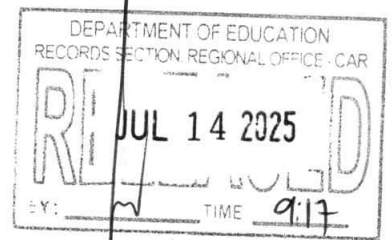




Republic of the Philippines
Department of Education
Cordillera Administrative Region



July 14, 2025

REGIONAL MEMORANDUM

No. 509.2025

WEEKLY REPORTING OF BUDGET UTILIZATION

To: Assistant Regional Director
Schools Division Superintendents
Division Administrative Officer V (Budget Section)
All Others Concerned

1. Pursuant to Secretary Angara's directive to closely monitor the utilization of all DepEd programs for Fiscal Year 2025, budget utilization reports shall be submitted to the Central Office on a weekly basis.
2. In line with this directive, Schools Division Offices are required to submit their consolidated division-wide budget utilization reports on a weekly basis. The data shall be encoded using the prescribed **Weekly Budget Utilization Report** template previously shared with the Division Budget Officers.
3. **The weekly cut-off is every Wednesday**, with the first submission due on July 23, 2025. This schedule will allow the Regional Office to consolidate all submissions and transmit the regional report to the Central Office every Thursday.
4. For compliance.

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FINANCE/clp



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