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Republic of the Philippines  
**Department of Education**  
REGION XI  
SCHOOLS DIVISION OF DAVAO DEL NORTE

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

OSDS-2023-0069

TO: **ALL CONCERNED**  
Implementing Unit (IU) Schools

SUBJECT: **SUBMISSION OF URS GENERATED COPIES and DBM ROXI TRANSMITTAL LETTER OF THE SUBMISSION OF FAR 4 (MONTHLY REPORT) FAR 5(QUARTERLY REPORT), FAR 3 (ANNUAL REPORT)**

DATE: July 27, 2023

1. As a way for the DepEd Regional XI Finance Office to monitor submission of the above-mentioned reports this Office's Accounting Unit requires all the eleven (11) Implementing Unit Schools to submit a **URS generated** and received copy of the **Transmittal Letter** from DBM ROXI to wit:

**FAR 4 - 10<sup>TH</sup> DAY OF THE FOLLOWING MONTH**  
**FAR 5 - 15<sup>TH</sup> DAY OF THE MONTH FOLLOWING END OF QUARTER**  
**FAR 3 - 10<sup>TH</sup> DAY OF FEBRUARY**

2. Non-submission of URS copies of these reports to the Department of Budget and Management (DBM) ROXI may cause this Unit, in this case, the Finance Unit of the Division Office and the IU schools, to be excluded in the list of qualified recipients of the Performance Based Bonus (PBB) during the year of non-submission.
3. Please be guided accordingly.

**REYNALDO B. MELLORIDA, CESO V**  
Schools Division Superintendent

acctng/mlmq



For the Schools Division Superintendent:  
*Rebecca C. Sagot*  
**REBECCA C. SAGOT, CESO VI**  
Assistant Schools Division Superintendent

