



Republic of the Philippines
Department of Education
CARAGA REGION

DEPARTMENT OF EDUCATION
RECORDS UNIT, REGIONAL OFFICE-CARAGA

RELEASED
MAY 29, 2025

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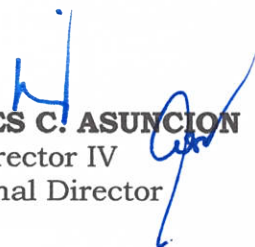
TIME: 2:44PM

REGIONAL MEMORANDUM
No. 0551 , s. 2025

To: Schools Division Superintendents
All Others Concerned

SUBMISSION OF REPORTS ON THE SPECIAL CURRICULAR PROGRAMS
PROGRAM SUPPORT FUNDS (SCP-PSF) FOR SY 2024-2025

1. In compliance with the DepEd Memorandum DM-CT-2025-146 on the Submission of Reports on the Special Curricular Programs-Program Support Funds (SCP-PSF) for S.Y. 2024-2025, this office requires the submission of comprehensive reports from all School Division Offices for School Year 2024-2025, for consolidation.
2. Specific details regarding reports to be submitted and templates to be used are found in the enclosed DepEd Memorandum.
3. All reports must be submitted in electronic format and duly signed by the Schools Division Superintendent. Electronic copies shall be consolidated by the SDO-SCP Focal Person and shall be sent to the official online repository of the Curriculum and Learning Management Division (CLMD) -SCP Program through this link **<https://tinyurl.com/SCPAccomplishmentReport-Report>** on or before June 14, 2025.
4. For queries, contact Mr. Leowenmar A. Corvera, SCP Focal Person, at leowenmar.corvera001@deped.gov.ph.
5. Immediate dissemination of this Memorandum is desired.


MARIA INES C. ASUNCION
Director IV
Regional Director

Encl.: As stated
Reference: DepEd Memorandum DM-CT-2025-146

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

CURRICULUM FUNDS PROGRAM REPORTS

CLMD/lac
05/28/2025



Address: J.P. Rosales Avenue, Butuan City
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Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING

MEMORANDUM
DM-CT-2025-146

TO : REGIONAL DIRECTORS

FROM : 
GINA O. GONONG
Undersecretary for Curriculum and Teaching

SUBJECT : SUBMISSION OF REPORTS ON THE SPECIAL CURRICULAR PROGRAMS-PROGRAM SUPPORT FUNDS (SCP-PSF) FOR SY 2024-2025

DATE : May 22, 2025

The Department of Education, through the Bureau of Curriculum Development, has released the Special Curricular Programs-Program Support Funds (SCP-PSF) for School Year 2024-2025. These funds are intended to strengthen the operational efficiency of all recognized SCP elementary and secondary schools by augmenting their Maintenance and Other Operating Expenses (MOOE). Specifically, the SCP-PSF aims to improve access, quality, and operational efficiency of SCP programs and services through enhanced instructional and logistical support structures.

To ensure accountability and efficient and effective utilization of the SCP-PSF, **Regional Offices (ROs), Schools Division Offices (SDOs), and schools are requested to provide the following reports, which will be used as reference for future SCP-PSF allocations.**

Form/Data	Form Code	School Year	Source of Data
1. SCP M&E Form 1 (Financial Monitoring)	ME001	SY 2024-2025	School and SDO
2. SCP-PSF Narrative Report	NR001	SY 2024-2025	School and SDO
3. Management Information System (MIS) Form 1 (Number of SCP Learners)	MIS001	SY 2023-2024 SY 2024-2025 (complete data of two consecutive school years)	SDO and Region
4. Management Information System (MIS) Form 2 (List of SCP Recognized Schools)	MIS002	SY 2024-2025	SDO and Region
5. Management Information System (MIS) Form 2A (List of SCP Recognized Schools (Recipient of SCP-PSF))	MIS002A	SY 2024-2025	SDO and Region



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Form/Data	Form Code	School Year	Source of Data
6. Management Information System (MIS) Form 2B Non-Recognized Schools (Recipient of SCP-PSF)	MIS002B	SY 2024-2025	SDO and Region
7. Management Information System (MIS) Form 2C Recognized Schools (Non-Recipient of SCP-PSF)	MIS002C	SY 2023-2024 SY 2024-2025 (complete data of two consecutive school years)	SDO and Region

To ensure accurate form completion, please observe the following instructions:

1. Templates for SCP-PSF are available at the following link: <https://tinyurl.com/SCP-PSF-Report-Templates>. All submitted forms must bear the approval and signature of the office head.
2. Submit all signed forms in PDF format, along with the corresponding Word/Excel files, adhering to the following file naming syntax:

Governance Level	Syntax
Region	RO_FormCode_Date (month/day/year) e.g. RONCR_ME001_03202025
Division	RO_SDO_FormCode_Date (month/day/year) e.g. RONCR_QuezonCity_ME001_03202025
School	RO_SDO_School_FormCode_Date (month/day/year) e.g. RONCR_QuezonCity_SanFranciscoNHS_ME001_03202025

4. All required reports and forms must be submitted in a consolidated folder through the following link: <https://tinyurl.com/SCP-PSF-Reports>. The folder's file name should correspond to the region, for example, "Region I".
5. The submission deadline is **on or before June 14, 2025**.

In addition to this, ROs are requested to submit the name of the **Regional SCP Focal Person** through email to streamline communication regarding SCP-PSF and data management.

For the submission of documents and further clarifications, please email the **Bureau of Curriculum Development** at bcd@deped.gov.ph or **Ma. Melissa D. Albino**, Supervising Education Program Specialist, at ma.albino002@deped.gov.ph.

Immediate dissemination of this Memorandum is requested

Copy furnished:

OFFICE OF THE SECRETARY

MALCOLM S. GARMA, OIC-Undersecretary for Operations

EDSON BYRON K. SY, OIC-Undersecretary for Finance