Department of Education
Region VI – Western Visayas
DIVISION OF AKLAN
Arch. Gabriel M. Reyes St., Kalibo, Aklan

June 22, 2018

DIVISION MEMORANDUM
No. 184, s. 2018

CATCH-UP MEASURES ON THE UTILIZATION OF FUNDS

1. This is to inform and remind all concerned on the agreements made during the second quarter review on fund utilization held on June 21, 2018 at ASJ Hall, Division Office, Kalibo, Aklan.

2. Attention is invited on actions to be taken by all concerned in order to utilize funds intended for the delivery of basic education services to learners and other stakeholders through the different programs, activities and projects.

3. The minutes of the said meeting is hereto attached as Enclosure No. 1.

4. Immediate dissemination of and compliance with this memorandum is enjoined.

Dr. SALVADOR O. OCHAVO, JR., CESO VI
Schools Division Superintendent

"May katawhayan ag kalipayan sa among mga escuelahan."

Enclosure No. 1 to Div. Memo. No. 164, s. 2018

AGREEMENTS/DECISIONS MADE ON THE CATCH-UP PLAN FOR FUND UTILIZATION, FY 2018

(During the meeting held on June 20, 2018)

Agreements/Decisions	Office/Unit/Person/s Responsible	Deadline (if applicable)
1. Submission of PR for commonly-used supplies and equipment covering January to December 2018 by focal persons	All focal persons	June 30, 2018
2. Before October 1, 2018, all units and sections shall prepare PPMP for 2019 for all PAPs and submit to the supply office for consolidation as APP	All focal persons	September 30, 2018
3. To avoid duplication of allocation for repair and maintenance of schoolbuildings and other structures, proponents should cross-check with EFD (Engr. Torres)	Proponent, Engr. Torres	
4. Requests for printers, laptops, projectors, aircon, c/o Capital Outlay will be acted upon by BAC after inventory by the Supply Office.	Supply Office	June 30, 2018
5. Focal persons must coordinate with the Budget Officer before and after the conduct of activities for proper monitoring of fund utilization	Focal persons, Budget Officer	
6. SBFP funds should be utilized not later than July 2, 2018	SBFP Coordinator, School Heads	
7. After a review on the utilization of funds of different PAPs, it was agreed that all focal persons should submit to the BAC their Project Proposals for activities to be conducted with 2018 DepED funds on or before July 15, 2018; for those with SEF funds the deadline is July 30, 2018.	Focal Persons	GAA - July 15, 2018/ SEF - July 30, 2018
8. Installation of CCTV system in the Division Office will be implemented, c/o Capital Outlay	Supply Office	