



Republic of the Philippines
Department of Education
 Region X
SCHOOLS DIVISION OF TANGUB CITY



December 6, 2024

DIVISION MEMORANDUM
 No. 409, s. 2024

UTILIZATION OF CONTINUING AND CURRENT FUNDS, SUBMISSION OF VALID CLAIMS FOR PAYMENT AND SYNCHRONIZATION OF FINANCIAL MANAGEMENT IN THE DIVISION OFFICE

To: Assistant Schools Division Superintendent
 Division Chiefs and Program Holders, CID and SGOD
 Heads of Units/Section Heads
 Division Budget Section
 Division Accounting Section
 Public Schools District In-Charge
 Public Elementary and Secondary School Heads
 All others concerned

1. You are hereby directed to expedite the utilization of funds especially on the continuing funds on or before December 12, 2024.
2. In preparation for the upcoming Regional MANCOM, Budget section in coordination with ASDS and Chiefs are directed to:
 - a. submit consolidated report of unutilized Continuing Funds for submission to OSDS on or before December 12, 2024 including justification if the funds are still unutilized.
 - b. submit list of unutilized current funds from highest to lowest available funds by division/office and by program holder to update us all on or before December 12, 2024 with justification of the program holder to specify the reason for the same.
3. All valid claims (payment to suppliers, travelling expenses, reimbursements, etc.) with complete supporting documents must be submitted to the Accounting Section on or before December 13, 2024 for payment.
4. DepED Order No. 17, 2024 otherwise known as "Amendment to the Provisions of DepEd Order No. 001, s. 2023 on Signing Authorities for Financial Matters in the Department of Education", and DepED Order No. 02, s. 2021 entitled "Revised Signing Authorities for Administrative



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Doc. Ref. Code	SDO-OSDS-F001	Rev	00
Effectivity	08.16.24	Page	Page 1 of 2




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and Financial Matters in the Department of Education” shall be strictly followed in all financial transactions. Hence, the financial documents shall conform with the prescribed signing authorities.

5. As part of the KRA under Financial Management and as BAC Chair, the ASDS signature/initial shall be part of all financial-related documents to ensure that existing financial management processes and procedures are complied with.
6. Budget Officer and Accountant shall also affix their signature or initial in all financial-related documents in compliance to the roles and responsibilities specified on page 23 and 24 in DepED Financial Management Manual with emphasis on the following:
 - a. Division Budget Officer
 - i. Supervise and coordinate the budget and fiscal activities of units within the schools division (Letter A).
 - b. Division Accountants
 - i. Monitor and evaluate the utilization of funds provided by the national government and by LGUs to schools and clusters including funds generated by the schools and LCs (Letter G).
 - ii. Monitor and assess/audit the schools and the LCs regarding a) resource mobilization and utilization and b) compliance with the existing rules and regulations (Letter H.)
7. As a team, it is expected that we will help each other in addressing the status of our funds utilization regardless of the time we become one as DepED Tangub Family.
8. It is understood that everyone is busy but due to time constraints, we need to work together and do our best to achieve our goal **to utilize the funds generally for the learners that we serve in Tangub City.**
9. **For guidance strict Compliance.**

Thank you for your usual understanding and cooperation. UNA ANG GINOO!


SHAMBAEH A. ABANTAS-USMAN, PhD, CESO VI
Schools Division Superintendent