



Republic of the Philippines
Department of Education
Region XII
Schools Division Office of Tacurong City

July 31, 2025

DIVISION MEMORANDUM

OSDS No. 102, s. 2025

**SUBMISSION OF CATCH-UP PLANS FOR UNUTILIZED FUNDS FOR FISCAL YEAR
2025 (CURRENT YEAR & CONTINUING YEAR APPROPRIATIONS)**

To: **Assistant Schools Division Superintendent**
Division Chiefs
Section Heads
Program Holders/Focal Persons
All Others Concerned
This Division

1. In relation to the conduct of the Agency's Performance Review for the First Semester of FY 2025, as mandated by DBM Circular Letter (CL) No. 2025-2, and to ensure efficient budget execution/utilization for the remainder of the fiscal year, all program holders are required to submit the following:
 - a. Physical and Financial Accomplishments as of June 30, 2025, through the Project Management Information System (PMIS)
 - b. Justifications/Reasons for implementation delays or underperformance
 - c. Catch-Up Plans to address implementation delays/bottlenecks, including strategies to achieve the physical and financial targets for the year on time
2. The above-mentioned reports shall be submitted on or before August 5, 2025, for consolidation by the Budget Office. (Please see the attached templates for reference.)
3. For your information and strict compliance.


GILDO G. MOSQUEDA, CEO VI
Schools Division Superintendent
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Encl.: As stated

References: DBM Circular Letter (CL) No. 2025-2

Allotment: None

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

BUDGET	PERFORMANCE
APPROPRIATIONS	REPORTS

SM/BUDGET/MEMO/ SUBMISSION OF CATCH-UP PLANS FOR UNUTILIZED FUNDS FOR FISCAL YEAR 2025
(CURRENT YEAR & CONTINUING YEAR APPROPRIATIONS)/JULY 31, 2025



Address: Alunan Highway, Poblacion, Tacurong City 9800
Telephone Numbers: (064)-200-6316; 0919-065-6425
Email: tacurong.city@deped.gov.ph
Website: depedtacurong.org

AGENCY PERFORMANCE REPORT

Major Program/Project/Activity
As of June 30, 2025

PROGRAM/PROJECTS/ACTIVITY/OUTPUT	PHYSICAL PERFORMANCE			FINANCIAL PERFORMANCE				UTILIZATION RATE		REASON (S) FOR UNDERSPENDING	CATCH-UP PLAN
	TARGET	ACTUAL ACCOMPLISHMENT	% (A/T)	Allotment	Obligated Amount	Disbursed Amount	Unutilized Balance (A-O)	OBLIGATION /S/ALLOTMENT	DISBURSEMENT /T/OBLIGATION		
Current Year Appropriations											
BUILDING PARTNERSHIP AND LINKAGES PROGRAM											
a. Conduct of Stakeholders' Convergence and PTA Election and Forum	1	1	100%	100,000.00	95,000.00	95,000.00	5,000.00	95%	100%		
Continuing Year Appropriations											
a. Conduct of Stakeholders' Convergence and PTA Election and Forum	1	1	100%	100,000.00	95,000.00	95,000.00	5,000.00	95%	100%		
Prepared by: _____ Noted: _____											
Program Holder				Immediate Supervisor				Recommending Approval: _____ Approved: _____			
				GILBERT B. BARRERA, CESE Asst. Schools Division Superintendent				GILDO G. MOSQUEDA, CEO VI School Division Superintendent			