



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

CID-2026- 244

To : Curriculum Implementation Division Chief
Education Program Supervisor

Attention: **LEILANI T. SEÑIRES**
EPS/LR-MANAGER

Subject : **DESIGNATING FOCAL PERSON FOR BUDGET AND PROCUREMENT MONITORING FOR LSS PAPs**

Date : June 1, 2026

In compliance with Regional Memorandum CLMD-2026-198 dated May 15, 2026, re: *Designating Focal Person for Budget and Procurement Monitoring for LSS PAPs*, this Office hereby designates **LEILANI SEÑIRES**, Education Program Supervisor, as the **CID Focal Person for Budget and Procurement Monitoring for Learning Systems Strand (LSS) Programs/Activities/Projects (PAPs)**.

As focal person, she shall regularly monitor the budget utilization and procurement status of directly released and/or downloaded funds for LSS PAPs, including Continuing and Current Appropriations. Specifically, she is expected to perform the following:

1. Provide technical assistance in the monitoring of fund releases, obligations, and disbursements for LS programs, activities, and projects (PAPs) at the division level, using trackers provided by the CLMD.
2. Consolidate budget utilization reports for submission to CLMD.
3. Provide technical assistance in the preparation of consolidated financial and procurement monitoring reports for reporting to CLMD, Finance, and Procurement Unit.
4. Maintain updated trackers/dashboards of division LS procurement milestones (e.g. Purchase Request, Request for Quotation, Bids and Awards Committee Resolution, Purchase Orders, Notices to Proceed, deliveries).
5. Flag delays, bottlenecks. And risk in budget utilization and procurement processes.
6. Coordinate with program focal persons, BAC Secretariats, and finance/procurement unit to validate and reconcile monitoring data.
7. Submit every 5th of the month, budget allocation utilization and procurement reports to CLMD.



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)
Telephone Nos.: (082) 553-8375; (082) 553-8396



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

For information, guidance and compliance of all concerned

Melanie P. Estacio
MELANIE P. ESTACIO, PhD, CESO VI
Schools Division Superintendent *ME*

Enclosed: As stated,
CID/LR/lts

DepEd Schools Division of Digos City
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DATE: 10 JUN 2025 TIME: 1:28 PM
BY: *[Signature]*



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Telephone Nos.: (082) 553-8375; (082) 553-8396



Republic of the Philippines
Department of Education
DAVAO REGION



May 15, 2026

REGIONAL MEMORANDUM
CLMD-2026-198

DESIGNATING FOCAL PERSON FOR BUDGET AND PROCUREMENT
MONITORING FOR LSS PAPs

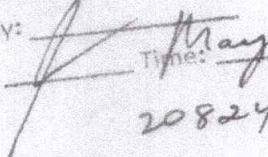
To: Schools Division Superintendents

1. In compliance with the directive to closely monitor the implementation of various programs/activities/projects (PAPs) of the Learning Systems Strand (LSS) in the field, this Office advises the Schools Division Offices (SDOs) to designate focal person for budget and procurement monitoring for LSS PAPs in the Curriculum Implementation Division (CID).
2. The focal person shall regularly monitor the budget utilization and procurement status for the directly released and/or downloaded funds (i.e. Continuing and Current Appropriations).
3. This Office directs the SDOs through the CID to fill out the contact information of the designated focal person in <https://tinyurl.com/25v7hmv9>.
4. For coordination, contact Edward S. Loberiano, Technical Assistant-III, Curriculum and Learning Management Division (CLMD) via edwardloberiano@gmail.com and 09955135466.
5. Details of the Terms of Reference are found in the enclosure.
6. Immediate dissemination and compliance of this Memorandum is directed.

ALLAN G. FARNAZO
Director IV

Encl.: As stated
ROC12/aca

DEPARTMENT OF EDUCATION RO:
RECORDS SECTION
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By: 
Date: May 21, 2026
20824



Address: F. Torres St., Davao City (8000)
Telephone Nos.: (082) 291-0051
Email Address: region11@deped.gov.ph
Website: www.depedroxi.ph






Republic of the Philippines
Department of Education
DAVAO REGION

**FOCAL PERSON FOR BUDGET AND PROCUREMENT
MONITORING FOR LSS PAPs**

Terms of Reference

1. Provide technical assistance in the monitoring of fund releases, obligations, and disbursements for LS programs, activities, and projects (PAPs) at the division level, using trackers provided by the CLMD.
2. Consolidate budget utilization reports for submission to CLMD.
3. Provide technical assistance in the preparation of consolidated financial and procurement monitoring reports for reporting to CLMD, Finance, and Procurement Unit.
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5. Flag delays, bottlenecks, and risk in budget utilization and procurement processes.
6. Coordinate with program focal persons, BAC Secretariats, and finance/procurement unit to validate and reconcile monitoring data.
7. Submit every 5th of the month, budget utilization and procurement reports to CLMD.

Prepared by:


MARY JEANNE B. ALDEGUER, EdD
Chief ES, CLMD



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