



Republic of the Philippines  
**Department of Education**  
REGION VIII - EASTERN VISAYAS

January 27, 2023

**REGIONAL MEMORANDUM**

No. **095**, s. 2023

**SUBMISSION OF FAR 4/MONTHLY REPORT OF DISBURSEMENT (MRD)**

To: Schools Division Superintendents  
Division Accountants  
Division Cashiers  
All Others Concerned

1. With reference to the attached Memorandum, dated January 16, 2023 from Ms. Rhunna L. Catalan, Chief Accountant of the Finance Service, Accounting Division, DepEd Central Office which directs the Regional Offices to submit FAR 4, otherwise known as the Monthly Report of Disbursement (MRD) on or before the 6<sup>th</sup> day of the month following the last month of the covered reporting period, this Office requires all Schools Division Offices through their Accountants/Cashiers to submit their respective report on **or before the 5<sup>th</sup> day of the month following the last month of the covered reporting period.**
2. The Schools Division Offices must submit the report through email to [cashier.region8@deped.gov.ph](mailto:cashier.region8@deped.gov.ph) on or before the above-mentioned timeline, regardless of whether the Implementing Units (IUs) had submitted or not. Failure to comply (IUs, Divisions) will be disclosed in the consolidated report.
3. In addition, to expedite the process of consolidation of the said report, this Office shall use google sheets that can be accessed by the Division Offices' report in-charge through this link: <https://tinyurl.com/2023MRD>.
4. For information, guidance and compliance.



**EVELYN R. FETALVERO, CESO IV**

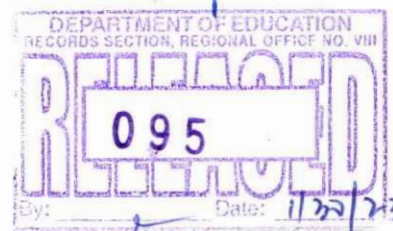
Regional Director

Enclosures: None

References: As stated

To be indicated in the Perpetual Index under the following subjects:

FAR 4                      MRD                      REPORT



AD-CS-RLR



Government Center, Candahug, Palo, Leyte  
(053) 323-3156 | [region8@deped.gov.ph](mailto:region8@deped.gov.ph)  
**ISO 9001:2015 Certified**

DepEd RO8 ATA-F16 (CY2018-v03-r00) Page 1 of 1





Republic of the Philippines  
**Department of Education**

Finance Service  
Accounting Division

**MEMORANDUM**

January 16, 2023

**TO :** **DEPED REGIONAL FINANCE OFFICES AND CENTRAL OFFICE**  
**(Regions I to XIII, CAR, NCR, ANC, BLR-Cebu, BTC, and Ecotech)**

**FROM :** **MA. RHUNNA L. CATALAN**  
Chief Accountant

**SUBJECT :** **SUBMISSION OF FAR FORM NOS. 2, 2A, 3, 4, 5, AND 6**

This refers to COA-DBM Joint Circular No. 2019-1 Budget and Financial Accountability Reports (BFARs) to be submitted as follows:

- A.) FAR Nos. 2, 2A, 5, 6 - within 30 days after the end of each quarter
- B.) FAR No.3 - on or before 30<sup>th</sup> day following the end of the year
- C.) FAR No.4 - on or before the 10<sup>th</sup> day of the month following the last month of the covered reporting period

Below are the set deadlines (for strict compliance) of submission of consolidated FARs to Central Office for your reference:

- (a.) FAR Nos. 2, 2A, 5 and 6 - ***within 20 days after the end of each quarter***
- (b.) FAR No. 3 - ***on or before 20<sup>th</sup> day following the end of the year***
- (c.) FAR No. 4 - ***on or before the 6<sup>th</sup> day of the month following the last month of the covered reporting period***

This is to give enough time for consolidation, routing to signatories, and transmission of reports.

- Please ensure the accuracy of the report to avoid multiple revisions, queries, and recurring errors. This will help to expedite the consolidation of reports.
- Kindly submit the report on the above-mentioned timeline, regardless of whether the field offices had submitted or not. Indicate which IUs or Divisions have not yet submitted their reports, if any.
- Failure to comply (IUs, Divisions, Regions) will be disclosed in the consolidated report.