



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
Wangal, La Trinidad, Benguet



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JAN 04 2016
DEPED-CAR Time: 4:20

REGIONAL ORDER

002-2016

To: ALL SCHOOLS DIVISION SUPERINTENDENTS
PRINCIPALS OF SECONDARY SCHOOLS AS IMPLEMENTING UNITS

From: ELLEN B. DONATO, Ed.D., CESO III
Regional Director

Date: JANUARY 4, 2016

Subject: **STRICT COMPLIANCE ON THE SUBMISSION OF BUDGET EXECUTION DOCUMENTS AND BUDGET ACCOUNTABILITY REPORTS (BEDs AND BARs)**

In reference to National Budget Circular (NBC) No. 550, s. 2013, NBC No. 555, s. 2014, and COA-DBM Joint Circular No. 2014-1, and as an offshoot of the two-day Re-orientation Cum Workshop on the BEDs and BARs conducted last December 8-9 (1st Batch), and 10-11, 2015 (2nd Batch) at the SNC Hall, DepED-CAR, Wangal, La Trinidad, Benguet, the BED 2 and BAR 1 shall be submitted as follows:

DETAILS	BED 2 (PHYSICAL PLAN)		BAR 1 (QUARTERLY PHYSICAL REPORT OF OPERATION)	
	SCHOOLS DIVISION OFFICES (SDOs)	SECONDARY SCHOOLS AS IMPLEMENTING UNITS	SCHOOLS DIVISION OFFICES (SDOs)	SECONDARY SCHOOLS AS IMPLEMENTING UNITS
Who will submit?	The Schools Division Superintendent	The Principal	The Schools Division Superintendent	The Principal
Who is In-Charge?	Planning Officers and SEPS in coordination with the Budget Officer	The Principal in coordination with the Bookkeeper	Planning Officers and SEPS in coordination with the Budget Officer	The Principal in coordination with the Bookkeeper
When are the Deadlines?	On or Before November 30		Within 30 days after the end of each quarter	
Where to submit?	1. Hard Copy to the DBM-CAR 2. Soft Copy to the DBM-CAR through the Unified Reporting System (URS) 3. Hard Copy furnished the Regional Office to the Policy, Planning, and Research Division (PPRD)		4. Hard Copy to the DBM-CAR 5. Soft Copy to the DBM-CAR through the Unified Reporting System (URS) 6. Hard Copy furnished the Regional Office to the Policy, Planning, and Research Division (PPRD)	

Attention is invited to No. 6 (Penalty Clause), particularly 6.1 and 6.2 of the COA-DBM Joint Circular No. 2014-1 which reads:

6.0 PENALTY CLAUSE

6.1 The concerned offices of COA and DBM designated as the recipients of the BFARs shall notify the agency concerned on the non-submission of the said reports. Pursuant to Section 57, Chapter 6, Book VI of E.O. 292 and Paragraph 2, Section 122 of P.D. 1445, payment of salaries of the Budget Officer/ Head of Budget Unit and the Chief Account/ Head of Accounting Unit, or their authorized representatives, who fail to prepare and submit the BFARs shall be automatically suspended from the time the reports are due until they are received by COA and DBM.

6.2 In addition to suspension of salary as above provided, any violation of this Joint Circular without justifiable cause for the three (3) consecutive times during the calendar year by the officials concerned shall be a ground for administrative disciplinary action, subject to pertinent civil service rules and regulations.

Strict compliance to the above-mentioned details is enjoined.