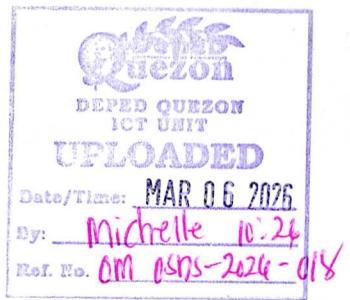




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



5 March 2026

OFFICE MEMORANDUM
OSDS-2026 015

SUBMISSION OF MONTHLY REPORT ON THE RECEIPT AND UTILIZATION OF THE DISASTER RISK REDUCTION AND MANAGEMENT FUND (DRRMF)

**To: Assistant Schools Division Superintendents
Chiefs – CID & SGOD
AO V/Budget Officer III
Accountant III
All Others Concerned**

In pursuant to Commission on Audit (COA) Circular No. 2014-002, all concerned offices are hereby reminded of the requirement to prepare and submit the **Monthly Report on the Receipt and Utilization of the Disaster Risk Reduction and Management Fund (DRRMF)**.

The report shall be **prepared immediately after the end of each month** and must be submitted to the COA Office not later than the 5th day following the end of the reporting month.

To facilitate **real-time encoding of data**, the following link shall be used by the concerned personnel: **<https://tinyurl.com/FY2026DRRMReport>**.

To ensure timely and accurate preparation of the report, the following process shall be observed:

1. The **Budget Staff** shall encode the appropriation received and the obligations incurred for each month.

DEPEDQUEZON-TM-SDS-04-010-003



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2. The **Accounting Staff** shall encode the disbursements made corresponding to each recorded obligation.
3. The **Budget Officer III** and the **Accountant III** shall review and certify the correctness of the data encoded in the report.

All encoding of data shall be completed **immediately after the end of each month** to ensure compliance with the reporting deadline.

The **Budget Staff** shall print the report in **three (3) copies**, secure the signatures of the **authorized signatories**, and forward the copies as follows:

1. **1st Copy** – To the **DRRM Focal Person** for submission to the **National Disaster Risk Reduction and Management Council (NDRRMC)**
2. **2nd Copy** – For submission to the **COA Office**
3. **3rd Copy** – **File copy** to be retained by the Budget office

All concerned personnel are directed to strictly adhere to this process to ensure compliance with COA reporting requirements.

For strict compliance.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent



budcap03/05/2026

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