



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

September 15, 2023

REGIONAL MEMORANDUM

No. **982** s.2023

SUBMISSION OF UPDATED UTILIZATION REPORT OF FUNDS DOWNLOADED AND COMPREHENSIVELY RELEASED TO REGION AND DIVISION OFFICES

To: Schools Division Superintendents
Division Budget Officers
Division DRRM Coordinators
All Others Concerned

1. Enclosed herewith is OUPS Memorandum No. 2023-04-8106 issued by Atty. Revsee A. Escobedo, Undersecretary for Operations, dated September 08, 2023, requesting the submission of the updated utilization reports for the funds allocated under the Disaster Preparedness and Response Program (DPRP), these reports shall provide a detailed breakdown of all incurred expenses, encompassing transactions up to August 31, 2023, as itemized in the accompanying communication.

2. In connection with this, the Office requests all Division Disaster Risk Reduction and Management (DRRM) Coordinators to promptly submit the aforementioned utilization report on or before September 19, 2023, to provide time for the consolidation of the report. The provided template, presented during the virtual meeting held on September 11, 2023, should be utilized for the comprehensive and accurate submission of the required data.

3. The requested vetted and signed report must be submitted in editable format and a signed PDF.

4. Immediate dissemination of and compliance with this Memorandum are desired.


EVELYN R. FETALVERO, CESO IV
Regional Director

Enclosures: None

References: As stated

To be indicated in the Perpetual Index under the following subjects:

DPRP SUBMISSION UTILIZATION REPORT

ESSD-SPPS-TJCP





Republic of the Philippines
Department of Education

OPERATIONS

OUOPS No. 2023-04- 8106

MEMORANDUM

TO : **REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
REGIONAL AND DIVISION BUDGET OFFICERS
REGIONAL AND DIVISION DRRM COORDINATORS**

FROM : 
ATTY. REVSEE A. ESCOBEDO
Undersecretary for Operations

SUBJECT : **SUBMISSION OF UPDATED UTILIZATION REPORTS OF
FUNDS DOWNLOADED AND COMPREHENSIVELY
RELEASED TO REGIONS AND DIVISIONS OFFICES**

DATE : September 08, 2023

In line with the ongoing efforts to ensure the efficient and transparent utilization of Disaster Preparedness and Response Program (DPRP) funds downloaded and released to field offices, the office of the Undersecretary for Operations (OUOps) through the Disaster Risk Reduction and Management Service (DRRMS) hereby requests all Regions and Divisions Offices to submit utilization reports for the following downloaded/released DPRP funds:

- 1) **FY 2022 DPRP Downloaded Funds (Continuing):** These funds were downloaded for the provision of response interventions to the affected regions and divisions and the planning and program implementation. The validity period of these funds is until **December 31, 2023**;
- 2) **FY 2023 DPRP Comprehensively Released Funds:** These funds are intended as Program Support Funds (PSF) for the Implementation of Disaster Risk Reduction and Management (DRRM) and Climate Change Adaptation and Mitigation (CCAM) Programs, Projects, and Activities (PPAs); and
- 3) **FY 2023 DPRP Downloaded Funds (Current):** These funds were downloaded to field offices for the immediate provision of response interventions and the planning and program implementation.

The reports should encompass all expenses incurred up to **August 31, 2023**. These reports are essential to assess the progress of ongoing PPAs and to ensure the judicious and effective utilization of funds in line with the objectives and purpose.

The deadline for the submission of the utilization reports is **on or before September 20, 2023**, using the attached template. This report should be vetted and signed by the official signatories in the attached monitoring template. Once signed, the report should be submitted to the DRRMS in editable (MS Excel) format and a signed PDF copy through email at drmmo+pb@deped.gov.ph (cc: drmmo@deped.gov.ph). Furthermore, field offices shall be required to submit a hard copy of the said report by 21 September 2023 to the DRRMS.

All Regional and Division Offices are required to adhere strictly to this deadline to facilitate timely review and analysis of the utilization reports.

In relation to the above, the DRRMS hereby schedules an **online meeting on Monday, September 11, 2023, at 1:00 PM**. All Regional and Division DRRM Coordinators are required to participate in the said meeting.

Should you have any clarification, feel free to contact DRRMS through email at drmmo@deped.gov.ph or by landline at (028) 637-4933.

Full cooperation and compliance with this memorandum are expected.