



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

October 3, 2024

OFFICE MEMORANDUM

FD-2024- **505**

ASSIGNMENT OF THE RO FUNCTIONAL DIVISION'S FUND UTILIZATION FOCAL PERSON

To: Regional Office Division Chiefs
 Unit and Section Heads
 All Others Concerned

1. To ensure the timely reporting of the status of implementation of Programs, Projects, and Activities, (PPAs) and improve the Fund Utilization Rate, the RO Functional Division Chiefs are directed to assign a **Fund Utilization Focal Person** for the Division, Units, and Sections and submit the list (see enclosure No. 1) to the Finance Division on or before October 9, 2024.
2. The Fund Utilization Focal Person shall have the following duties and functions:
 - a. Monitor all Funds (Downloaded and Directly Released Funds) managed by each RO Functional Divisions, Units, and Sections and coordinate with all the program coordinators to ensure the timely preparation and submission of procurement documents.
 - b. Regularly update the remarks column of the **Online Status of Fund Utilization Monitoring Tool** through this link: <https://bit.ly/RO8FundUtilizationMonitoringTool>.
 - c. Submit on a monthly basis a signed hard copy of the Fund Utilization Monitoring Tool to the Finance Division **within 5 days after the end of each month**.
3. Immediate dissemination of and strict compliance with this Memorandum are desired.


EVELYN R. FETALVERO CESO III
 Regional Director

Enclosures: List of Fund Utilization Focal Person

References: None

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

FUND UTILIZATION FOCAL PERSON



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