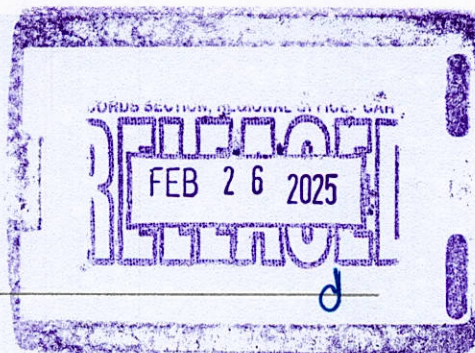




Republic of the Philippines
Department of Education
CARAGA REGION



REGIONAL MEMORANDUM

No. **0204**, s. 2025

To: Schools Division Superintendent
All Others Concerned

FY 2025 1st QUARTER FULL-TIME DELIVERY UNIT (FDU) MEETING

1. This is in reference to the communication from DBM Regional Director Maria Fe D. Jagna, CESO III, dated February 18, 2025, regarding the conduct of FY 2025 1st Quarter Full-Time Delivery Unit (FDU) Meeting on March 4, 2025 (Tuesday) at 9:00 a.m. to 12:00 noon at DepEd RELC-NEAP, J. Rosales Avenue, Butuan City.

2. Below are the proposed agenda:

- Presentation of the Agency's Physical Report of Operations (Target vs. Accomplishment per FY 2024 GAA) and Budget Utilization Rate (BUR) as of December 31, 2024,
- Inventory of 4th Quarter Accountability Reports,
- National Budget Circular No. 595 or the Guidelines on the Release of Funds for FY 2025,
- Circular letter 2025-2 or the Guidelines for the Conduct of Agency Performance Review (APR) covering Fiscal Year (FY) 2024 and Years thereafter (*to be submitted to DBM RO XIII 2 days before the meeting via this link <https://tinyurl.com/286884w4>*),
- Issues and Concerns in P/A/P implementation and budget utilization, and
- Other matters.

3. Participants for this activity are the Regional and Division FDU Teams, composed of the Schools Division Superintendents (SDS), Accountants, Budget Officers, Planning Officers, CID and SGOD Chiefs (6 pax per DO x 12 = 72 pax) plus 27 RO FDU Team composed of RD, ARD, OIC Chief-FD, Accountants, Budget Officers, Chiefs of ASD, CLMD, ESSD, FTAD, HRDD, PPRD, and QAD, HRMO III/Personnel Officer, Planning Officer, QAD personnel, Procurement Officer, ICT Officer, Secretariat (2), Finance staff and ORD staff. (*Total participants: 72 Division Team members + 27 Regional Team members = 99 participants*)

4. Immediate dissemination and compliance of this memorandum is hereby directed.

MARIA INES C. ASUNCION
Director IV
Regional Director



Address: J.P. Rosales Avenue, Butuan City
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Email: caraga@deped.gov.ph
Website: caraga.deped.gov.ph



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Effectivity	02.01.23	Page	1 of 2



Encl.: DBM letter

Reference: None

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

CONFERENCES

MEETING

FIN/atb
02/25/2025

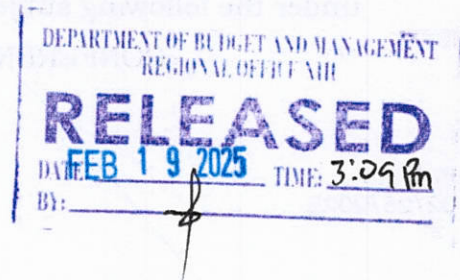


REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
REGIONAL OFFICE XIII, BUTUAN CITY

February 18, 2025

MARIA INES C. ASUNCION

Regional Director
Department of Education
Regional Office XIII
Butuan City



Dear **Director Asuncion**:

Greetings of peace and good health!

The DBM and DepEd ROs XIII FY 2025 1st Quarter Full-time Delivery Unit (FDU) meeting is on March 4, 2025 (Tuesday) at 1:00 PM – 4:30 PM (Venue to be announced).

Below are our proposed agenda:

1. Presentation of the Agency's Physical Report of Operations (Target vs. Accomplishment per FY 2024 GAA) and Budget Utilization Rate (BUR) as of December 31, 2024;
2. Inventory of 4th Quarter Accountability Reports;
3. National Budget Circular No. 595 or the Guidelines on the Release of Funds for FY 2025;
4. Circular Letter 2025-2 or the Guidelines for the Conduct of Agency Performance Reviews (APR) Covering Fiscal Year (FY) 2024 and Years Thereafter;
5. Issues and concerns in P/A/P implementation and budget utilization; and
6. Other matters.

For agenda item no. 5 above, this is to request the submission of your issues and concerns two (2) days before the meeting through the link <https://tinyurl.com/286884w4> so it can be provided with advance response or action, or coordination with the Central Office, if needed.

Your presence and that of the members of your FDU team in the subject meeting is highly encouraged.

For more details, kindly contact Ms. Kristina Mae A. Colmenares or any of the DBM Caraga technical staff at telephone number (085) 817-1600.

Thank you.

Very truly yours,

MARIA FE D. JAGNA, CESO III
Regional Director

Jose P. Rosales Avenue, Butuan City
(085) 817-1600 | www.dbm.gov.ph



Republic of the Philippines
Department of Education
CARAGA REGION

Activity: FY 2025 1st QUARTER FULL-TIME DELIVERY UNIT (FDU) MEETING

Date: March 4, 2025

Venue: Gold and Silver Hall, DepEd Caraga Regional Office

Participants	No. of pax
RO	
Regional Director	1
Assistant Regional Director	1
Chief of the Functional Divisions	7
OIC-Chief/SAO, Finance Division	1
Accountant/s	4
Budget Officer/s	4
Planning Officer	1
QAD personnel	1
HRMO III/Personnel Officer	1
Procurement Officer	1
ICT Officer	1
Secretariat	2
ORD staff	1
Finance Staff	1
Sub-total	27
DO	
Schools Division Superintendent	1
Accountant	1
Budget Officer	1
Planning Officer	1
CID Chief	1
SGOD Chief	1
Sub-total (for 12 DOs)	72
DBM	10
Total	109

x P425.00/pax (1 snack & lunch)

P46,325.00