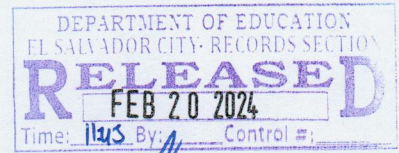


Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY



Office of the Schools Division Superintendent

February 19, 2024

DIVISION MEMORANDUM
No. ORS, s. 2024

**ADDRESSING LOW FUND UTILIZATION RATE AND STRENGTHENING
MONITORING PROCEDURES**

To: **Assistant Schools Division Superintendent**
Division Chiefs
Education Program Supervisors
Section/Unit Heads
Program Holders/Focal Person
All others concerned
This Division

1. This memorandum attempts to address the issues of El Salvador City Division having the lowest fund utilization rate among all 14 divisions in Region X.
2. Effective immediately, all focal persons are **strictly required** to monitor and provide explanations/updates to their allocated funds and programs diligently.
3. A designated online platform is available to provide updates regarding the status of available funds and balances. The Focal Person can access the platform every **2nd and 4th Monday of every month** and input explanations and updates on their funds and programs. The budget section will then present these updates during the **EXECOM meetings held on the 1st and 3rd Monday of each month**. Access the platform through the link below:

https://depedph-my.sharepoint.com/:x/r/person/stephanie_saligumba_deped_gov_ph/_layouts/15/Doc.aspx?sourcedoc=%7B2040ef63-b151-4112-88d5-985f0eb7835e%7D&action=default&fbclid=IwAR34S8h8TjRmyzCJNRLWA5M7YL V-x2VeFDZHA6Cso9IReZz4EbiL7SjBbmY



Address: Zone 3, Poblacion, El Salvador City
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4. To have real-time updates on the status of the programs and funds, one can access the **Procurement Monitoring Report (PMR)**. This platform allows to monitor progress, identify any delays, and take necessary action promptly. Below is the link to the PMR:

https://depedph-my.sharepoint.com/:x:/g/person/andriecris_saguing_deped_gov_ph/ET23EGYxh-5HqHxYE3-ngDUBbUPvFECv7Ulm-6BdehDBfg?e=4%3AcFmzpB&fromShare=true&at=9&CID=f59e4aff-ab40-cef4-95d6-6e5f9cee3832&fbclid=IwAR2lJWbBSRDgUAEghNh6dP4IoJ9ZLhBdrIJXWJxS91MqnlNkELNiRZETj-8

5. Improving the division's performance requires active participation and collective effort. The Division urges all focal persons to take ownership of their responsibilities, utilize the provided tools effectively, and prioritize timely and accurate reporting. This memorandum serves as a reminder of the importance of efficient fund utilization and open communication.
6. Moreover, This Office shall adhere to the Equal Opportunity Principle, wherein there is no discrimination on the basis of age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.
7. For information, guidance, and compliance.


RANDOLPH B. TORTOLA
Schools Division Superintendent

To be indicated in the Perpetual Index

Fund Utilization/BUDGET

Acctg/cda



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