



Republic of the Philippines
Department of Education
REGION I



OFFICE MEMORANDUM

No. 82 s. 2026

SUBMISSION OF CATCH-UP PLAN

To: Assistant Regional Director
Chiefs of Functional Divisions (FDs)
Heads of Units/Sections

1. For the timely and efficient execution of the FY 2025 unutilized current funds, all concerned Functional Divisions/Units/Sections are required to submit their **Catch-Up Plans** of said unutilized funds (as of December 31, 2025) at the Policy, Planning and Research Division (PPRD) not later than March 12, 2026 using the official template which can be accessed through this link: <https://tinyurl.com/3y9dpufe>.
2. For strict compliance

For the Regional Director:

RHODA T. RAZON
Director III

fd/ep/OM_APR2025
February 24, 2026



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CATCH-UP PLAN

Functional Division: _____

Findings	Action Items	Timelines (mm/yyyy)	Responsible Unit
Financial Performance			
Physical Performance			
Revenue Performance			

Prepared by:

Chief of Functional Division/Unit/Section

Approved:

TOLENTINO G. AQUINO
Regional Director