



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

February 4, 2026

**DIVISION MEMORANDUM**  
OSDS - 2026 - 022

**SUBMISSION OF CATCH-UP PLANS FOR UNUTILIZED FUNDS  
FOR FISCAL YEAR 2026**

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

1. Pursuant to **DBM Circular Letter (CL) No. 2025-2** (Guidelines on Conduct of Agency Performance Reviews), all **Program Holders** are directed to review and assess their respective Budget Utilization Status as of Decemebr 31, 2025. This Office is committed in ensuring the efficient and effective implementation of its different physical and financial targets.
2. Hence, to address identified gaps and challenges encountered by various Programs/Activities/Projects that resulted in underspending or underperformance, concerned Program Holders are required to submit the following:
  - a. Justification/s (detailed explanations for the delays/gaps encountered during the target implementation schedule/period)
  - b. Catch-up Plans (specific action plans or strategy to address the performance gaps/bottlenecks and ensure full utilization of the remaining funds)
3. The above-mentioned required documents shall be submitted to the Budget Office for consolidation, on or before February 10, 2026 (Please see attached template for reference).
4. For your information and strict compliance.

  
**GILDO G. MOSQUEDA, CEO VI**  
Schools Division Superintendent

Enclosure: as stated

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

To be indicated in the Perpetual Index

BUDGET

MONITORING

**SM/BUDGET/MEMO/ SUBMISSION OF CATCH-UP PLANS FOR UNUTILIZED FUNDS FOR FISCAL YEAR 2026/FEBRUARY 4, 2026**



**Address:** Alunan Highway, Poblacion, Tacurong City 9800  
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**AGENCY PERFORMANCE REPORT**

Major Program/Project/Activity

As of December 31, 2025

PROGRAM/PROJECTS/ACTIVITY/OUTPUT	PHYSICAL PERFORMANCE			FINANCIAL PERFORMANCE				UTILIZATION RATE		REASON (S) FOR UNDERSPENDING/ DELAYED IMPLEMENTATION	CATCH-UP PLAN (specific committed actions to be taken to attain 100% BUR)	
	TARGET	ACTUAL ACCOMPLISHMENT	% (A/T)	Allocated Amount	Obligated Amount	Disbursed Amount	Unutilized Balance (A-O)	OBLIGATIONS/ ALLOTMENT	DISBURSEMENT /OBLIGATIONS			
<b>Current Year Appropriations</b>												
Program/Activity/Programs : BUILDING PARTNERSHIP AND LINKAGES PROGRAM  a.												
<b>Continuing Year Appropriations</b>												
Program/Activity/Programs : BUILDING PARTNERSHIP AND LINKAGES PROGRAM  a.												
Prepared by:  _____ Program Holder	Noted:  _____ Immediate Supervisor			Recommending Approval:  _____ Asst. Schools Division Superintendent				Approved:  _____ GILBERT B. BARRERA, CESE Asst. Schools Division Superintendent		GILDO G. MOSQUEDA, CEO VI School Division Superintendent		