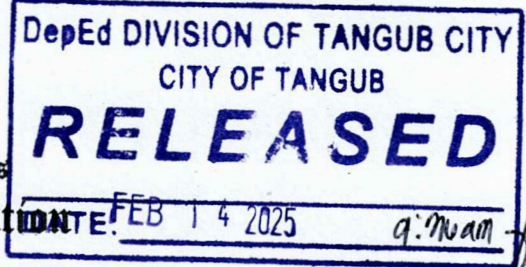




Republic of the Philippines  
Department of Education  
Region X  
SCHOOLS DIVISION OF TANGUB CITY



February 14, 2025

DIVISION MEMORANDUM  
No. 40, s. 2025

IMPLEMENTATION AND MONITORING OF THE UTILIZATION OF 2025  
CURRENT 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 on February 13, 2025, you are hereby directed to ensure the utilization of the current appropriations of this year, 2025.
2. As such, please update the OSDS of the official report status of current funds utilization every Wednesday of the week using the enclosed template signed by Budget Officer, Accountant, CID and SGOD Chiefs, AO-V and ASDS
3. On top of this, everyone is expected to monitor its implementation from the program holder, to the BAC Secretariat, to the Bids and Awards Committee, to its implementation, payment and reporting.
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 division financial performance. Further, the ASDS is tasked to assist this Office 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  
SAU - Implementation And Monitoring Of The Utilization Of 2025 Current Appropriations And Submission Of Status Report  
February 14, 2025



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Effectivity	08.16.24	Page	Page 1 of 1



Enclosure to Division Memorandum No. 40 s. 2025

**A. 2025 Current Appropriations Report (PS until Dec 31, 2025, MOOE and CO until Dec 31, 2025) as of \_\_\_\_\_**

SARO/LAA No. Date from CO Date from RO	Classification (PS, MOOE, CO)	DIVISION/UNIT CHIEF	BUDGET	PURPOSE	EXPECTED DATE OF CONDUCT	BAC PROCESS COMPLETED DATE	ACTUAL DATE OF CONDUCT	PAYMENT and Date
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
LAA – 1025046 Jan 27, 2025		Angelina B. Buaron	19,600.00	Consultation & Convergence for SHS				
LAA – 1025017 Jan 21, 2025		Lorna C. Penonal	21,116.83	Training for Guidance Designates				
LAA- 1025057 Feb 3, 2025		Angelina Buaron	27, 504.12	SNED				
Pls continue...								

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

**B. 2025 STATUS OF UTILIZATION as of \_\_\_\_\_**  
**Obligation Requirement in FY 2025 (95% per quarter)**

Classification	Allotment	Obligation	Obligation Rate	Unobligated Allotment	Disbursement	Disbursement Rate
PS						
MOOE						
CO						
Total						

Note: One staff from Budget Unit shall take charge of this template for submission of update to OSDS every Wednesday of the week.

\_\_\_\_\_  
AO IV – Budget

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

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

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

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

\_\_\_\_\_  
ASDS

\_\_\_\_\_  
SDS