



Republic of the Philippines
Department of Education
CARAGA REGION

DEPARTMENT OF EDUCATION
RECORDS UNIT, REGIONAL OFFICE-CARAGA

RELEASED
MAY 7 2025

BY: NMB

TIME: 3:18 PM

REGIONAL MEMORANDUM

No. 0471 , s. 2025

MAY 7 2025

To: Schools Division Superintendents
All Others Concerned

GUIDELINES ON THE RELEASE, UTILIZATION, MONITORING, AND REPORTING
OF THE PROGRAM SUPPORT FUNDS FOR THE ALTERNATIVE
DELIVERY MODE (ADM)

1. In accordance with DepEd Memorandum DM-CT-2025-052, which outlines the Guidelines on the Release, Utilization, Monitoring, and Reporting of the Program Support Funds (PSF) for the Alternative Delivery Mode (ADM), this Office requires all Schools Division Offices (SDOs) to strictly follow the guidelines when utilizing the funds allocated under Fiscal Year 2025 General Appropriations Act (GAA-RA) 12116, as implemented by NBC No. 595 dated January 20, 2025.
2. See enclosures for more information and guidance.
3. For inquiries and other concerns, contact Mr. Leowenmar A. Corvera, Regional ADM Focal Person, through clmd_caraga@deped.gov.ph.
4. Immediate dissemination of this Memorandum is highly desired.

MARIA INES C. ASUNCION
Director IV
Regional Director

Encl.: As Stated

Reference: DepEd Memorandum (DM-CT-2025-052)
Regional Memorandum No. 0174. s. 2025

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

BUDGET

FUNDS

PROCEDURES

REPORTS

CLMD/lac
04/28/2025



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Effectivity	02.01.23	Page	1 of 1





Republic of the Philippines
Department of Education

OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING

MEMORANDUM
DM-CT-2025-052

**TO : REGIONAL DIRECTORS
ALL OTHERS CONCERNED**

FROM : GINA O. GONONG
Undersecretary for Curriculum and Teaching

**SUBJECT : GUIDELINES ON THE RELEASE, UTILIZATION,
MONITORING, AND REPORTING OF THE PROGRAM
SUPPORT FUNDS FOR THE ALTERNATIVE DELIVERY
MODE (ADM)**

DATE : February 17, 2025

In support of the Department of Education's (DepEd) commitment to ensuring equal access to basic education for all learners at risk, the Program Support Funds (PSF) totaling **Eighty-Six Million Nine Hundred Fifty-Nine Thousand Five Hundred Twenty Pesos (P86,959,520.00)** under the FY 2025 (R.A. No. 12116) Flexible Learning Options – Alternative Delivery Mode (FLO-ADM) program were directly released to DepEd Regional Offices (ROs) through Annex A-1 of the National Budget Circular (NBC) No. 595, s. 2025¹.

The PSF shall be used to fund programs, activities, and projects supporting the implementation of the ADM and shall be utilized in accordance with the Cash-Based Budgeting System and consistent with the General Provisions of the FY 2025 GAA.

Please see the attached annexes for the following information:

- a. **Annex A** – Guidelines on the Release, Utilization, and Reporting of the Program Support Funds for Alternative Delivery Mode
- b. **Annex B** – Regional Allocation of the Program Support Funds
- c. **Annex C** – Quarterly Report Template

Immediate dissemination and compliance with this Memorandum are desired.

¹ Guidelines on the Release of Funds for Fiscal Year 2025, dated, January 20, 2025

**IMPLEMENTING GUIDELINES ON THE RELEASE, UTILIZATION,
MONITORING, AND REPORTING OF THE PROGRAM SUPPORT FUNDS
FOR THE ALTERNATIVE DELIVERY MODE (ADM)**

I. SCOPE

These guidelines shall establish the rules for the release, utilization, monitoring, and reporting of the Program Support Funds (PSF) for the Alternative Delivery Mode (ADM) charged against the Flexible Learning Options Fund- Alternative Delivery Mode (FLO-ADM) to support the implementation of the ADM's program, activities and projects at the DepEd Regional Offices , Division levels and School levels beginning Fiscal Year (FY) 2025.

II. PROCEDURE

Allocation and Use of Program Support Funds

- 1) All Regions shall receive the Program Support Funds (PSF) to be charged against the Flexible Learning Options –Alternative Delivery Mode.
- 2) The PSF shall be released from the National Office Department of Budget and Management (DBM) to the Department of Education (DepEd) Regional Offices (ROs).

Attached as Annex B is the allocation per ROs for FY 2025.

The allocation list for the succeeding FYs shall be issued in a separate memorandum by the Office of the Undersecretary for Curriculum and Teaching.

Funds may be further downloaded to Schools Division Offices (SDOs) whenever applicable and cost-effective. The ROs shall determine the most equitable distribution among the SDOs using the set parameters to be issued every year.

The ROs shall submit the Regional ADM Work and Financial Plan to the Planning Service, Planning and Programming Division, Central Office for approval, and to the Office of the Undersecretary for Curriculum and Teaching.

The SDO shall submit the Division ADM Work and Financial Plan (WFP) for approval by the Region.

- 3) The PSF shall be used for the following:
 - a) Orientation of key stakeholders from the Schools Division Offices to ensure that the different learning modalities such as Modular Distance Learning (MDL), Online Distance Learning (ODL), Blended Learning (BL), and/or ADM DepEd recognized programs such as Open High School System (OHSS) (formerly known as Open High School Program (OHSP), Homeschooling Program (HSP) , Rural Farm Schools (RFS), Night High School (NHS), School-Initiated Intervention (SII), and the of ADM during

Education in Emergencies (ADM during EIE), are available in all public elementary and secondary schools throughout the year. These oriented SDO leaders shall be responsible for the orientation of all school heads in their respective divisions;

- b) Conduct the school level orientation for all teaching and non-teaching personnel on the implementation of the ADM, including the preparation of learning plan for learners at risk who shall be catered by ADM, learning plan for class suspension and in times of emergency ;
- c) Development of the Regional, Division and School ADM Implementation Plan as an intervention in reducing drop-out rate;
- d) Conduct of the advocacy activities such as but is not limited to the orientation for parents and the community on the availability of the different alternative learning modality and the different ADM programs; conduct of ADM school caravan, and distribution of flyers, brochures and posters;
- e) Payment of miscellaneous or incidental expenses during the conduct of the Regional/Division/School level ADM-related activities such but not limited to orientation, workshops, benchmarking, and conferences:
 - e.1. supplies and materials at standard cost;
 - e.2 meals for the participants, resource persons, and management team as prescribed in DepEd Order No. 2, s. 2018 entitled as Guidelines on the Allocation of Funds for Venue, Meals, Snacks, and Room Accommodation for Official Activities Organized and Conducted by the Department of Education.
- f) Support to all SDOs in ADM activities to reduce dropout rates and monitor their implementation, including School-Initiated Intervention;
- g) Travel expenses of the official participants to ADM-related activities conducted by the Bureau of Learning Delivery, Regional Office, or SDOs;
- h) Mapping and tracking of public elementary and secondary learners at risk of dropping out enrolled and completers in the different learning modalities such as MDL, ODL, BL, and ADM programs such as OHSS, HSP, RFS, NHS, ADM during Education-in-Emergency and SII;
- i) Forging of partnership to ensure that ADM modules/Self-Learning Modules (SLM) shall be available anytime, anywhere such as in the barangay/municipality/city library, kiosks and others to ensure that learners can access the digital SLM in cases of emergencies and suspension of classes;
- j) Printing of Independent Learning Readiness Test for Key Stage 2 and answer sheet for validation for selected regions;
- k) Forging school community partnership for the implementation of the ADM; and
- l) Benchmarking activities and other activities related to the

implementation of the ADM.

The funds herein shall be valid in accordance with the applicable General Provisions of the General Appropriations Act and Department of Budget and Management National Budget Circular for every Fiscal Year.

All eligible expenses shall be charged to the downloaded Flexible Learning Options Fund, Alternative Delivery Mode, subject to the existing budgeting, accounting, and auditing and procurement laws, rules and regulations.

VI. ROLES AND RESPONSIBILITIES AT EACH GOVERNANCE LEVEL

Central Office (CO) through the Bureau of Learning Delivery shall:

- a. Formulate policies relevant to the implementation of the ADM including the release, utilization, monitoring, and reporting of the program support funds;
- b. Provide technical assistance to regional offices with regards to the release, utilization, monitoring, and reporting of its program support funds and on the implementation of the ADM;
- c. Monitor and report at the national level on the release, and utilization of its program support funds and the implementation of the ADM.

Regional Office (RO) through the Curriculum and Learning Management Division and Budget Division shall:

- a. Implement policies relevant to the implementation of the ADM including guidelines on the release, utilization, monitoring, and reporting of its program support funds;
- b. Provide technical assistance to the Schools Division Offices with regard to the release, utilization, monitoring, and reporting of its program support funds and on the implementation of the ADM;
- c. Monitor and report at the regional level on the release, utilization, monitoring, and reporting of its program support funds.

Regional Directors shall be responsible for approving requests from the Region Office and Schools Division Offices on the utilization of any excess ADM Program Support Funds charged against the FLO-ADM Funds, provided that it shall be utilized for any ADM-related activity.

Schools Division Office (SDO) through the Curriculum Implementation Division and Budget Division shall:

- a. Implement policies relevant to the implementation of the ADM including guidelines on the release, utilization, monitoring, and reporting of its program support funds;
- b. Provide technical assistance to the ADM implementing schools with regards to the release, utilization, monitoring and reporting of its program support funds;

- c. Monitor and report at the division level the release, utilization, monitoring, and reporting of its program support funds.

VI. MONITORING AND EVALUATION

Through the Bureau of Learning Delivery, the Central Office shall conduct regular monitoring of the ADM program implementation, ADM policy review to capture issues and concerns on the implementation and management of the program, fund utilization of the Region through Program Implementation Review in coordination with the ADM regional focal person as part of its mandated functions and responsibilities.

ADM regional focal person shall submit to the Bureau of Learning Delivery-Office of the Director a consolidated quarterly report on the utilization of the PSF charged against the FLO-ADM funds duly signed by the Regional Budget Officer and Regional Director, every last Friday of each quarter through bld.od@deped.gov.ph and adm.bld@deped.gov.ph.

Please see the content and templates of the reports to be submitted as Annex C.

ADM division focal person shall submit to the Regional Office - Office of the Regional Director a consolidated quarterly report on the utilization of the PSF charged against the FLO-ADM funds, a status report on the ADM implementation, issues and concerns on the implementation of the ADM policies duly signed by the Schools Division Superintendent.

References

DepEd Order No. 2 s 2018 (*Guidelines on the Allocation of Funds for Venue, Meals, Snacks, and Room Accommodation for Official Activities Organized and Conducted by the Department of Education*)

DepEd Order No. 21 s. 2019 (*Policy Guidelines for K to 12 Basic Education Program*)



Republic of the Philippines
Department of Education
BUREAU OF LEARNING DELIVERY

**REGIONAL ALLOCATION FOR THE 2025 PROGRAM SUPPORT FUNDS
ALTERNATIVE DELIVERY MODE**

REGION	PHYSICAL TARGET	ALLOCATION
Region 1	• 100 school leaders oriented on the ADM One-Stop-Shop School implementation • Three (3) collaborative sessions on ADM implementation conducted • Two (2) ADM advocacy activities implemented • 100 schools implemented ADM One-Stop-Shop School (de • 200 learners at risk enrolled in the ADM • Four (4) regional participants attended CO-led activities • Three (3) ADM related activities to reduce dropout rate conducted • Eight (8) monitoring on ADM implementation conducted	3,697,332.50
Region 2		3,288,132.50
Region 3		9,927,332.50
CALABARZON		10,586,852.50
MIMAROPA		3,943,332.50
Region 5		6,100,852.50
CAR		2,478,652.50
NCR		5,015,292.50
Region 6		4,853,052.50
Region 7		9,272,532.50
Region 8		4,431,452.50
Region 9		4,782,852.50
Region 10		5,808,052.50
Region 11		4,520,732.50
Region 12		3,730,732.50
CARAGA		4,522,332.50
TOTAL		86,959,520.00

APPROVED:


GINA C. GONONG, JR.

Undersecretary for Curriculum and Teaching

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CamScanner

REGION _____
QUARTER _____

Catch-Up Plan

Output Indicators (with Backlog)	Physical Target (Backlog)	Reasons for Delay	Action Plan	Person-in-Charge	Target date of Completion

PREPARED

NOTED

APPROVED

Regional ADM Focal Person

CLMD Chief

Regional Director

DEPARTMENT OF EDUCATION - OFFICE OF THE SECRETARY																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																						
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