



Republic of the Philippines  
**Department of Education**

JUL 04 2023

DepEd MEMORANDUM  
No. **038**, s. 2023

**DESIGNATION OF FUNCTIONAL AREAS OF RESPONSIBILITIES OF OFFICES  
UNDER THE FINANCE STRAND-CENTRAL OFFICE**

To: Undersecretaries  
Assistant Secretaries  
Bureau and Service Directors  
Regional Directors  
Schools Division Superintendents  
Public Elementary and Secondary School Heads  
All Others Concerned


1. In accordance with Section 5 of DepEd Order No. 001, s. 2023, Revised Designation of Undersecretaries and Assistant Secretaries to their Strands and Functional Areas of Responsibilities and Revised Signing Authorities, which provides that the Undersecretaries and Assistant Secretaries are designated to their organizational strands to exercise supervision and control over their designated DepEd organizational units and functional areas of responsibilities, effective June 26, 2023, the following are designated for Finance Strand-Central Office:

| <b>FINANCE STRAND OFFICE</b>   | <b>HEAD OF OFFICE</b> | <b>DESIGNATION/TITLE</b>   |
|--|-----------------------|--|
| a. Finance Service<br>i. Accounting Division<br>ii. Budget Division<br>iii. Employee Account Management Division | Ana Marie C. Calapit  | Director IV<br>Finance Service   |
| b. Project Management Service<br>i. Project Development Division<br>ii. Project Management Division              | Susana S. Santiago    | Director IV<br>Project Management Service  |
| c. Education Programs Management Office<br>d. Government Assistance and Subsidies Office                         | Atty. Tara C. Rama    | Project Manager III<br>Education Programs Management Office and Government Assistance and Subsidies Office |

2. For inquiries and other concerns, please contact the **Office of the Undersecretary for Finance** through email at [usec.financebpm@deped.gov.ph](mailto:usec.financebpm@deped.gov.ph) or at telephone number (02) 8633-9432.

3. Immediate dissemination of this Memorandum is desired.

By Authority of the Secretary:

  
**ANNALYN M. SEVILLA**  
Undersecretary

Reference:

DepEd Order (No. 001, s. 2023)

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

**AUTHORITY  
BUREAUS AND OFFICES  
OFFICIALS  
SUPERVISION**

