



Republic of the Philippines
Department of Education
CARAGA REGION



December 29, 2022

REGIONAL MEMORANDUM
No. 112, s. 2022

To: SCHOOLS DIVISION SUPERINTENDENTS
This Region

SUBMISSION OF PHYSICAL AND FINANCIAL ACCOMPLISHMENT REPORT ON
THE UTILIZATION OF FUNDS FOR MADRASAH EDUCATION
PROGRAM (MEP) FOR THE 4TH QUARTER, FY 2022

1. Pursuant to D.O. 25, s. 2021, all Schools Division Offices implementing the Madrasah Education Program (MEP) are required to submit the Quarterly Physical and Financial Accomplishment Report on the utilization of funds for the implementation of the program. The Physical and Financial Accomplishment Report on the Utilization of Funds for Quarter 4, FY 2022 shall be submitted to the Regional Office on or before January 3, 2023.
2. The MEP implementing Schools Division Offices through the Division MEP Focal Person in coordination with the Division Budget Officer are requested to include in the report the utilization of all MEP funding support and downloaded funds for FY 2022. The template is found in the Enclosure.
3. To facilitate the consolidation of reports, SDOs are requested to submit the soft copy in MS Word or MS Excel format to Rhea J. Yparraguirre, the Regional MEP Focal Person at rhea.yparraguirre@deped.gov.ph. Submission of the scanned signed copy of the report shall be e-mailed through the same account.
4. Immediate dissemination and compliance with this memorandum are highly desired.


MA. GEMMA MERCADO LEDESMA
Regional Director

Encl.: Template for the Physical and Financial Accomplishment Report

Reference: D.O. 25, s. 2021

To be indicated in the Perpetual Index
under the following subjects:

FUNDS MADRASAH EDUCATION PROGRAM REPORT

CLM/rjy
12/29/2022



Address: J.P. Rosales Avenue,
Butuan City
Trunkline No: (085) 342-8207
Telefax No: (085) 342-5969
Email: caraga@deped.gov.ph



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Enclosure 1 to Regional Memorandum No. 134, s. 2022

**PHYSICAL AND FINANCIAL ACCOMPLISHMENT REPORT ON THE UTILIZATION OF FUNDS
FOR THE MADRASAH EDUCATION PROGRAM(MEP)
QUARTER 4, FY 2022**

Division: _____

No. of implementing Schools: _____

Amount of MEP PSF Received (FY 2022)	Eligible Items of Expenditures (D.O. 25, s. 2021)	Planned (Based on WFP)		Accomplished (Based on WFP)		Utilization Rate	Remarks
		Physical	Financial	Physical	Financial		
<i>(Please indicate the SARO No. and the corresponding amount)</i>	• Travel Expenses						
	• Meals						
	• Training/ Workshop Kits						
	• Payment for rental of venues/meeting rooms						
	• Printing and/or reproduction of advocacy materials such as leaflets, flyers, posters, etc.						
	• Courier services						
	• Supplies and Materials						
	• Other expenses in support to eligible activities classified under MOOE						
	• Monthly compensation of an Ustadz/Ustadzah (January to December)						

