



Republic of the Philippines  
Department of Education  
NEGROS ISLAND REGION  
SCHOOLS DIVISION OF SAGAY CITY

Aug 13, 2025

**OFFICE MEMORANDUM**

No. 008, s. 2025

**FINANCE COORDINATION MEETING WITH PROGRAM OWNERS FOR  
VARIOUS BUDGETED PROGRAMS FOR CY 2025**

To: Assistant Schools Division Superintendent  
Chiefs of CID and SGOD  
All Unit Heads  
All Others Concerned

1. In line with the Division's commitment to ensure the effective and efficient utilization of allocated funds for Calendar Year 2025, all program owners or focal persons of Programs, Projects, and Activities (PPAs) with approved budget appropriations are hereby directed to attend a coordination meeting on Thursday, August 14, 2025, at the Division Conference Room, 1:30-5:00 P.M.
2. This meeting will provide the opportunity to:
  - a. Update Program Owners on the status of downloaded funds;
  - b. Gather Challenges/concerns relative to the Unobligated Allotment/Unpaid Obligations/Delays in the Payment;
  - c. Gather specific plans, actions for the unutilized funds; and
  - d. Review responsibilities of the Program Owners in the procurement and payment processes to align reporting and documentation requirements.
3. It is understood that in the conduct of this activity, there shall be no discrimination in the provision of information on account of age, gender, civil status, disability, religion, or other similar factors/personal circumstances that run counter to the principles of equal opportunity.
4. Widest dissemination of this Memorandum is desired.

  
**DANNIE CLARK M. UGUIL, CESE**  
OIC- Schools Division Superintendent



Encl: As stated  
Reference: N/A  
To be indicated in the Perpetual Index  
under the following subjects:  
office memo  
Finance 8/12/2025



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