Regional Memorandum

VIRTUAL TRAINING-WORKSHOP ON THE PREPARATION OF BUDGET ACCOUNTABILITY REPORT (BAR) NO. 1 – QUARTERLY PHYSICAL REPORT OF OPERATION

To Schools Division Superintendents
All Others Concerned

1. With reference to Regional Memorandum 225, s. 2022, on the Quarterly Submission of Budget Accountability Report (BAR No. 1 – Physical Report of Operation) for Fiscal Year 2022, all schools division offices are enjoined to regularly submit their reports in a timely manner through the deployed online reporting facility.

2. To formally turnover the preparation and submission of the above-mentioned quarterly reporting to the counterpart offices in the region and schools division level spearheading the progress monitoring, the Policy Planning and Research Division will conduct Virtual Training-Workshop on July 4-5, 2022 via MS Teams.

3. The objectives of this activity are the following:
   a. orient the participants on the policy guidelines relative to the preparation and submission of BAR 1;
   b. reiterate the roles and responsibilities of key office/personnel relative to the report submission;
   c. present the template, process flow including the timeline of submission for the current fiscal year; and
   d. gather best practices and recommendations to further enhance reporting and submission.

4. Participants to this activity are the following:

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<tr>
<th>Governance Level</th>
<th>Functional Division</th>
<th>Target Participants</th>
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| Regional Office  | Quality Assurance Division (QAD) | • Chief Education Supervisor  
|                  |                      | • EPS In-charge of M&E |

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| Schools Division Offices | Policy, Planning and Research Division (PPRD) | • Chief Education Supervisor  
• Regional Planning Officers  
• Technical Working Group  
• Senior Education Program Specialists for SMME  
• Division Planning Officers  
School Governance and Operations Division (SGOD) |

5. All participants are requested to confirm their attendance using the link [bit.ly/R4a-TW-BAR-Preparation](https://bit.ly/R4a-TW-BAR-Preparation) on or before June 30, 2022.

6. For clarifications and other concerns, kindly coordinate with Mr. Adrian A. Bullo of PPRD through email at pprd.calabarzon@deped.gov.ph.

7. Immediate dissemination of this memorandum is earnestly desired.

FRANCIS CESAR B. BRINGAS  
Regional Director

PPRD/ab