



Republic of the Philippines  
Department of Education

November 29, 2023

**REGIONAL MEMORANDUM**

ORD No. 2023 - 1272

**To:** Schools Division Superintendents  
Regional and Division Budget Officers  
Regional and Division DRRM Coordinators  
All Others Concerned

**REITERATION ON THE SUBMISSION OF UPDATED UTILIZATION REPORTS OF FUNDS DOWNLOADED AND COMPREHENSIVELY RELEASED TO FIELD OFFICES**

1. Attached herewith is Memorandum No. DRRMS - 11-23-2023-0003 from the Office of the Undersecretary for Operations DRRMS dated November 23, 2023.
2. Attention is invited to paragraph 5, signed reports must be submitted **no later than November 30, 2023**, in editable (MS Excel) format and signed PDF copy through the emails provided.
3. For strict compliance.

**JOCELYN DR. ANDAYA**  
Director IV

Encl.: As stated



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Effectivity	01.26.23	Page	1 of 1



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**MEMORANDUM**

**No. DRRMS-11-23-2023-0003**

**FOR :** **Regional Directors**  
**Schools Division Superintendents**  
**Regional and Division Budget Officers**  
**Regional and Division DRRM Coordinators**

**FROM :**   
**ATTY. REVSEE A. ESCOBEDO**  
*Undersecretary for Operations*

**SUBJECT :** **REITERATION ON THE SUBMISSION OF UPDATED UTILIZATION REPORTS OF FUNDS DOWNLOADED AND COMPREHENSIVELY RELEASED TO FIELD OFFICES**

**DATE :** **23 November 2023**

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This has reference to the **OUOPS Memorandum No. 2023-04-8106** dated September 08, 2023 titled *Submission of Updated Utilization Reports of Funds Downloaded and Comprehensively Released to Regions and Division Offices*, the Disaster Risk Reduction and Management Service (DRRMS) hereby reiterates the submission of said reports.

The reports to be submitted should encompass all expenses incurred up to the 3<sup>rd</sup> quarter of the Fiscal Year (FY) 2023 which includes Programs, Projects, and Activities (PPAs) implemented up to November 15, 2023. These reports shall include the following downloaded and comprehensively released funds:

- **FY 2022 Disaster Preparedness and Response Program (DPRP) Downloaded Funds (Continuing)**
- **FY 2023 DPRP Comprehensively Released Funds**
- **FY 2023 DPRP Downloaded Funds (Current)**
- **FY 2023 DPRP For Later Release Funds**

As previously communicated, it is crucial for us to have an updated utilization reports considering the limited time available to implement PPAs and utilize the funds downloaded and comprehensively released. The information in these reports will enable us to assess the effectiveness of our initiatives and make informed decisions for future planning.

All reports to be submitted must adhere to the provided template in **Enclosures No. 1-16** titled *Monitoring Sheet for FY 2022 Continuing and FY 2023 DPRP Funds*. The vetted and signed report must be submitted to the DRRMS **no later than November 30, 2023** in editable (MS Excel) format and a signed PDF copy through email at [drrmo@deped.gov.ph](mailto:drrmo@deped.gov.ph), [christian.rivero002@deped.gov.ph](mailto:christian.rivero002@deped.gov.ph) and [reynante.sofera001@deped.gov.ph](mailto:reynante.sofera001@deped.gov.ph) (cc: [cecilio.peralta@deped.gov.ph](mailto:cecilio.peralta@deped.gov.ph), [lorenzo.masandero@deped.gov.ph](mailto:lorenzo.masandero@deped.gov.ph) and [jemaima.dalogdog@deped.gov.ph](mailto:jemaima.dalogdog@deped.gov.ph)).

In case you encounter any challenges or require clarification on the reporting process, please do not hesitate to reach out to the DRRMS through your assigned AOR lead for assistance.

For strict compliance.