency compliance, with the online submission through the URS and submission of hard copies of BFARs generated from the URS, shall be posted at the DBM website, consistent with the government's transparency and accountability thrusts.

5.0 REPEALING CLAUSE

All provisions of existing circulars and other issuances inconsistent with this JC are hereby rescinded/repealed and/or modified accordingly.

6.0 UNAFFECTED PROVISIONS

Except as expressly repealed, or by necessary implication, modified by this JC, the existing provisions of JC Nos. 2013-1 dated March 15, 2013 and 2014-1 dated July 2, 2014 shall remain in full force and effect.

7.0 SEPARABILITY

If any provision of this Circular as now or later amended or its application to any person or circumstance is held invalid, the invalidity does not affect other provisions that can be given effect without the invalid provision or application.

8.0 PENALTY CLAUSE

Failure to submit reports required under this Circular shall be subject to the provisions of Section 57, Chapter 6, Book VI of Executive Order No. 292 (Administrative Code of 1987).

9.0 EFFECTIVITY

This Circular shall be effective immediately and remain to be in force unless otherwise repealed/amended.

C C S
BENJAMIN E. DIOKNO
Secretary
Department of Budget and Management



[Signature]
MICHAEL G. AGUINALDO
Chairperson
Commission on Audit