



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS
Manila, Luzon, P.O. Box 763

OFFICE OF THE SECRETARY

January 19, 1998

DECS ORDER
No. 4, s. 1998

**INSTITUTING CONTROL MECHANISMS FOR THE
ALLOCATION AND UTILIZATION OF DECS FUNDS**

To: Undersecretaries
Assistant Secretaries
Regional/Bureau/Center/Service Directors
Schools Superintendents
Chiefs/Heads of Accounting Units, DECS Central Office

1. In line with the economy measures being implemented by the National Government as mandated through Administrative Order No. 373 dated December 27, 1997 and to insure the efficient and effective utilization of scarce government resources, the following internal guidelines are being prescribed:

a. Requests for the use of savings and realignment of funds shall be couched through the DECS Central Office for approval of the DECS Secretary prior to submission to the DBM Central Office.

b. Transfer of allotments from DECS Central Office to the field offices through Journal Vouchers (JVs) shall be made only upon the approval of the DECS Secretary. Authorized fund transfers can also be effected through funding checks or sub-allotment advices. The accounting units in the DECS Central Office shall submit to the DECS Secretary a monthly report on JVs issued describing therein the purpose for each JV issued. The first monthly report shall be submitted for the month of December 1997 on or before January 15, 1998. Subsequent monthly reports shall be submitted within ten (10) days after the month covered by the report.

2. For immediate and strict compliance.

R. Gloria
RICARDO E. GLORIA
Secretary

Reference: None
Allotment: J- (D.O. 50-97)
To be indicated in the Perpetual Index
under the following subjects:

FUNDS REPORTS

Under the following subjects: