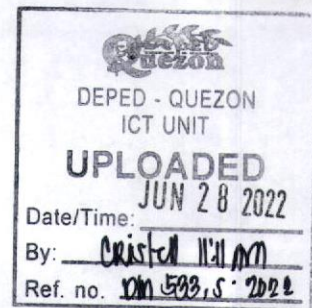




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



23 June 2022

DIVISION MEMORANDUM

DM No. 533, s. 2022

SUBMISSION OF BUDGETARY AND FINANCIAL ACCOUNTABILITY REPORTS

To: **Assistant Schools Division Superintendents**
Division Chief – SGOD
School Heads of Implementing Unit (IU)

1. With reference to the Regional Memorandum dated June 13, 2022 entitled, "*Regional Workshop on the Preparation and Consolidation of CY 2022 MID-YEAR Financial Reports*" to be held on July 5-8, 2022, this Office, through the Budget Section, requires the submission of Budget Accountability Reports. *Please refer to attached Annex for the checklist and instructions.*
2. The **deadline of submission is on July 1, 2022**, to give enough time for the Division validation and consolidation.
4. For clarifications and other concerns, kindly coordinate with Ms. Catherine A. Pureza, AO V (*Finance*), via email at catherine.pureza001@deped.gov.ph.
5. Immediate dissemination and compliance of this Memorandum is earnestly desired.

ELIAS A. ALICAYA, JR.
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

budcap06232022

DEPEDQUEZON-TM-SDS-04-009-003



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Annex

**CHECKLIST OF FINANCIAL REPORTS FOR SUBMISSION TO R.O.
MID-YEAR CY 2022**

| BUDGET DIVISION | |
|------------------------|---|
| | Budgetary and Financial Accountability Reports (BFARs) |
| a | Quarterly Physical Report of Operation (BAR No. 1) |
| b | Statement of Appropriations, Allotments, Obligations, Disbursements and Balances (FAR No. 1) |
| 1 | c Summary of Appropriations, Allotments, Obligations, Disbursements and Balances by Object of Expenditures and by PPA (FAR No. 1-A) |
| | d List of Allotments and Sub-Allotments (FAR No. I-B) |
| 2 | Photocopy of SAROs / ABM issued by DBM - RO |
| 3 | Summary List of SAROs / ABM issued by DBM - RO |
| 4 | SOFT COPY of all the documents submitted |

Instructions:

1. Reports must be printed in long bond paper.
2. Reports shall be submitted in 3 copies, for the ff: DO, RO & DBM
3. Use a green folder for each submission.
4. Unsigned reports will not be accepted.
5. Submit your reports to the ff:
 - a) Hard Copies – c/o Sir Jeffrey Maaño,
 - b) *Soft Copies – c/o Ms. Arianne Cejane

*shall be emailed in advance (June 29) along with the BMS Budgetfile, and Flash Report.

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