



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
 GENERAL SOLANO STREET, SAN MIGUEL, MANILA

CIRCULAR LETTER

No. 2024 - 5
 February 27, 2024

To : Heads of Departments, Agencies, State Universities and Colleges (SUCs), Constitutional Offices enjoying Fiscal Autonomy and other Offices of the National Government; Heads of Government-Owned or Controlled Corporations (GOCCs) Maintaining Special Account in the General Fund (SAGF) and Receiving National Government Budgetary Support (Subsidy/Equity); Heads of Budget and Accounting Units; and All Others Concerned

Subject : REITERATION OF THE SUBMISSION OF BUDGET AND FINANCIAL ACCOUNTABILITY REPORTS (BFARs) UNDER COMMISSION ON AUDIT – DEPARTMENT OF BUDGET AND MANAGEMENT JOINT CIRCULAR (COA-DBM JC) NO. 2019-1

1.0 This Circular is issued to reiterate the strict compliance with the rules and guidelines on the submission of BFARs prescribed under the pertinent General Provision of the annual General Appropriations Act and COA-DBM Joint Circular No. 2019-1 dated January 1, 2019.

2.0 Relative thereto, all concerned parties are reminded to accomplish and submit the BFARs to DBM, COA and BTr, as applicable through the Unified Reporting System (URS), within the prescribed deadline, to wit:

BFAR	Prescribed Deadline
<i>Budget Accountability Report No. 1 – Quarterly Physical Report of Operation</i>	Within 30 days after the end of each quarter
<i>Financial Accountability Report (FAR) No. 1 – Statement of Appropriations, Allotments, Obligations, Disbursements and Balances</i>	
<i>FAR No. 1-A – Summary of Appropriations, Allotments, Obligations, Disbursements and Balances by Object of Expenditures</i>	

BFAR	Prescribed Deadline
<i>FAR No. 1-B</i> - List of Allotments and Sub-Allotments	Within 30 days after the end of each quarter
<i>FAR No. 2</i> - Statement of Approved Budget, Utilizations, Disbursements and Balances	
<i>FAR No. 2-A</i> - Summary of Approved Budget, Utilizations, Disbursements and Balances by Object of Expenditures	
<i>FAR No. 5</i> – Quarterly Report of Revenue and Other Receipts	
<i>FAR No. 3</i> – Aging of Unpaid Obligations	On or before 30 th day following the end of the year
<i>FAR No. 4</i> – Monthly Report of Disbursements	On or before the 10 th day of the month following the last month of the covered reporting period

- 3.0 Moreover, agencies are also reminded to accomplish and submit the following reports within the prescribed deadline to enable the DBM and COA to effectively report and monitor and/or evaluate transferred funds from department/central office/regional office/operating unit to the implementing agency/unit and to track utilization status of inter-agency transferred funds:

BFAR	Prescribed Deadline
<i>FAR No. 1-C</i> - Statement of Obligations, Disbursements, Liquidations and Balances for Inter-Agency Transfers	Within 30 days after the end of each quarter
<i>FAR No. 6</i> - Statement of Approved Budget, Utilizations, Disbursements and Balances for Trust Receipts	

- 4.0 Any agency that fails to submit the above-mentioned reports shall result in automatic suspension of the salaries of the responsible official or employee until they have complied with the above requirements pursuant to Section 57, Chapter 6, Book VI of Executive Order No. 292 (Administrative Code of 1987).

If the officials or employees repeatedly fail to submit the required reports without any justifiable reason, it may result in administrative disciplinary action, subject to relevant civil service rules and regulations.

5.0 For strict compliance.


AMENAH F. PANGANDAMAN
Secretary

