



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

November 28, 2023

REGIONAL MEMORANDUM

No. **1329** s.2023

**REITERATION ON THE SUBMISSION OF UPDATED UTILIZATION REPORTS
OF FUNDS DOWNLOADED AND COMPREHENSIVELY
RELEASED TO FIELD OFFICES**

To: Schools Division Superintendents
Division DRRM Coordinators
All Others Concerned

1. Attached is Memorandum No. DRRMS-11-23-2023-0003 from Atty. Revsee A. Escobedo, Undersecretary for Operations, dated November 23, 2023, reiterates the submission of updated utilization reports of funds downloaded and comprehensively released to field offices, in relation to this, this Office, through the Education Support Services Division (ESSD), requests all Division Disaster Risk Reduction and Management (DRRM) Coordinators to update and accomplish the monitoring templates no later than November 30, 2023.

2. The monitoring templates of the funds downloaded and comprehensively released to DepEd Region VIII are found in Enclosure No. 12 and can be accessed at https://docs.google.com/spreadsheets/d/1pcRW_16VYhpF8xt_wuS2cjV91pj0W_ISd6AM-bo0BM/edit#gid=1990553805

3. Additional details and information related to this issuance are outlined in the attached Memorandum.

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

EF
EVELYN R. FETALVERO, CESO IV
Regional Director *f*

Enclosures: As stated
References: None

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

SUBMISSION UPDATED UTILIZATION REPORT
ESSD-SPPS-TJCP



Address: Government Center, Candahug, Palo, Leyte
Telephone No.: (053) 832-5738
Email Address: region8@deped.gov.ph
Website: <https://region8.deped.gov.ph>



MEMORANDUM

No. DRRMS-11-23-2023-0003

FOR : **Regional Directors**
Schools Division Superintendents
Regional and Division Budget Officers
Regional and Division DRRM Coordinators

FROM : 
ATTY. REVSEE A. ESCOBEDO
Undersecretary for Operations

SUBJECT : **REITERATION ON THE SUBMISSION OF UPDATED UTILIZATION REPORTS OF FUNDS DOWNLOADED AND COMPREHENSIVELY RELEASED TO FIELD OFFICES**

DATE : **23 November 2023**

This has reference to the **OUOPS Memorandum No. 2023-04-8106** dated September 08, 2023 titled *Submission of Updated Utilization Reports of Funds Downloaded and Comprehensively Released to Regions and Division Offices*, the Disaster Risk Reduction and Management Service (DRRMS) hereby reiterates the submission of said reports.

The reports to be submitted should encompass all expenses incurred up to the 3rd quarter of the Fiscal Year (FY) 2023 which includes Programs, Projects, and Activities (PPAs) implemented up to November 15, 2023. These reports shall include the following downloaded and comprehensively released funds:

- **FY 2022 Disaster Preparedness and Response Program (DPRP) Downloaded Funds (Continuing)**
- **FY 2023 DPRP Comprehensively Released Funds**
- **FY 2023 DPRP Downloaded Funds (Current)**
- **FY 2023 DPRP For Later Release Funds**

As previously communicated, it is crucial for us to have an updated utilization reports considering the limited time available to implement PPAs and utilize the funds downloaded and comprehensively released. The information in these reports will enable us to assess the effectiveness of our initiatives and make informed decisions for future planning.

All reports to be submitted must adhere to the provided template in **Enclosures No. 1-16** titled *Monitoring Sheet for FY 2022 Continuing and FY 2023 DPRP Funds*. The vetted and signed report must be submitted to the DRRMS **no later than November 30, 2023** in editable (MS Excel) format and a signed PDF copy through email at drmo@deped.gov.ph, christian.rivero002@deped.gov.ph and reynante.sofera001@deped.gov.ph (cc: cecilio.peralta@deped.gov.ph, lorenzo.masandero@deped.gov.ph and jemaima.dalogdog@deped.gov.ph).

In case you encounter any challenges or require clarification on the reporting process, please do not hesitate to reach out to the DRRMS through your assigned AOR lead for assistance.

For strict compliance.