



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region XIII Caraga
J.P. Rosales Ave., Butuan City
Tel. No. (085) 3528207; Fax No. 3425969



October 10, 2018

REGIONAL MEMORANDUM
NO. 583, S. 2018

**STATUS ON THE UTILIZATION OF FUNDS FOR THE MADRASAH
EDUCATION PROGRAM (MEP)**

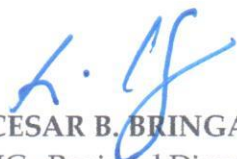
To : Schools Division Superintendents

(Agusan del Norte, Agusan del Sur, Bayugan City, Bislig City, Butuan City, Cabadbaran City, Siargao, Surigao City, Surigao del Norte, Surigao del Sur, and Tandag City)

1. In line with the implementation of the Madrasah Education Program (MEP), mandated through DepEd Order No. 51, s. 2014 entitled Standard for Curriculum for Elementary Public School and Madaris, the Department of Education (DepEd) continuously supports the institutionalization of MEP by providing support mechanism necessary for its continual adoption in public schools with Muslim learners and for Muslim out-of-school youths.
2. To effectively implement the Madrasah Education Program, the Department of Education through the Bureau of Learning Delivery- Student Inclusion Division (BLD-SID) allocated funds for compensation & instructional materials allowances for asatidz and Program Support Funds (PSF) for the Regional Office and implementing Schools Division Offices (SDOs) in line with DepEd Order No. 58, s. 2016 with the corresponding amount:

Division	Program Support Fund	Compensation Allowance (Php6,000 x 12 months/Asatidz)	Allowance for Instructional Materials (Php500 x 10 months/ Asatidz)	TOTAL Allocation
Agusan del Norte	50,000.00	216,000.00	15,000.00	281,000.00
Agusan del Sur	50,000.00	360,000.00	25,000.00	435,000.00
Bayugan City	50,000.00	288,000.00	20,000.00	358,000.00
Bislig City	50,000.00	72,000.00	5,000.00	127,000.00
Butuan City	50,000.00	288,000.00	20,000.00	358,000.00
Cabadbaran City	50,000.00	288,000.00	20,000.00	358,000.00
Siargao	50,000.00	72,000.00	5,000.00	127,000.00
Surigao City	50,000.00	288,000.00	20,000.00	358,000.00
Surigao del Norte	50,000.00	144,000.00	10,000.00	204,000.00
Surigao del Sur	50,000.00	144,000.00	10,000.00	204,000.00
Tandag City	50,000.00	504,000.00	35,000.00	589,000.00
Regional Office				200,000.00

3. To ensure transparency and efficiency in managing the funds for MEP, all implementing SDOs shall submit the **Physical and Financial Accomplishments for Quarters 1, 2, & 3** using the templates in Enclosures 1A and 1B. **These shall be prepared by the Division ALIVE Coordinator (DAC) in coordination with the Division Budget Officer**, based on the Physical and Financial Accomplishments submitted by the implementing schools. Instructions on how to accomplish the templates are also attached for your reference.
4. All reports shall be submitted to the Regional Office **on or before October 18, 2018**.
5. Immediate dissemination and compliance to this Memorandum is highly desired.


FRANCIS CESAR B. BRINGAS, CESOV
OIC –Regional Director 

Enclosures: As stated

Reference: D.O. 58, s. 2016; D.O. 41, s. 2017

To be indicated in the PERPETUAL INDEX under the following subjects:

PROGRAMS

INCLUSIVE EDUCATION

FUNDS

TRANSFER

REPORTS

FY 2018 PHYSICAL ACCOMPLISHMENTS
for the Quarter Ending _____

A

PART I.

Division Name: _____

Division ID (EBEIS): _____

UACS Code: _____

Funding Source: _____

School Name and Components (1)	School ID (EBEIS) (2)	UACS Code (3)	Performance Indicator (4)	Physical						REMARKS (14)		
				Monthly Target (5, 6, 7)			TOTAL (8=5 +6 + 7)	Monthly Accomplishments (9, 10, & 11)			TOTAL (12 = 9, 10, & 11)	Variance (13=8-12)
				F				H				
B	C	D	E				G			K		
School 1:												
Honorarium			No. of Asatidz provided with honorarium									
Teaching Materials allowance			No. of Asatidz provided with teaching materials allowance									
Monitoring and Evaluation (M & E)			No. of schools monitored & evaluated									
Technical Assistance (TA)			No. of school heads /asatidz provided with technical assistance									
Trainings			No. of trainings conducted									
			No. of contextualized instructional materials developed									
Advocacy			No. of advocacy activities conducted									
			No. of advocacy materials developed, printed, and distributed									
School 2												
School 3												
TOTAL (Division)												
			No. of Asatidz provided with honorarium									
			No. of Asatidz provided with teaching materials allowance									
			No. of schools monitored & evaluated									
			No. of school heads /asatidz provided with technical assistance									
			No. of trainings conducted									
			No. of contextualized instructional materials developed									
			No. of advocacy activities conducted									
			No. of advocacy materials developed, printed, and distributed									

* You may use additional sheet when necessary.

Prepared by: _____

Approved by: _____

Division ALIVE Coordinator

Date: _____

Division Budget Officer

Date: _____

Schools Division Superintendent

Date: _____

INSTRUCTIONS

The **Division Physical Accomplishment Report*** shall be prepared by the Schools Division Office (SDO), thru the Division ALIVE Coordinators (DACs) in coordination with the Division Budget Officer, based on the physical accomplishment reports submitted by the schools. Accordingly, the SDO shall prepare a separate Accomplishment Report for every granted subsidy (i.e., a division with two funding sources will have two separate accomplishment reports).

- A. Prior filling-up of the Physical Accomplishment Report, the SDO shall indicate the **Division Name, Division ID from the EBEIS, Unified Accounting Code Structure (UACS) Code, and Funding Source** of the respective division.
- B. Column 1. The SDO shall indicate the **School's Name and Components**.
- C. Column 2. The SDO shall indicate the **School ID** of the recipient school.
- D. Column 3. The SDO shall indicate the **UACS Code** of the schools.
- E. Column 4. The SDO shall specify the **Performance Indicators** for every given component per school.
- F. Columns 5, 6 & 7. The SDO shall specify the corresponding **Monthly Physical Target** of each performance indicator for every given component per school.
- G. Column 8. The SDO shall specify the **Total Physical Target** of each performance indicator for every given component per school and per quarter.
- H. Columns 9, 10 & 11. The SDO shall specify the corresponding **Physical Accomplishments** based on set targets of each performance indicator for every given component per school.
- I. Column 12. The SDO shall specify the **Total Accomplishment** of each performance indicator for every given component per school and per quarter.
- J. Column 13. The SDO shall indicate the **Variance** or the difference between Column 8 and Column 12.
- K. Column 14 shall indicate the **Remarks** or reasons for not accomplishing the set targets for each component and other implementation issues encountered.

* This form shall be submitted to the Regional Office (RO) by the SDO every 2nd day of April, July, October, and January.

FY 2018 FINANCIAL ACCOMPLISHMENTS
for the Quarter Ending _____

A

PART I.
Division Name: _____ **Division ID (EBEIS):** _____ **UACS Code:** _____ **Funding Source:** _____

School Name and Components (1)	School ID (EBEIS) (2)	UACS Code (3)	Performance Indicator (4)	Financial					REMARKS (14)
				Monthly Target (5, 6, 7)	TOTAL (8=5 +6 + 7)	Monthly Accomplishments (9, 10, & 11)	TOTAL (12 = 9, 10, & 11)	Variance (13=8-12)	
B	C	D	E	F	G	H	I	J	K
School 1:									
Honorarium			No. of Asatidz provided with honorarium						
Teaching Materials allowance			No. of Asatidz provided with teaching materials allowance						
Monitoring and Evaluation (M & E)			No. of schools monitored & evaluated						
Technical Assistance (TA)			No. of school heads/asatidz provided with technical assistance						
Trainings			No. of trainings conducted						
			No. of contextualized instructional materials developed						
			No. of advocacy activities conducted						
Advocacy			No. of advocacy materials developed, printed, and distributed						
School 2									
School 3									
TOTAL (Division)									
			No. of Asatidz provided with honorarium						
			No. of Asatidz provided with teaching materials allowance						
			No. of schools monitored & evaluated						
			No. of school heads/asatidz provided with technical assistance						
			No. of trainings conducted						
			No. of contextualized instructional materials developed						
			No. of advocacy activities conducted						
			No. of advocacy materials developed, printed, and distributed						

* You may use additional sheet when necessary.

Prepared by: _____

Approved by: _____

Date: _____ **Division ALIVE Coordinator**Date: _____ **Division Budget Officer**Date: _____ **Schools Division Superintendent**

INSTRUCTIONS

The **Division Financial Accomplishment Report*** shall be prepared by the Schools Division Office (SDO), thru the Division ALIVE Coordinators (DACs) in coordination with the Division Budget Officer, based on the financial accomplishment reports submitted by the schools. Accordingly, the SDO shall prepare a separate Accomplishment Report for every granted subsidy (i.e., a division with two funding sources will have two separate accomplishment reports).

- A. Prior filling-up of the Financial Accomplishment Report, the SDO shall indicate the **Division Name**, **Division ID from the EBEIS**, **Unified Accounting Code Structure (UACS) Code**, and **Funding Source** of the respective division.
- B. Column 1. The SDO shall indicate the **school's Name and Components**.
- C. Column 2. The SDO shall indicate the **School ID** of the recipient schools.
- D. Column 3. The SDO shall indicate the **UACS Code** of the schools.
- E. Column 4. The SDO shall specify the **Performance Indicators** for every given component per school.
- F. Columns 5, 6 & 7. The SDO shall specify the corresponding **Monthly Allocation** for each performance indicator of every given component per school.
- G. Column 8. The SDO shall specify the **Total Target Allocation** of each performance indicator for every given component per school and per quarter.
- H. Columns 9, 10 & 11. The SDO shall specify the corresponding **Amount Utilized** based on set targets of each performance indicator for every given component per school.
- I. Column 12. The SDO shall specify the **Total Amount Utilized** of each performance indicator for every given component per school and per quarter.
- J. Column 13. The SDO shall indicate the **Variance** or the difference between Column 8 and Column 12.
- K. Column 14 shall indicate the **Remarks** or reasons for not accomplishing the set targets for each component and other implementation issues encountered.

* This form shall be submitted to the Regional Office (RO) by the SDO every 2nd day of April, July, October and January.