Regional Memorandum

SUBMISSION OF BUDGET ACCOUNTABILITY REPORT (BAR 3rd QUARTER FY 2020)

To

All Schools Division Superintendents
All Functional Division Chiefs
Concerned Personnel In-Charge of Identified PPAs

1. Relative to the Department of Budget and Management (DBM) Circular Letter No. 2016-11 dated December 6, 2016 “Guidelines Prescribing Electronic Submission of Budget and Financial Accountability Reports,” (see attachment) all Schools Division Offices and the Regional Functional Divisions are requested to submit the Budget Accountability Report (BAR) for the 3rd Quarter of this year.

2. For easy access to accomplish this report, kindly open the link as bit.ly/07BAR2020 for RO (Please see 3rd Quarter Tab with highlighted cells only) and for SDOs please access bit.ly/07SDOBAR3Q2020. Accomplishing BAR shall be done not later than October 7, 2020.

3. Duty signed copy of BAR shall be uploaded through this link bit.ly/BARs2020 with folder name 3rd Quarter on or before October 13, 2020. For uniformity, strictly follow the filename format BAR1_Q3_SDO (ex: BAR1_Q3_SDO Rizal).

4. For queries, you may ask Jona M. Malonzo who is in-charge of BAR submission through pprd.calabarzon@deped.gov.ph or 8647-7487 loc. 470 and 472.

5. Immediate and strict compliance to this Memorandum is expected.

WILFREDO E. CABRAL
Regional Director

pprd/jmm

“EXCELLENCE is a CULTURE and QUALITY is a COMMITMENT”

Trunkline: 02-8682-5773/8684-4914/8647-7487
Website: depedcalabarzon.ph
Document Inquiry: https://r4a-teadoc.com/inquire
CIRCULAR LETTER

No. 2016-11
December 8, 2016

TO: All Heads of Departments, Agencies, State Universities and Colleges, Other Offices of the National Government, Government-Owned and/or Controlled Corporations Maintaining Special Accounts in the General Fund, and Constitutional Fiscal Autonomy Group, Heads of Planning, Budget and Accounting Units, and All Others Concerned

SUBJECT: Guidelines Prescribing Electronic Submission of Budget and Financial Accountability Reports (BFARs)

10 Rationale

BFARs are quarterly reports required for submission to the Department of Budget and Management (DBM) and the Commission on Audit (COA) prescribed under the following:

- COA – DBM Joint Circular No. 2014-1 (Guidelines Prescribing the Use of Modified Formats of the Budget and Financial Accountability Reports [BFARs]), dated July 2, 2014, and


Agency compliance need to be further harmonized and facilitated to ensure timely availability of complete reports and relevant information to serve as bases of oversight agencies in the conduct of periodic review, monitoring and evaluation of agency utilization of funds vis-a-vis quarterly plans/targets.

20 Purpose

2.1 To reiterate strict compliance with the online submission of BFARs through the DBM Unified Reporting System (URS); and

2.2 To ensure consistency in the financial and budgetary reports submitted by agencies to DBM and COA.

30 Coverage

This Circular covers all departments, agencies, state universities and colleges (SUCs), constitutional and fiscal autonomy group (CFAG), and government-owned and/or controlled corporations (GOCs) maintaining Special Accounts in the General Fund (SAGF).
4.0 Guidelines

4.1 All government entities covered by this Circular shall electronically submit BFARs to DBM using the URS address: http://urer.dbm.gov.ph

Users may initially refer to the URS Quick Guide for specific instructions and for further clarifications may subsequently call-e-mail the System Help Desk through:

- Telephone No 791-2000 local 2300 or 2695 (8:00 AM to 5:00 PM - Monday to Friday)
- E-mail Address online-reporting@dbm.gov.ph

4.2 The following BFARs as prescribed under COA-DBM Joint Circular No. 2014-1 shall be accomplished and submitted through the said URS address in accordance with the indicated timelines:

<table>
<thead>
<tr>
<th>Prescribed Timelines</th>
<th>Code</th>
<th>BFAR Tag</th>
</tr>
</thead>
<tbody>
<tr>
<td>BAR No 1</td>
<td>Quarterly Physical Report of Operation (QPRO)</td>
<td></td>
</tr>
<tr>
<td>FAR No 1</td>
<td>Statement of Appropriations, Allotments &amp; Obligations - Debursements &amp; Balances (SAAO&amp;B)</td>
<td></td>
</tr>
<tr>
<td>FAR No 1-A</td>
<td>Statement of Appropriations, Allotments &amp; Obligations - Debursements &amp; Balances by Object of Expenditures (SAAO&amp;B-OB)</td>
<td></td>
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<tr>
<td>Within thirty (30) days after the end of each quarter</td>
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<tr>
<td>FAR No 1-B</td>
<td>List of Allotments and Sub-Allotments (LASA)</td>
<td></td>
</tr>
<tr>
<td>FAR No 2</td>
<td>Statement of Approved Budget Utilizations - Debursements &amp; Balances (SABUD) for Off Budget Fund</td>
<td></td>
</tr>
<tr>
<td>FAR No 2-A</td>
<td>Summary of Approved Budget Utilizations - Debursements &amp; Balances by Object of Expenditures (SABUD-OB) for Off Budget Fund</td>
<td></td>
</tr>
<tr>
<td>FAR No 5</td>
<td>Quarterly Report of Revenues and Other Receipts (QRROR)</td>
<td></td>
</tr>
</tbody>
</table>

On or before 30th day following the end of the year

| FAR No 3             | Aging of Due and Demandable Obligations (ADDO) |

On or before 30th day of the following month covered by the report

| FAR No 4             | Monthly Report of Debursements (MRD) |

4.3 As evidence and to validate the online submission, only hard copies of BFARs generated from the URS and duly signed by the heads of department/agency/operating unit or authorized representatives shall be accepted as official agency submission.

4.4 The status of agency compliance with the online 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.

4.5 Complete submission through online and that of the hard copies shall be considered in the determination of the grant of the Performance Based Bonus (PBB)
4.8 With the essence of this Circular, the COA shall be granted by DBM the
access of the URS for its post audit function of the BFARs submitted by the
government entities.

5.0 Repealing/Saving Clause

5.1 All Circulars and essences inconsistent with the above instructions/guidelines
are hereby modified accordingly.

5.2 Cases not covered by the Circular shall be referred to the DBM for resolution.

6.0 Effectivity

This Circular shall take effect immediately.

[Signature]

BENJAMIN E. DIOKNO

Secretary