



Republic of the Philippines  
**Department of Education**  
Region XII  
Schools Division Office of Tacurong City

February 26, 2026

DIVISION MEMORANDUM  
OSDS- 2026 - 045

**IUs FINANCIAL REPORT MONITORING AND SUBMISSION GUIDE**

To: IUs School Heads  
IUs School – based Finance personnel

1. To strengthen compliance and collaboration in ensuring accurate, complete and timely consolidation and submission of financial and other accountability reports, the SDO Accounting Section established a Unified IUs Financial Report Monitoring and Submission Guide.
2. All IUs' Bookkeepers and Disbursing Officers are hereby reminded to incorporate the required financial reports indicated in the said Guide into their respective **Individual Performance Commitment Review Form (IPCRF) for CY 2026**.
3. The Financial Report Monitoring and Submission Guide is attached as **Enclosure 1** for reference.
4. For the information, guidance, and compliance of all concerned

  
**GILDO G. MOSQUEDA, CEO VI**  
Schools Division Superintendent

Enclosures: None.  
Reference:  
Allotment: none  
To be included in the perpetual Index under

REPORTS      RECORDS

JGS/OSDS/DM/IUs FINANCIAL REPORT MONITORING AND SUBMISSION GUIDE/February 26, 2026



**Address:** Alunan Highway, Poblacion, Tacurong City 9800  
**Telephone Numbers:** (064)-200-6316; 0919-065-6425  
**Email:** [tacurong.city@deped.gov.ph](mailto:tacurong.city@deped.gov.ph)  
**Website:** [depedtacurong.org](http://depedtacurong.org)



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*Enclosure 1 to Division Memo OSDS No. 045 s. 2026*

<b>2026 FINANCIAL REPORT MONITORING AND SUBMISSION GUIDE</b>			
<b>MONTHLY REPORTS</b>			
No.	Name of Report	Deadline of Submission	Remarks
1	Financial Accountability Report No. 4 (FAR 4)	On or before the 3rd day of the following month	Submit the following: <ul style="list-style-type: none"> <li>• Signed Bank Reconciliation</li> <li>• Bank Statement</li> <li>• Signed RADAI and TRA generated from EFPS</li> </ul> For soft copies, please send to the given e-mail address. (jonel.solomon@deped.gov.ph and kelvin.apud@deped.gov.ph)
2	Justification on Increase/Decrease of FAR 4	On or before the 5th day of the following month	Please encode the necessary adjustments in the provided link. <a href="#">IUS AND DIVISION FAR 4 DECREASE INCREASE 2026.xlsx - Google Sheets</a>
3	Payment of 2026 Monthly Service Fees to the BOTr	On or before the 25th day of the month	
4	Encoding of Monthly Service Fees (Thru Link)	On or before the 25th day of the month	Encode details in the provided monitoring link. <a href="#">IUS AND DIVISION SERVICE FEES MONITORING 2026.xlsx - Google Sheets</a>
5	Certification Received – Prior Years Service Fees (2020–2025)	On or before March 10, 2026	Please attached the following documents: <ul style="list-style-type: none"> <li>• Certification</li> <li>• Journal Entry Voucher (JEV)</li> </ul> Upload to the Regional Office link : <a href="#">ROI2 SERVICE FEES (PF) - Google Drive</a> and CC Accounting (jonel.solomon@deped.gov.ph).
6	Remittance of Monthly Provident Loans	On or before the 25th day of the month	Submit and upload to Group Chat the following documents for Official Receipt: <ul style="list-style-type: none"> <li>• Remittance List</li> <li>• Approved DV</li> <li>• LDDAP-ADA stamped "Received" by the bank</li> </ul>
7	Status of Monthly MOOE Downloading 2026	On or before the 5th day of the following month	Please encode in the provided link. <a href="http://bit.ly/StatusofSchoolMOOE">bit.ly/StatusofSchoolMOOE</a>
<b>QUARTERLY REPORTS</b>			
8	2026 Service Fees – Request for Certification to the BOTr	On or before the 28th day of the last month of every quarter except 4th Quarter 1st Quarter: March 28, 2026 2nd Quarter: June 28, 2026 3rd Quarter: September 28, 2026 4th Quarter: December 17, 2026	Please attached the following documents: <ul style="list-style-type: none"> <li>• Request Letter</li> <li>• Deposit Slip</li> </ul> Please CC the Accounting Section (jonel.solomon@deped.gov.ph) in sending request to BOTr
9	Certification Received from BOTr (Quarterly Submission to Region XII)	Submit to the Division Office on the 12th day of the first month of following quarter except 4th Quarter <ul style="list-style-type: none"> <li>• 1st Quarter – April 12, 2026</li> <li>• 2nd Quarter – July 12, 2026</li> <li>• 3rd Quarter – October 12, 2026</li> <li>• 4th Quarter – December 27, 2026</li> </ul>	Please attached the following documents: <ul style="list-style-type: none"> <li>• Certification</li> <li>• Journal Entry Voucher (JEV)</li> </ul> Upload to the Regional Office link : <a href="#">ROI2 SERVICE FEES (PF) - Google Drive</a> and CC Accounting (jonel.solomon@deped.gov.ph).
<b>OTHERS</b>			
10	Submission of 1st Quarter 2026 Financial Reports	April 10, 2026	Checklist of required reports shall be attached to the issued Division Memorandum.
	Submission of Midyear 2026 Financial Reports	July 10, 2026	Checklist of required reports shall be attached to the issued Division Memorandum.
	Submission of 3rd Quarter 2026 Financial Reports	October 10, 2026	Checklist of required reports shall be attached to the issued Division Memorandum.
	Submission of Year-End 2026 Financial Reports	January 10, 2027	Checklist of required reports shall be attached to the issued Division Memorandum.



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