



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

February 2, 2026

OFFICE MEMORANDUM

No. **63** s. 2026

**ENCODING OF QUARTERLY OBLIGATIONS AND DISBURSEMENT
PROGRAM (QODP) IN THE FINANCE DIVISION STATUS
OF FUND UTILIZATION MONITORING TOOL**

To: Chiefs of Functional Divisions
Sections/Unit Heads
Program Owners
All Others Concerned

1. To ensure the efficient management and transparent tracking of government funds, this Office hereby directs all Program Owners to strictly adhere to the financial planning and monitoring protocols for all downloaded funds.
2. Effective immediately, upon the completion of the Work and Financial Plans (WFPs) in the Program Management Information System (PMIS), all Program Owners must prepare and encode their respective Quarterly Obligations and Disbursement Program (QODP) through the Finance Division Status of Fund Utilization Monitoring Tool (Online).
3. No procurement process shall commence, nor shall any fund utilization be authorized, without the prior encoding of the QODP. This requirement serves as a prerequisite to ensure that all expenditure is aligned with the projected cash flow and office priorities.
4. This mandatory online encoding aims to:
 - Properly monitor and track the real-time progress of fund utilization across all Regional Office Functional Divisions.
 - Identify bottlenecks in the procurement and payment processes.
 - Provide accurate data which shall serve as a primary basis for the assessment of the Office Performance Commitment and Review Form (OPCRF) at the end of Fiscal Year.
5. The Finance Division is directed at providing technical assistance and access links to the monitoring tool to all units concerned. Quarterly status reports generated from this tool will be presented during the Quarterly Program Implementation Review (PIR) of the DepEd Regional Office.
6. Immediate dissemination of and strict compliance with this Memorandum are desired.

RONELO AL K. FIRMO, CESO IV

Assistant Regional Director

Officer-in-Charge

Office of the Regional Director

Enclosures: None

References: None

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

QUARTERLY OBLIGATIONS AND DISBURSEMENT PROGRAM (QODP)
STATUS OF FUND UTILIZATION MONITORING TOOL

FD-BS-GJNC

