DRAFT

Department of Education
Region VI – Western Visayas
DIVISION OF AKLAN
Kalibo, Aklan

July 28, 2017

Division Memorandum
No. 171, s. 2017

DEADLINE FOR THE SUBMISSION OF CLAIMS FOR CY 2017

To: **Chief Education Supervisors**
Education Program Supervisors/Coordinators
Public Schools District Supervisors
Principals/Head Teacher-in-Charge of the District
Senior/Education Program Specialists
Heads of Public Elementary, Secondary and Integrated Schools
Division Office Unit/Section Heads
All Others Concerned

1. Please see attached DepED Memorandum No. 125, s. 2017 entitled "Utilization/Obligation of Available Allotments for Calendar Year 2017 and Instruction to Closely Monitor Utilization of Fund".

2. In compliance with the above mentioned memorandum, all concerned are hereby instructed to expedite the implementation of their programs, activities and projects for FY 2017. Focal persons responsible for every program must closely coordinate with the Division Budget Officer and the Division Bids and Awards Committee (BAC) to fast-track procurement and immediately submit to the Division Budget Unit their corresponding requests to obligate contracts and purchase orders.

3. For Maintenance and Other Operating Expenses (MOOE) of Elementary, Secondary and Integrated Schools (both junior and senior high schools), the deadline for submission of request for cash advance for the last tranche is on **September 29, 2017**. Last release of MOOE cash advance for the year is on **October 16, 2017**, and all cash advances must be liquidated on or before **December 15, 2017.**

4. All other claims other than cash advance for MOOE must be submitted on or before **November 30, 2017** to the Division Budget Unit. Those submitted after the deadline will already be considered accounts payable. Deadline for submission of claims for inclusion in the Report of Due and Demandable Accounts Payable is on **December 29, 2017.**

5. Please be reminded to ensure that all documentary requirements are complete and submitted for obligation before the deadline.

6. All concerned must also ensure that their bank accounts are maintained active to avoid invalidated entries in the List of Due and Demandable Accounts Payable (LDDAP).

7. Immediate dissemination and strict compliance is directed.

Dr. ERNESTO F. SERVILLON, Jr., MNSA, CESO V
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

/MAJ

Republic of the Philippines
Department of Education

24 JUL 2017

DepEd MEMORANDUM
No. 125 , s. 2017

UTILIZATION/OBLIGATION OF AVAILABLE ALLOTMENTS FOR CALENDAR YEAR 2017 AND INSTRUCTION TO CLOSELY MONITOR UTILIZATION OF FUNDS

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Division Chiefs and Unit Heads
Public Elementary and Secondary Schools Heads

1. In view of the President's directive to ensure obligation of programs, activities and projects funded under the Fiscal Year (FY) 2017 General Appropriations Act (GAA) **not later than December 31, 2017**,[1] heads of all Implementing Units (IUs) and Program Managers at the Central Office are hereby instructed to closely monitor the obligation and disbursement of their respective funds, fast-track procurement, and immediately submit to the corresponding Finance Service/Division, their requests to obligate contracts, payments, and reimbursements of incurred expenditures. The quality utilization of programmed resources should happen by year-end to attain the same-year service delivery goal and improve performance of the Department.[2]

2. All requests for obligations must be submitted on or before **December 29, 2017** to the corresponding Budget Division/Section of the IUs and Program Managers. Please be reminded to keep track of the following expenditures, and ensure that all documentary requirements are complete and submitted for obligation before end of FY 2017:

a. Salaries/Service Fees, GSIS, PhilHealth, Pag-Ibig and Employees Compensation (ECC) Insurance Premium Contributions;
b. Representation Allowance/Transportation Allowance (RATA) of officials;
c. Monetization of Leave Credits;
d. Terminal Leave/Retirement Gratuity;
e. Yearend Bonus, Collective Negotiation Agreements (CNA) Incentives;
f. Overtime Pay;
g. Other personnel benefits (loyalty, longevity etc);
h. Cash allowance and other allowances granted under appropriate provisions/programs;
i. Financial assistance and other subsidies granted under appropriate programs;
j. Travel expenses;
k. Trainings and related fees;
l. Monthly utility expenditures such as water and electricity;
m. Communication expenses such as postage, telephone, cable and internet subscriptions;
n. Security and janitorial services;

o. Rental expenses;
p. Extraordinary and Miscellaneous Expenses (EME);
q. Works, related services and amortizations;
r. Repairs and Maintenance;
s. Goods such as learning packages, computer packages, textbooks and instructional materials, Science and Math equipment, Technology-Vocational-Livelihood (TVL) Equipment, other equipment, as well as related services;
t. Supplies and Materials;
u. Printing and Publication;
v. Taxes, insurance premiums and other fees;
w. Legal, auditing, consultancy services; and
x. All other expenses incurred in the official performance of functions.

3. The Finance Service/Division/Section shall process claims and obligate expenses chargeable to 2016 and 2017 GAA, according to prevailing government rules and regulations, on or before **December 29, 2017**, which is the last working day of the year.

4. Immediate dissemination and compliance of this Memorandum is desired.

LEONOR MAGTOLIS BRIONES
Secretary

Reference:
None

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

ALLOTMENT
EXPENSES
FUNDS
PROGRAMS

DM-Utilization Obligation of Available Allotments for CY 2017
0688/July 21, 2017

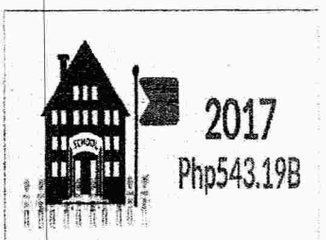
[1] Section 4.2 of DBM-NBC No. 567 dated January 3, 2017, "Guidelines on the Release of Funds for FY2017"
[2] Please refer to the attached Education Programs Delivery Update, Volume 1, Issue 1 (July 2017)

DEPARTMENT OF EDUCATION
EDUCATION PROGRAMS

DELIVERY UPDATE

July 2017
Volume 1, Issue 1

6 MONTHS LEFT FOR DEPED TO DELIVER THE FY 2017 BUDGET



We have six months left before December 31, 2017. This is the date given by President Duterte as deadline in utilizing DepEd's Php 543.19 Billion 2017 budget.

In his speech during the approval of the 2017 National Budget, President Duterte ordered all agencies to ensure obligation of all programs, activities and projects not later than December 31, 2017.

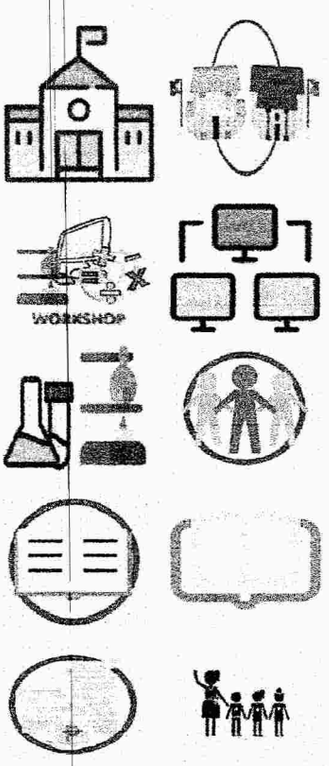
"True to my commitment to provide genuine and meaningful change, I am placing Section 60, General Provisions, "Availability of Appropriations", Volume I-B, pages 646647 under conditional implementation and hereby direct all agency heads to ensure obligation of all programs, activities and projects funded under this Act not later than December 31, 2017. Failure to do so might have a devastating effect. This promotes not only good fiscal policy but more importantly, guarantees that public services are given to the people the soonest possible time." Pres. Rodrigo Duterte



As of this March 2017, DepEd has **Php357 B** unutilized budget. This comprised of the remaining budget from 2016 amounting to **Php25 B**, and unutilized budget of 2017 amounting to **Php332 B**.[1]

Majority of DepEd 2017 budget were allotted to our agency's big ticket programs namely:

1. Provision and Maintenance of Basic Education Facilities
2. Government Assistance to Students and Teachers in Private Education
3. Implementation of Redesigned Technical-Vocational High School Program
4. Department of Education Computerization Program
5. Science and Math Equipment
6. Health and Nutrition Services
7. Human Resource Development for teaching, teaching-related, non-teaching and other personnel
8. Textbooks/Instructional Materials (including P100M for Children with special needs)
9. Implementation of the Grant of Cash Allowance, Hardship Pay, Equivalent Records Forms (ERF), Conversion to Master Teacher (MT), Reclassification of Positions and Payment of step increments
10. Implementation of Alternative Learning and Delivery Mode Programs, including requirement of Learning Centers

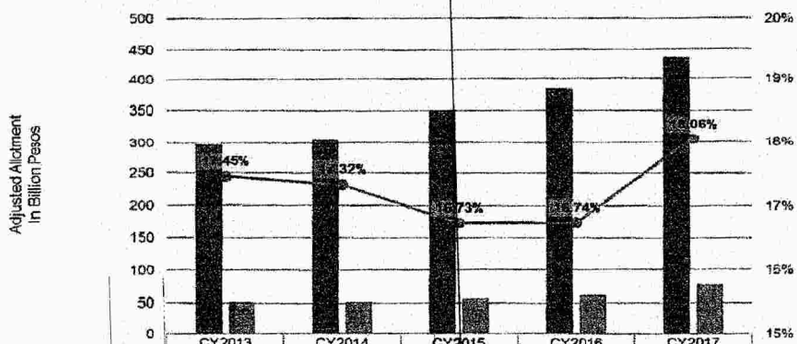


In helping the Implementing Units deliver their programs, DepEd will be able to utilize its budget and fulfil its mandate to deliver education services to Filipino learners nationwide.

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[1] DepEd SAAODB, Quarter 1 2017

CY 2017 FIRST QUARTER PERFORMANCE

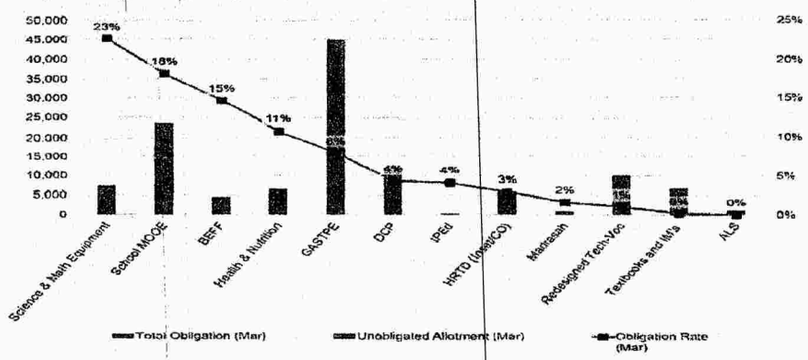


	CY2013	CY2014	CY2015	CY2016	CY2017
Adjusted Allotment	297.28	305.08	351.19	382.74	436.78
Q1 Obligation	51.87	52.84	58.76	64.08	78.87
Obligation Rate	17.45%	17.32%	16.73%	16.74%	18.06%

In the first three (3) months, DepEd was able to obligate 18.06% of its combined Current and Continuing Funds. This is the highest First Quarter obligation rate attained in the last five (5) years despite significant budget increase

Eighty-five percent (85%) of obligations were disbursed for this period. Personnel Services (PS) remains the highest contributor for obligations and disbursements.

Major Programs/Projects/Activities Performance



Major Programs/Projects/ Activities (PAPs) contributed Php 11.7 billion obligations for this period against a combined CY2017 Allotment of Php 123.5 billion. Science & Math Equipment had the highest obligation rate at 23% while GASTPE had the biggest allotment at Php 43.4 billion.

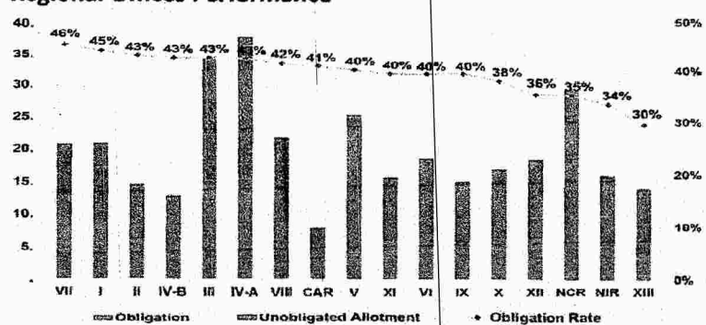
2017 SECOND QUARTER UPDATES

Details	Total Adjusted Allotment	Total Obligation	Obligation Rate	Unobligated Allotment	[illegible]	[illegible]
PS	303.85	125.61	41%	178.24	119.57	95%
MOOE	95.18	15.01	16%	80.16	10.8	72%
CO	33.9	5.17	15%	28.73	1.19	23%
TOTAL	**432.92**	**145.79**	**34%**	**287.13**	**131.56**	**90%**

Based on May 31, 2017 Flash Report as of July 05, 2017

A 34% obligation rate was attained by end of May 2017. 90% of these obligations were disbursed for the same period. A total of PhP 7.8 billion were downloaded from the Central Office to implementing units as of end of June 2017.

Regional Offices Performance



Based on May 31, 2017 Flash Report as of July 05, 2017

Regional Offices have reached obligation rates ranging from 30% to 46% based on May 2017 flash reports. Region VII posted the highest obligation rate followed by Region I at 46% and 45%, respectively. Region IV-A had the highest allotment followed by Region III, with both regions attaining a 43% obligation rate in a span of five (5) months.

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