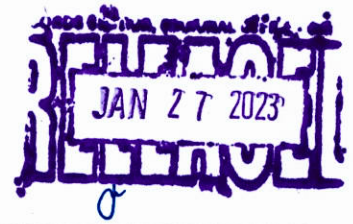




Republic of the Philippines
Department of Education
CARAGA REGION



January 25, 2023

REGIONAL MEMORANDUM

No. 0070, s. 2023

To: SCHOOLS DIVISION SUPERINTENDENTS
DIVISION ACCOUNTANT
DIVISION BUDGET OFFICER
SECONDARY SCHOOL PRINCIPAL (IUs)
ADAS III/BOOKKEEPER (IUs)
This Region

**DEADLINE ON THE SUBMISSION OF FAR FORM NOS. 1, 1A, 1B, 2, 2A, 3, 4, 5,
AND 6**

1. In line with the unnumbered memorandum issued by DepEd Central Office dated January 16, 2023 re: Submission of FAR Form Nos. 2, 2A, 3, 4, 5 and 6, and in order to give enough time for the consolidation, routing to signatories, and transmission of reports, the following are the set deadlines on the submission of division consolidated FARs to Regional Office:

- a) FAR Nos. 1, 1A and 1B – on or before the 5th day following the end of the quarter
- b) FAR Nos. 2, 2A, 5 and 6 – on or before the 15th day following the end of the quarter
- c) FAR No. 3 – on or before the 15th day following the end of the year.
- d) FAR No. 4 – on or before the 4th day of the month following the last month of the covered reporting period

2. Please ensure the accuracy of the report to avoid multiple revisions, queries, and recurring errors. This will help to expedite the consolidation of reports.

3. Kindly submit the report on the above-mentioned timeline, regardless of whether the field offices had submitted or not. Indicate which Implementing Units (IUs) have not yet submitted their reports, if any.

4. Failure to comply (IUs, Divisions) will be disclosed in the consolidated report.



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5. For dissemination, information and strict compliance.


MA. GEMMA MERCADO LEDESMA
Regional Director

Encls.: NONE

Reference: NONE

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

FINANCIAL REPORTS

FD/enn
01/25/2023