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Republic of the Philippines  
Department of Education  
REGION I  
SCHOOLS DIVISION OF VIGAN CITY

Office of the Schools Division Superintendent

July 21, 2025

OFFICE MEMORANDUM

No. 51, s. 2025

To: Chief Education Supervisors (CID/SGOD)  
Section/Unit Heads  
All SDO Program Owners

**SUBMISSION OF WEEKLY REPORT ON THE STATUS OF FUND UTILIZATION**

1. The General Appropriations Act (GAA) for FY 2024 (RA No. 11975) funds under the FY 2024 Continuing Appropriations **shall be valid for obligation until December 31, 2024**; GAA for FY 2025 (RA 12116) for Current Appropriations as well as the National Budget Circular No. 595 the Guidelines on the Release of Funds for FY 2025 highlighted the effective utilization of all authorized and downloaded funds in every government agency.
2. Hence, to closely monitor proper and timely utilization of these appropriated funds, Secretary Sonny Angara through the Officer-In-Charge of the Office of the Undersecretary for Finance – Asec. Edson Byron Sy directed the Finance Division for the reporting of **weekly status of fund utilization** of DepEd Programs.
3. In view of the foregoing, all Program Owners are directed to submit real time updates on the status of utilization for all downloaded funds in the Sub-Allotment Release Order (Sub-ARO) Monitoring System to ensure that allocated funds are used according to intended purpose and target time completion.
4. Thus, effective immediately, all Program Owners through their immediate superiors are required to submit weekly real time updates on the status of fund utilization per Sub-ARO. These updates **must be encoded in the Sub-ARO Monitoring System 2025 SUB ARO MONITORING.xlsx** (division sheet for CID/SGOD/OSDS – column L for status of implementation) **every Wednesday on or before 5:00PM.**
5. For information and strict compliance.

**VILMA D. EDA, CESO V**  
Schools Division Superintendent



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