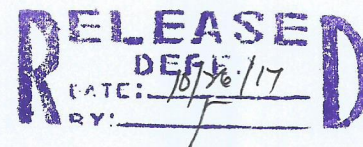




Republic of the Philippines
DepEd
DEPARTMENT OF EDUCATION
Region I
DIVISION OF CITY SCHOOLS
Dagupan City

Division Memo No. 247, s. 2017

To : Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
School Heads/Principals, Public elementary and secondary schools



From : *[Signature]*
LORNA G. BUGAYONG, CESO VI
Schools Division Superintendent *[Signature]*

Date : October 26, 2017

Subject: **BUDGET UTILIZATION, PROGRAM DELIVERY, SEARCHES AND OTHER REMINDERS**

1. Congratulations to the field and to the entire SDO-Dagupan City for being No. 1 in Region I, on Budget Utilization for the month of September 2017 as announced by the Regional Director during the National Conference on Budget Utilization held October 25, 2017 at Fort Ilocandia, Laoag City, Ilocos Norte.
2. Along this commendation, we are inspired and challenged as well, to maintain our status. Thus, we are enjoining everyone to continue the good works and to adhere to our policies for continuous improvement.
3. The following reminders are forwarded and immediate response is expected:
 - a. Each school (public elementary and secondary-junior high and senior high) should have installed its biometrics as functional equipment for punctuality and attendance. Schools can utilize the additional MOOE released through recent SUB-ARO's in the procurement of their biometrics.
 - b. All school personnel, teachers, head teachers, and school heads/principals are required to use the biometrics. Only those occupying Third Level Positions (Career Executives) are exempted from using the biometrics.
 - c. All liquidation reports starting this October and onwards should be submitted on or before the end of the month and no longer until the 5th day of next month to give ample time for the preparation of summary and flash reports for higher offices.
 - d. The Accounting Office will present the ranking on budget utilization and liquidation by school during the Division MANCOM Meeting.
4. Prizes are at stake for the Winners in our Division Searches for Best Implementers of MOOE, School-Based Feeding Program(SBFP), Eco-Friendly Schools, Best in Gulayan, Best Classroom (Kinder, Elem., Junior High, Senior High School), Most Improved Library and Most Effective School. Semi-final and Final validations will be conducted by the Division Team of Evaluators anytime in November and first week of December.
5. Immediate dissemination of the contents of this memorandum is desired.
6. Please be guided accordingly.