



Republic of the Philippines
Department of Education
 REGION I



REGIONAL MEMORANDUM

No. 577, s. 2025

MONTHLY REPORTING OF BUDGET UTILIZATION (ENHANCED FLASH REPORT)

To: Schools Division Superintendents

1. In compliance with the directive from the Office of the Secretary to further strengthen the monitoring and reporting of fund utilization across all levels of governance within the Department, hence the submission of Consolidated Monthly Budget Utilization Report (Enhanced Flash Report) of Schools Division Offices to Regional Office **every 5th day of the month**, attached is the Memorandum OUF-2025-6382 from Atty. Edson Byron K. Sy, Assistant Secretary for Finance, Officer-In-Charge, Office of the Undersecretary for Finance for your reference.
2. The template for the above-mentioned report will be sent to the respective Schools Division Offices' email addresses.
3. For queries and clarifications, please contact Ms. Ederlyn M. Pimentel through fd.bs.region1@deped.gov.ph or call (072) 682-2324 local 116.
4. For immediate dissemination and strict compliance.

TOLENTINO G. AQUINO
 Director IV

Encl.: Memorandum OUF-2025-6382
 Reference: None

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

Budget Report

FD/ass/RM_ Monthly Reporting of Budget Utilization (Enhanced Flash Report)
 FIN010/April 29, 2025



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Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR FINANCE

MEMORANDUM
OUF-2025- 6382

TO : REGIONAL DIRECTORS
REGIONAL CHIEF ADMINISTRATIVE OFFICERS, FINANCE
DIVISION
SCHOOLS DIVISION SUPERINTENDENTS
HEADS OF PUBLIC ELEMENTARY AND SECONDARY SCHOOLS

FROM :  **ATTY. EDSON BYRON K. SY, *Atty.***
Assistant Secretary for Finance
Officer-in-Charge, Office of the Undersecretary for Finance

SUBJECT : MONTHLY REPORTING OF BUDGET UTILIZATION (ENHANCED
FLASH REPORT)

DATE : April 21, 2025

In compliance with the directive from the Office of the Secretary to further strengthen the monitoring and reporting of fund utilization across all levels of governance within the Department, all Regional Offices are hereby instructed to submit a consolidated monthly report on fund utilization. The report should specifically reflect obligations and disbursements, following the format of **FAR No. 1: Statement of Appropriations, Allotment, Obligations, Disbursement and Balances.**

The template to be used by the Regional Offices **only** shall be provided by the Finance Service - Budget Division and shall serve as the standard format for the consolidated report. Schools Division Offices and schools may adopt this template or follow any specific format that the Regional Offices may prescribe.

The reports submitted by the Regional Offices shall be considered tentative and for monitoring purposes only. The official reports of the Department of Education (DepEd) will continue to be the quarterly submissions required by the Department of Budget and Management (DBM) and the Commission on Audit (COA).

To guide each level of governance in the data retrieval process, the following deadlines are set:

Level of Governance	Deadline
Regional Office	Every 10 th of the Month
Schools Division Office	*Every 5 th of the Month
School	

**Indicative deadline*

All Regional Offices are required to submit the consolidated report **on or before the 10th day following the end of each month.**

The completed report must be transmitted to the Finance Service – Budget Division, with a copy furnished to the Office of the Undersecretary for Finance and the Education Programs Management Office, through the following email addresses: fs.bd@deped.gov.ph, usec.financebpm@deped.gov.ph, and epmc@deped.gov.ph.

Strict compliance with this reporting requirement is expected to ensure the timely, accurate, and transparent tracking of fund utilization for DepEd programs, projects, and activities across all Regional Offices.

Thank you.

cc: **Office of the Secretary**

