



Republic of the Philippines
Department of Education
 REGION III – CENTRAL LUZON
 SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

January 25, 2021

DIVISION MEMORANDUM

No. 29 , s. 2021

SUBMISSION OF FINANCIAL REPORTS OF FISCALLY AUTONOMOUS SCHOOLS

To: All Fiscally Autonomous School Heads

1. For internal audit, monitoring, and consolidation purposes regarding the utilization of funds of all implementing units, the following financial reports (*hard and soft copies*) must be submitted to the schools division office to wit:

ACCOUNTING REPORTS	
Reportorial Requirement	Indicative Timeline
Maintenance and Other Operating Expenses (MOOE) Obligations and Disbursements	Not later than the 3rd day of the following month
Monthly Report of Disbursements (FAR No. 4)	Not later than the 3rd day of the following month
Complete Set of Financial Statements for Regular Fund, Trust Fund and Canteen Operations	For quarterly reports, not later than 5th day after the end of the quarter
	For annual reports, not later than 6th day after the end of the year
Quarterly Report of Revenue and Other Receipts (FAR No. 5)	Not later than 5th day after the end of the quarter
Monthly Disbursement Program (BED No. 3)	On or before November 30 of the year (<i>revised MDP not later than May 31 of the year</i>)
BUDGET REPORTS	
Reportorial Requirement	Indicative Timeline
Flash Report	Not later than the 5th day of the following month
Budget Monitoring System (BMS) Consolidation	Not later than 5th day after the end of the quarter
Financial Plan (BED No.1)	On or before November 30 of the year



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Address: Brgy. Rizal, Science City of Muñoz, 3119

Telephone No.: (044) 806 -2192; **Email Address:** munozscience.city@deped.gov.ph

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Online Submission of Budget Proposal (OSBP)	On or before March 15 of the year
Unified Reporting System (URS) Generated Reports (FARs)	Not later than 5th day after the end of the quarter

2. For information and compliance.

DANTE G. PARUNGAO, CESO VI
OIC-Schools Division Superintendent

DEP - ED
SCIENCE CITY OF MUÑOZ
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JAN 25 2021
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