



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


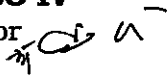
August 11, 2025

REGIONAL MEMORANDUM
 No. **963** s. 2025

ADVISORY ON THE SUBMISSION OF MID-YEAR SELF-ASSESSED FINANCIAL AND PHYSICAL PERFORMANCE (SAFPP) TOOL PURSUANT TO CIRCULAR LETTER (CL) NO. 2025-2

To: Schools Division Superintendents
 School Heads of Implementing Unit Secondary Schools
 All Others Concerned

- Attached is an Advisory from the Department of Budget and Management (DBM) dated August 5, 2025 with the subject: Submission of Mid-Year Self-Assessed Financial and Physical Performance (SAFPP) Tool pursuant to Circular Letter (CL) No. 2025-2, for information and guidance of all concerned.
- Immediate dissemination of and strict compliance with this Memorandum are desired.

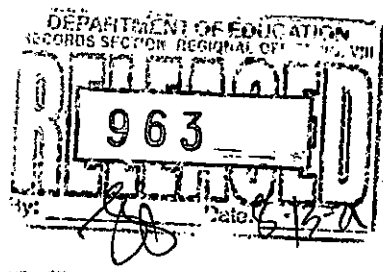

RONEO AL K. FIRMO, CESO IV
 Assistant Regional Director 

Enclosures: As stated
 References: As stated

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

ADVISORY
 SAFPP

FD-BS-GJNC





REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
REGION VIII

DEPARTMENT OF EDUCATION		
RECEIVED		
RECORDS SECTION REGIONAL OFFICE NO. VIII		
TAKE DATE:	11/8/25	
TRACKING #:	7187	
SIGNATURE:	LORELIE R. BADAJOS	
EMAIL ONLY <input checked="" type="checkbox"/>	WITH ORIGINAL <input type="checkbox"/>	WITH HARDCOPY <input type="checkbox"/>
BY:	LORELIE R. BADAJOS	
DATE:	11/8/25	

ADVISORY
August 5, 2025

FOR : The Regional Director, Schools Division Superintendents and Heads of Implementing Unit Secondary Schools, Department of Education (DepEd) VIII

FROM : The Director IV, DBM RO VIII

SUBJECT : SUBMISSION OF MID-YEAR SELF-ASSESSED FINANCIAL AND PHYSICAL PERFORMANCE (SAFPP) TOOL PURSUANT TO CIRCULAR LETTER (CL) NO. 2025-2

- 1.0 This advisory is pursuant to the Circular Letter No. 2025-2 dated February 10, 2025, which provides the Guidelines for the Conduct of Agency Performance Reviews (APR) Covering Fiscal Year (FY) 2024 and Years Thereafter.
- 2.0 As provided in Item 4.6 of the abovementioned Circular, at the end of the first semester, the departments/agencies shall conduct performance monitoring and assessment ensuring the active involvement of all responsible delivery units in identifying actual and/or potential bottlenecks that affect the efficient and effective implementation of its program for the remaining year and prepare catch-up plan to address/mitigate the same.
- 3.0 Based on its review and assessment, the departments/agencies shall accomplish the mid-year SAFPP Tool covering the first semester of the performance period (i.e., January to June 2025), using the prescribed template (Annex B). The key features of the tool include:
 - Details of the unobligated allotment and unpaid obligations at the end of the covered period;
 - Comparative year-on-year details of financial and physical performance;
 - Provision for adjustments in the current year's targets reflected in the General Appropriations Act (GAA) due to Congress Introduced Changes/Adjustments (CICAs) and additional fund releases (e.g., Special Purpose Funds, Special Account in the General Fund and other sources); and
 - Tabular presentation of Identified gaps affecting its performance, and corresponding action plan, with specific and actionable steps in addressing the same.


- 4.0 Kindly submit the signed PDF/hardcopy and softcopy thru Excel file of the Mid-Year SAFPP Tool (attached as Annex B to this Advisory) on or before **August 7, 2025** at dbmro8@dbm.gov.ph and carbon copy your respective DBM specialist-in-charge.

The downloadable softcopy of the Mid-Year SAFPP Tool may be accessed through this link: <https://tinyurl.com/Mid-Year-SAFPP-Tool-Template>.

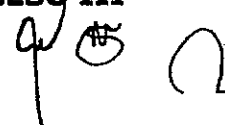
- 5.0 The submitted Mid-Year SAFPP Tool will be reviewed by the designated DBM specialists and will serve as the basis for the conduct of the Mid-Year Performance Dialogue (MYPD), as applicable.
- 6.0 For clarifications or additional concerns, you may contact the specialists concerned or reach us through the following:

Technical Division	Agencies Covered	Telephone Number	Email
Division A	Regional Office (Proper), Schools Division Offices (SDOs) Baybay City, Borongan City, Eastern Samar, Maasin City, Southern Leyte, and Tacloban City	(053) 888-0531	llimsiaco@dbm.gov.ph
Division B	SDOs Biliran, Leyte, and Ormoc City	(053) 300-2309	jlobedica@dbm.gov.ph
Division C	SDOs Calbayog City, Catbalogan City, Northern Samar, and Samar	(053) 888-0423	flacdo@dbm.gov.ph

For information and compliance. Thank you.



IMELDA C. LACERAS, CESO III



MID-YEAR SELF-ASSESSED FINANCIAL AND PHYSICAL PERFORMANCE TOOL

PERIOD COVERED: January to June (Indicate Covered Fiscal Year)

DEPARTMENT:

AGENCY:

PART A - FINANCIAL PERFORMANCE

(Amounts in Thousand Dollars)

Particulars	Previous/ Comparable Fiscal Year	Current Fiscal Year	Current Fiscal Year Breakdown					Ine/Dec
			Agency Specific Budget	Continuing	Automatic Appropriations (RIP & SACF)	Special Purpose Funds (SPFs)	Others (e.g. Supplemental Appropriations, Unprogrammed Appropriations)	
1	2	3=(1+4+5+6)	4	5	6	7	8	9=3
Appropriations		-						
Allotments		-						
Obligation Program (BED No. 1)		-						
Actual Obligations		-						
Disbursement Program (BED No. 3)		-						
Actual Disbursements		-						
Unobligated Allotment		-						
Unpaid Obligation		-						
Budget Utilization Rate:								
Obligation vs. Allotment	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Obligation vs. BED No. 1	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Disbursement vs. Obligation	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Disbursement vs. BED No. 3	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

A.1 Unobligated Allotments Accounted for as follows:

Program/Project (insert additional rows if necessary)	Unobligated Allotment					Reason/Justification
	PS	MOOE	FINEX	CO	Total	
TOTAL	0.00	0.00	0.00	0.00	0.00	
1. Program/Project A						
2. Program/Project B						
3. Program/Project C						
4. Program/Project D						
5. Program/Project E						

A.2 Unpaid Obligations Accounted for as follows:

Program/Project (insert additional rows if necessary)	Unpaid Obligations					Reason/Justification
	PS	MOOE	FINEX	CO	Total	
TOTAL	0.00	0.00	0.00	0.00	0.00	
1. Program/Project A						
2. Program/Project B						
3. Program/Project C						
4. Program/Project D						
5. Program/Project E						

PART B. Physical Accomplishment (Key Outcome/Output Performance Indicators (KOPIs))								
KOPIs (insert additional rows if necessary)	Previous/ Comparable Period		Current Period				Inc/Dec	Remarks/ Justification
	Target	Actual	Target	Actual	Variance	Accomp Rate		
1	2	3	4	5	6=5-4	7=5/4	8=5-3	9
1. KOPI A								
2. KOPI B								
3. KOPI C								
4. KOPI D								
5. KOPI E								
PART C. Revenue Performance								
Income (per BESF)	Previous/ Comparable Year		Current Year				Inc/Dec	Remarks/ Justification
	Target	Actual	Target	Actual	Variance	Accomp Rate		
1	2	3	4	5	6=5-4	7=5/4	8=5-3	9
TOTAL						0.00%		
PART D. Catch-Up Plans								
Findings	Action Items			Timelines (mm/yyyy)	Responsible Unit			
1	2			3	4			
Financial Performance								
Physical Performance								
Revenue Performance								
Prepared:			Recommending Approval:			Approved:		
_____			_____			_____		
Budget Officer			Accountant			APR Lead		
_____			_____			_____		
Planning Officer			Department/Agency Head					