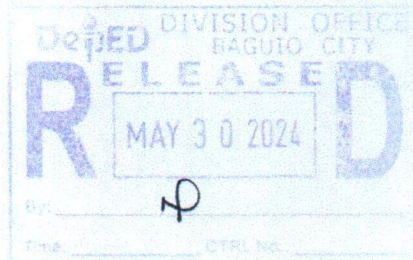




Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY



May 29, 2024

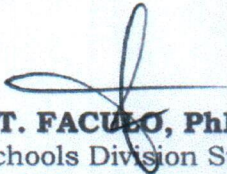
OFFICE MEMORANDUM

No. 024-2024

**GUIDANCE TO PROGRAM OWNERS ON THE PROCESS FLOW
UPON RECEIPT OF DOWNLOADABLE FUNDS**

To : OIC-Assistant Schools Division Superintendent
All Chief Education Supervisors
Education Program Supervisors
Section/Unit Heads
Public Schools District Supervisors
Public School Heads
Others Concerned

1. This memorandum is issued to provide guidance to Program owners on the process flow upon receipt of downloadable funds in order to ensure financial accuracy, accountability and timeliness of budget utilization.
2. To further streamline the process, all chiefs of Division must ensure that concerned program owners act on these downloaded funds with seriousness and urgency. The Office of the Assistant Schools Division Superintendent must be informed weekly about actions on such.
3. Immediate dissemination of and compliance with this Memorandum is expected.


SORAYA T. FACULO, PhD, CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

OSDS/STF/cfm/jea



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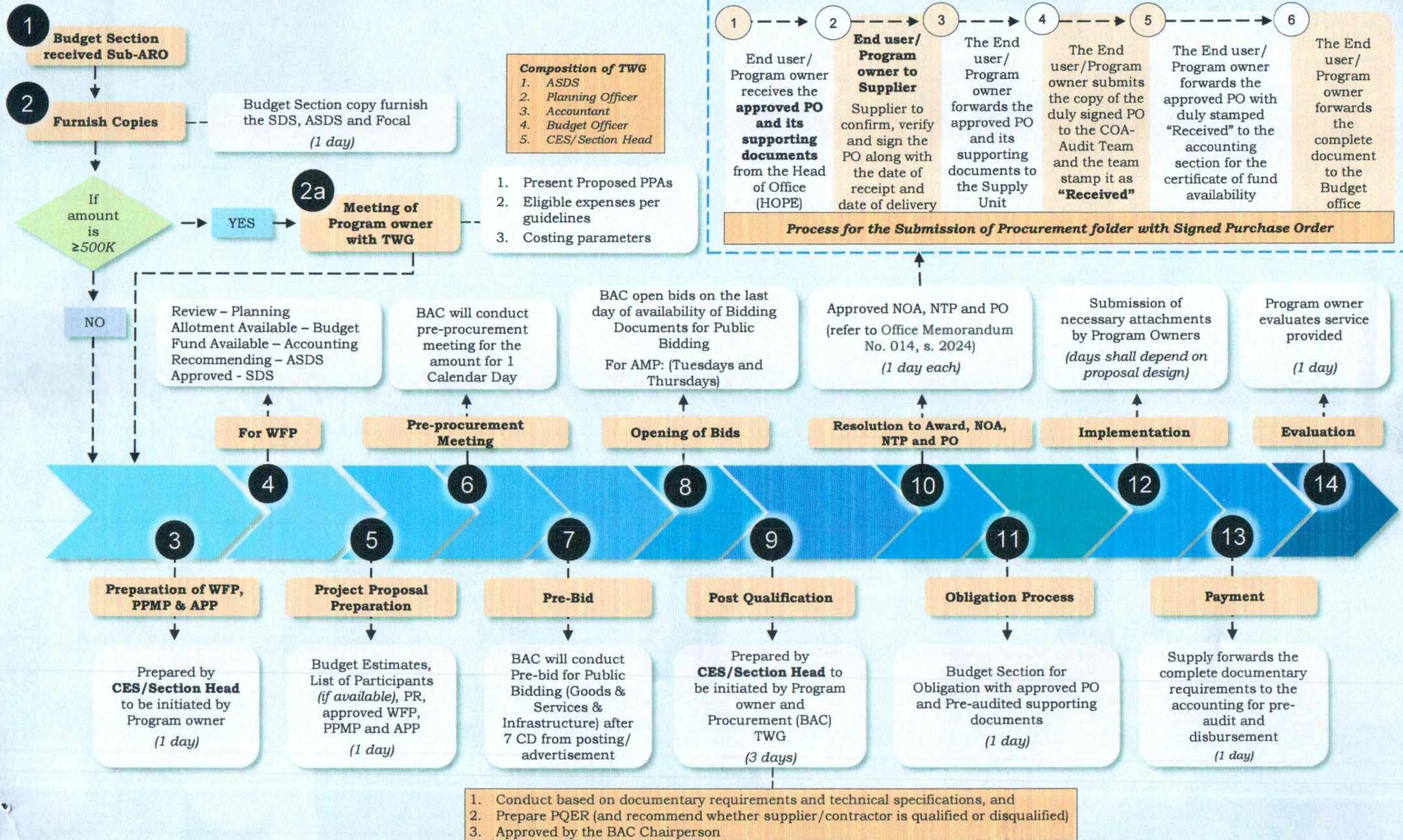


DepEd Tayo Baguio City



<https://depdpines.com>

Enclosure 1: Process Flow upon Receipt of Downloadable Funds (for NON-PSF)



Enclosure 2: Process Flow upon Receipt of Downloadable Funds (for Program Support Fund or Subsidy)

