



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region XIII Caraga
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October 18, 2018

REGIONAL MEMORANDUM
 NO. 597, S. 2018

**REPORT ON THE UTILIZATION OF FY 2018 SUPPORT FUNDS FOR
 MULTIGRADE SCHOOLS**



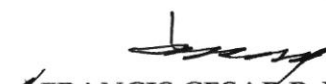
To : Schools Division Superintendents

(Agusan del Norte, Agusan del Sur, Bayugan City, Bislig City, Butuan City, Dinagat Islands, Siargao, Surigao City, Surigao del Norte, and Surigao del Sur)

- One of the continuing initiatives of the Department of Education (DepEd) along its thrust of increasing quality elementary education is strengthening the implementation of Multigrade Program in Philippine Education (MPPE). The MPPE addresses pressing concerns and issues on the provision of customized teaching and learning materials for multigrade classes and professional development of teachers.
- Pursuant to **DepEd Order No. 8, s. 2018, re: Guidelines on the Utilization of the 2018 Financial Support for Multigrade Schools**, recipient Schools Division Offices (SDOs) were issued Sub-Allotment Release Order (Sub-ARO) for FY 2018 Support Funds for Multigrade Schools with the following amount:

Division	No. of Targeted Classes	Total Amount per Division
Agusan del Norte	57	397,361.57
Agusan del Sur	95	662,269.29
Bayugan City	35	243,993.95
Bislig City	27	188,223.90
Butuan City	47	327,649.00
Dinagat Islands	40	278,850.23
Siargao	95	662,269.29
Surigao City	50	348,562.79
Surigao del Norte	75	522,844.18
Surigao del Sur	140	975,975.80
TOTAL	661	4,608,000.00

- DepEd Order No. 8, s. 2018 also stipulated the procedures on the **utilization, reporting, and liquidation** of the program support fund. Hence, all recipient SDOs are required to submit the accomplishment report on the utilization of funds to the Regional Office **on or before October 31, 2018** following the format found in **Enclosures 4c, 4d, and 5**.
- Immediate dissemination and compliance to this **Memorandum** is highly desired.


FRANCIS CESAR B. BRINGAS, CESO V
 OIC-Regional Director

Enclosures: D.O. No. 8, s. 2018

Reference: As stated

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

PROGRAMS

SUPPORT FUNDS

REPORTS



Republic of the Philippines
Department of Education

15 FEB 2018

DepEd ORDER
No. **08**, s. 2018

**GUIDELINES ON THE UTILIZATION OF THE 2018 FINANCIAL SUPPORT
FOR MULTIGRADE SCHOOLS**

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

1. One of the continuing initiatives of the Department of Education (DepEd) along its thrust of increasing access to quality elementary education is strengthening the implementation of the Multigrade Program in Philippine Education (MPPE). The MPPE addresses pressing concerns and issues on the provision of customized teaching and learning materials for multigrade classes and professional development of teachers.
2. To support the plans to effectively implement the multigrade program, DepEd issues the enclosed **Guidelines on the Utilization of the 2018 Financial Support for Multigrade Schools** which stipulate the procedures on fund release, utilization, reporting, and liquidation.
3. For more information, contact the **Bureau of Learning Delivery-Teaching and Learning Division (BLD-TLD)**, Department of Education (DepEd) Central Office, 4th Floor Bonifacio Building, DepEd Complex, Meralco Avenue, Pasig City at telephone nos. (02) 687-2948; (02) 638-4799 or through email address: bld.tld@deped.gov.ph.
4. Immediate dissemination of and compliance with this Order is directed.


LEONOR MAGTOLIS BRIONES
Secretary

Encl.: As stated

Reference: None

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

ALTERNATIVE LEARNING SYSTEM
FUNDS

POLICY
SCHOOLS

GUIDELINES ON THE UTILIZATION OF THE 2018 FINANCIAL SUPPORT FOR MULTIGRADE SCHOOLS

I. Rationale

1. The Education Act of 1982 declares that the educational system shall make maximum contribution to the attainment of national development goals; that among others the State promotes and maintains equality of access to education; that the State recognizes education as an instrument for the development of the cultural communities of the nation; that the educational system reach out to serve educationally deprived communities to enrich their participation in the community and national life, and to unify all Filipinos into a free and just nation. This was reiterated in the 1987 Constitution which guarantees the right to education of every Filipino. Such right to education is further emphasized in the Republic Act 9155 or the *Governance of Basic Education Act of 2001* in which, the education governance and decision-making are decentralized, thereby allowing education leaders and managers to deliver demand-driven services on the ground including multigrade schools.

2. Consistent with its mandate to improve access to quality elementary education particularly in the far-flung, isolated and poor communities, the DepEd through the Bureau of Elementary Education (BEE), then launched **the Multigrade Program in Philippine Education (MPPE)** in 1993. The Department's first initiative for MPPE was to improve the conditions of the MG education in the country through training programs, curriculum development and development of appropriate learning materials.

3. Anchored on the Basic Education Act of 2013, Republic Act (RA) No. 10533, the DepEd is strengthening the implementation of Multigrade Program in Philippine Education (MPPE) through clearly defined standards, mechanisms and processes in the organization of multigrade classes, adoption of multigrade teaching as well as content of the curriculum, mode of instruction, provision of education resources, administration of assessment, development of pupils and teachers, incentives and benefits of teachers, creation of appropriate learning environment, and monitoring and supervision of schools.

4. In view of the above, this Order aims to establish Guidelines on the Utilization of the 2018 Financial Support for Multigrade Schools which will be used in the reproduction of the Multigrade Teaching-Learn Package that contains Multigrade Daily Lesson Plans (MG-DLPs) and Integrated Multigrade Lesson Plans (IMG-LPs) and orientation-training of teachers, school heads/principals, and supervisors on the utilization of said materials.

II. Scope of the Policy

5. This DepEd Order provides Guidelines on the Utilization of the 2018 Financial Support for Multigrade Schools. It covers procedures on the release, utilization, liquidation of said funds, and reporting of accomplishments by specific activity.

III. Definition of Terms

6. For purposes of this Order, the following terms are defined as follows:

a. **Multigrade Daily Lesson Plans (MG-DLPs)** are the ready-made prototype detailed daily lesson plans that feature child-centered learning activities and performance-based assessment strategies. They are expected to promote effective and meaningful student learning experience in a multigrade environment. They are specifically designed for the different grade combinations in different learning areas.

b. **Integrated Multigrade Lesson Plans (IMG-LPs)** are another set of prototype lesson plans recommended for teaching a multigrade class, in which related learning competencies of different subjects are integrated using a common theme. They are written on a weekly basis. The themes were based on the government thrusts for basic education, such as climate change; peace education; health education; financial literacy; and culture and the arts.

IV. Policy Statement

7. The DepEd hereby establishes the Guidelines on the Utilization of the 2018 Financial Support for Multigrade Schools that cover procedures on its release, utilization, liquidation, and reporting of accomplishments by specific activity.

V. Procedures

a. Release and Utilization

8. A total of **eighty-three million twenty-six thousand pesos (P83,026,000.00)** is allocated under the General Appropriation Act (GAA) for fiscal year 2018. The Regional Office shall issue a Sub-Allotment Release Order (Sub-ARO) to recipient Schools Division Offices (SDOs) of which the breakdown of allotment is found in **Enclosure 2**.

9. The Sub-ARO shall be used for the following activities:

- a. Printing of MG-DLPs in Mother, Filipino, English, Science, Mathematics, and Araling Panlipunan;
- b. Printing of IMG-LPs; and
- c. Orientation-training workshop of teachers and school heads/principals/supervisors on the effective utilization of MG-DLPs and IMG-LPs.

10. The total estimated budget for (1) printing with descriptions and technical specification, (2) orientation-training workshop, and (3) the contingency funds are found in **Enclosure 3**.

11. In case, there is excess in the budget, such budget will be used for printing of additional copies for other multigrade schools in the division and orientation-training. However, if the funding is insufficient to print all materials to cover needed copies for the entire division, priority should be given to schools with pure

multigrade classes or the SDO may charge the outstanding reproduction cost to the MOOE of the division.

12. The BLD-TLD shall provide the digital copy of each set of the above-mentioned materials to every recipient SDO. Each SDO shall in turn reproduce and facilitate the distribution of printed materials to recipient multigrade schools. The delivery cost of the materials from the division to recipient school shall be charged against the school's MOOE.

b. Orientation-Training

13. Upon distribution of the materials to multigrade schools, an orientation-training workshop of multigrade teachers shall be conducted through the district-based LAC session. The SDO shall organize a team of trainers from each district to manage the orientation-training. The objectives of the workshop are to familiarize teachers with the contents and features of the materials provided and orient them on how to use such materials effectively in the multigrade classroom.

14. The SDO shall prepare the session guides for the orientation-training workshop and orient the training team from all districts. Clustering of teachers by district is encouraged to effectively manage the activity. The allotted amount for the activity should be maximized to include other topics essential to multigrade teaching such as lesson planning modelled after the MG-DLP and IMG-LP and formative assessment.

c. Reporting

15. Each SDO is accountable for the disbursement and liquidation of funds based on the eligible activities (Item No. 9) set forth in these guidelines subject to the usual accounting and auditing rules and regulations.

16. Each SDO must submit the accomplishment report on the utilization of funds to the RO on or before August 15, 2018, following the format found in **Enclosures 4a, 4b, 4c, & 4d**. The report shall be accompanied by the narrative report of which format is found in **Enclosure 5**.

17. The RO shall consolidate the accomplishment reports submitted by SDOs using the format found in **Enclosure 5**, and submit to the BLD-TLD, 4th Floor, Bonifacio Bldg., DepEd Complex, Meralco Avenue, Pasig City on or before August 31, 2018.

VI. Monitoring and Evaluation

18. To ensure proper implementation of activities and utilization of funds, monitoring and evaluation shall be conducted by the BLD-TLD Education Program Specialists in coordination with the Regional Offices. Support fund is allocated for the RO to be used in the monitoring and evaluation activities relative to the conduct of procurement, reproduction, orientation-training as well as delivery and utilization of the materials in the multigrade schools.

FY 2018 PHYSICAL ACCOMPLISHMENTS
for the Quarter Ending _____

Part 1

Division Name : _____
Division ID (EBEIS) : _____
UACS Code : _____
Funding Source : _____

School Name and Component	School ID (EBEIS)	UACS Code	Performance Indicator	Target					Physical Accomplishment				Variance	Remarks
				Month 1	Month 2	Month 3	Total	8-9-17	Month 1	Month 2	Month 3	Total		
Elementary Schools	1	2	3	4	5	6	7	8-9-17	9	10	11	12-9-10-11	13-8-12	14
School 1			No. of materials printed and distributed No. of teachers trained											
School n			No. of materials printed and distributed No. of teachers trained											
Reproduction of Materials Capacity Building			No. of materials printed and distributed No. of teachers trained											
Total Division			No. of materials printed and distributed No. of teachers trained											
Reproduction of Materials Capacity Building			No. of materials printed and distributed No. of teachers trained											

Prepared by: _____

Date: _____

Approved by: _____

Date: _____

Head of the Division _____

INSTRUCTIONS

- The Division Physical Accomplishment Report shall be prepared by the Division Office (DO) based on the physical accomplishment reports submitted by the schools. Accordingly, the DO 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. Physical Accomplishment Report: The DO 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 2: The DO shall reflect the School ID of the recipient school.
- C. Column 3: The DO shall reflect the UACS code of the schools.
- D. Column 4: The DO shall specify the performance indicators for every given component per school.
- E. Column 5, 6, & 7: The DO shall specify the corresponding monthly physical target of each performance indicator for every given component per school.
- F. Column 8: The DO shall specify the total physical target of each performance indicator for every given component per school and quarter.
- G. Columns 9, 10, & 11: The DO shall specify the corresponding physical accomplishments based on set targets of each performance indicator for every given component per school.
- H. Column 12: The DO shall specify the total accomplishment of each performance indicator for every given component per school and quarter.
- I. Column 13: The DO shall reflect the variance or the difference between columns 8 and 12.
- J. Column 14 shall reflect the remarks or reasons for not accomplishing the set targets for each component and other implementation issues encountered.

**FY 2018 FINANCIAL ACCOMPLISHMENTS
for the Quarter Ending _____**

Part 2

Division Name _____

Division ID (EBES) _____

UACS Code _____

Funding Source _____

School Name and Components	School ID (EBES)	UACS Code	Performance Indicator	Target					Financial Accomplishment				Variance	Remarks
				Month 1	Month 2	Month 3	Total		Month 1	Month 2	Month 3	Total		
				15	16	17	(15+16+17)		19	20	21	(22+19+20+21)		
Elementary Schools														
School 1			No. of materials printed and distributed											
			No. of teachers trained											
School n			No. of materials printed and distributed											
			No. of teachers trained											
Total Division			No. of materials printed and distributed											
			No. of teachers trained											
Reproduction of Materials Capability Building			No. of materials printed and distributed											
			No. of teachers trained											

Prepared by: _____

Date: _____

Approved by: _____

Date: _____

Head of the Division _____

INSTRUCTIONS

- The Division Financial Accomplishment Report shall be prepared by the Division Office (DO) based on the financial accomplishment reports submitted by the schools. Accordingly, the DO shall prepare a separate Accomplishment Report for every granted subsidy (i.e. A division with two funding sources will have two separate accomplishment reports.)
- Prior to completing the Financial Accomplishment Report, the DO shall indicate the Division Name, Division ID from the EBES, Unified Accounting Code Structure (UACS) Code and Funding Source of the respective division.
- A. Financial Accomplishment Report: The Division Office (DO) shall consolidate and reflect the school's actual quarterly utilization vis-a-vis the budget allocation.
- B. Column 2: The DO shall reflect the School ID of the recipient schools.
- C. Column 3: The DO shall reflect the UACS code of the schools.
- D. Column 4: The DO shall specify the performance indicators for every given component per school.
- E. Columns 15, 16 & 17: The DO shall specify the corresponding monthly allocation for each performance indicator of every given component per school.
- F. Column 18: The DO shall specify the total target allocation of each performance indicator for every given component per school and quarter.
- G. Columns 19, 20, & 21: The DO shall specify the corresponding amount utilized based on set targets of each performance indicator for every given component per school.
- H. Column 22: The DO shall specify the total amount utilized of each performance indicator for every given component per school and quarter.
- I. Column 23: The DO shall reflect the variance or the difference between columns 18 and 22.
- J. Column 24 shall reflect the remarks or reasons for not accomplishing the set targets for each component and other implementation issues encountered.

Enclosure 5 to DepEd Order No. **08**, s. 2018

**SUGGESTED OUTLINE FOR THE PREPARATION
OF THE NARRATIVE ACCOMPLISHMENTS REPORT ON THE
UTILIZATION OF FY 2018 SUPPORT FUNDS
FOR MULTIGRADE SCHOOLS**

The narrative report should cover the following elements:

I. Introduction

II. Goal and objectives

III. Highlights of the report

Example:

- ✓ Training activity successes (factors, causes)
- ✓ Training activity failures (reasons)

IV. Lessons learned

V. Suggestions and recommendations

VI. Appendices

- Information that supplements the report including list of trained teachers, training program, cost details, etc.