



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD IRIGA

DEPARTMENT OF EDUCATION
SDO-Iriga City RECORDS SECTION

RECEIVED
30 APR 2026

CP&L No.: 2026-04-201 J.

MEMORANDUM

No. 209, s. 2026

To : **School Heads, Secondary Schools, IUs
School Accountants and Senior Bookkeepers
All Other Concerned Personnel**
MRL

From : **MARIA-MAGNOLIA F. BRIOSO**
OIC – Schools Division Superintendent *S*

Subject : **SUBMISSION OF ACCOUNTING, FINANCIAL AND
ACCOUNTABILITY REPORTS**

Date : **April 29, 2026**

1. Beginning April 2026, monthly, quarterly, and annual accounting, financial, and accountability reports shall be submitted via the online platform. This initiative aims to streamline and digitize the process, ensuring the timely submission of consolidated reports from the Schools Division Office (SDO) and Secondary Schools Implementing Units (IUs) to the DepEd Central and Regional Offices, as well as other oversight agencies.
2. IUs are hereby directed to submit their reports through:
<https://sites.google.com/deped.gov.ph/sdo-iriga-accounting/home>



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iriga.city@deped.gov.ph



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3. Uploaded reports must be complete and submitted within the deadlines set by the DepEd Central Office, Regional Office V, and oversight agencies such as the Department of Budget and Management (DBM) and the Commission on Audit (COA). Below are the prescribed deadlines for reference:

Deadlines for Submission of Reports

Particulars	SDO Deadline	DepEd RO Deadline	DepEd CO Deadline	DBM URS Deadline	COA Deadline
FAR No. 4 – Monthly Disbursement Report	2nd day of the following month	3rd day of the following month	6th day of the following month	10th day of the following month	10th day of the following month
FAR No. 2, FAR No. 2A, FAR No. 5, FAR No. 6	Within 10 days after end of each quarter	Within 15 days after end of each quarter	Within 20 days after end of each quarter	Within 30 days after end of each quarter	Within 30 days after end of each quarter
Quarterly Financial Statements	Within 5 days after end of each quarter	Within 8 days after end of each quarter	Within 10 days after end of each quarter	—	Within 10 days after end of each quarter
Year-end Reports	Within 10 days after end of the year	For issuance of Regional Memo	—	Within 30 days after end of each quarter	—
Other Monthly Reports required by DepEd CO & RO	2nd day of the following month	3rd day of the following month	—	—	—

4. For information, guidance and compliance.



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