



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




February 13, 2025

DIVISION MEMORANDUM  
No. 39, s. 2025

**IMPLEMENTATION AND MONITORING OF THE UTILIZATION OF  
CONTINUING APPROPRIATIONS AND SUBMISSION OF STATUS REPORT**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors (CID & SGOD)  
Administrative Officer V  
Division Accountant  
Budget Officer  
Program Holders

1. Per information during the Regional Management Committee Meeting February 13, 2025, you are hereby directed to ensure the utilization of the continuing appropriations in the SDO on or before March 21, 2025.
2. As such, please update the OSDS of the official report status of continuing funds utilization on Friday February 14, 2025 and every Wednesday Feb 19, Feb 26, March 5, March 12 and March 19, 2025 signed by Budget Officer, Accountant, CID and SGOD Chiefs, AO-V and ASDS using the enclosed template.
3. On top of this, everyone is expected to follow-up from the program holder, to the BAC Secretariat, to the Bids and Awards Committee, to its implementation and payment.
4. Chiefs and AO-V shall oversee the utilization of the funds under the Division or Units, while the Budget Officer and Accountant shall oversee the entirety of the utilization of the funds. Further, the ASDS is tasked to assist in providing effective and efficient financial management services/utilization to the division and schools.
5. For strict compliance.

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

Encl: As stated  
Reference: None  
To be indicated in the Perpetual Index  
under the following subjects:

FUNDS UTILIZATION MONITORING REPORT



Address: Anecito Siete St. Mantic, Tangub City  
Telephone No: (088) 530 - 5988  
Email: tangub.city@depd.gov.ph  
Website: www.tangub.depd.gov.ph

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

Enclosure to Division Memorandum No. 39, s. 2025

**CONTINUING APPROPRIATIONS until March 31, 2025**

DIVISION/UNIT CHIEF	BUDGET/ALLOTMENT	EXPECTED DATE OF CONDUCT	BAC PROCESS COMPLIED DATE	ACTUAL DATE OF CONDUCT	PAYMENT
Inputs by AO IV- Budget	Inputs by AO IV- Budget	Inputs by CHIEF/AO V	Inputs by ASDS	Inputs by CHIEF/AO	Inputs by ACCOUNTANT III
(1)	(2)	(3)	(4)	(5)	(6)

**Instructions:** Columns 1 and 2 inputs from Budget unit, Columns 3 and 5 inputs from Chiefs/AO V, Column 4 inputs from ASDS as BAC Chair, and Column 6 inputs from Accountant III. Segregate reports from CID, SGOD and OSDS.

Submission Dates: February 14, 19, 26, 2025 and March 5, 12, 19, 2025

\_\_\_\_\_  
AO IV – Budget

\_\_\_\_\_  
Chief, CID

\_\_\_\_\_  
Chief, SGOD

\_\_\_\_\_  
AO V

\_\_\_\_\_  
Accountant III

\_\_\_\_\_  
ASDS

\_\_\_\_\_  
SDS