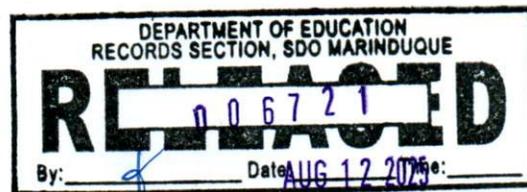




Republic of the Philippines
Department of Education
SCHOOLS DIVISION OF MARINDUQUE



Office of the Schools Division Superintendent

MEMORANDUM

SGOD-2025-110

TO: Asst. Schools Division Superintendent
Chief Education Supervisor, CID/OIC-CES, SGOD
Administrative Officer V
SDO Program Owners
All Others Concerned

FROM: 
LYNN G. MENDOZA, EdD
OIC, Schools Division Superintendent

SUBJECT: **MONITORING SYSTEM ON BUDGET UTILIZATION OF DOWNLOADED FUNDS**

DATE: August 8, 2025

1. In the pursuit of fiscal transparency, accountability, and optimal resource management, the Schools Division Office thru **Project QAMEsTAHAN** (Quality Assurance, Monitoring and Evaluation, Technical Assistance) of the School Governance and Operations Division – School Management, Monitoring and Evaluation Section, shall implement a **Monitoring System on Budget Utilization of Downloaded Funds**. This system is designed to ensure that funds released to the SDO—whether for school programs, division-wide activities, or special projects—are tracked, reported, and utilized efficiently in accordance with DepEd policies and government accounting standards. The adoption of this system is anchored on DepEd Order No. 29, s. 2022 titled Basic Education Monitoring and Evaluation Framework (BEMEF) and DepEd Order No. 11, s. 2021 titled Guidelines on the Operationalization of the Program Management Information System.

2. This initiative aims to:
- ensure proper fund utilization in compliance with the purpose and conditions stated in the release;
 - track and document the flow of funds from release to liquidation for timely financial reporting;
 - provide real-time budget utilization data to guide management decisions and policy adjustments; and
 - identify and address gaps in fund management to prevent underspending, over-allocations, or delays.



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3. The Monitoring System shall cover all downloaded funds to the SDO from the Central and Regional Offices for programs, projects, and activities (PPAs). The Administrative Officer V (Budget Officer) shall furnish a copy of Monthly Budget Utilization Report (BUR) to the School Management, Monitoring and Evaluation (SMM&E) at the end of each month and concerned program owners shall submit the respective budget utilization updates using the prescribed online monitoring template **on or before the 5th day** of the succeeding month. The online monitoring template may be accessed thru the link <https://tinyurl.com/MonitoringBudgetUtilization>.
4. Reports will be reviewed by the Budget Officer, Planning Officer III, and SMM&E personnel to ensure accuracy, compliance, and completeness. Monitoring results shall be utilized in the conduct of Division Quarterly Hindsight (Program Implementation Review).
5. For questions and clarifications, please contact Dr. Fretzie P. Alcantara, SEPS-School Management, Monitoring & Evaluation thru fretzie.alcantara@deped.gov.ph.
6. For information, guidance, and compliance of all concerned.



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