



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 December 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
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 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		
Current Year Appropriations											
Program/Activity/Programs : BUILDING PARTNERSHIP AND LINKAGES PROGRAM a.											
Continuing Year Appropriations											
Program/Activity/Programs : BUILDING PARTNERSHIP AND LINKAGES PROGRAM a.											
<div>Prepared by: _____ Noted: _____ Recommending Approval: _____ Approved: _____</div> <div>Program Holder Immediate Supervisor GILBERT B. BARRERA, CESE Asst. Schools Division Superintendent GILDO G. MOSQUEDA, CEO VI School Division Superintendent</div>											