



DIVISION MEMORANDUM

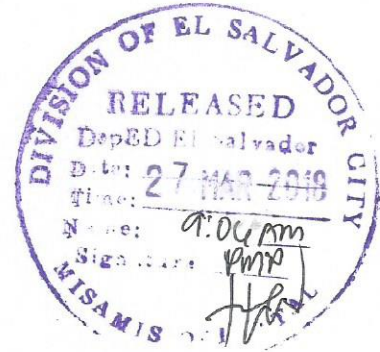
No. 96 s, 2018

To: ALL PROGRAM HOLDERS

From: **AGUSTINES E. CEPE, Ph.D., CESO VI** *P*
Schools Division Superintendent

Subject: Submission of Funds Utilization Report

Date: March 26, 2018



1. All concerned personnel are hereby directed to submit their Funds Utilization Report every 5th day of the following month in order to closely monitor the implementation of funds. The detailed status of each fund must be indicated in the "Remarks" column, be it partially implemented or not, in order to verify if the procurement process has been initiated for those funds which are not yet implemented as of the moment or any intervention that hampers the implementation.
2. Enclosed is the template to be used in preparing the utilization report.
3. For immediate dissemination and strict compliance.

