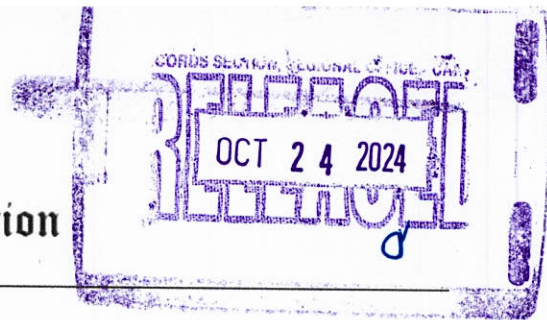




Republic of the Philippines
Department of Education
CARAGA REGION



REGIONAL MEMORANDUM

No. **1142**, s. 2024

OCT 24 2024

To: Schools Division Superintendents
All Others Concerned

SUBMISSION OF QUARTER 4 FUND UTILIZATION REPORT OF FLEXIBLE
LEARNING OPTION (FLO)- ALTERNATIVE DELIVERY MODE (ADM)
PROGRAM SUPPORT FUNDS (PSF) FOR F.Y. 2024

1. Pursuant to paragraph 5 of DepEd Memorandum DM-CT-2024-030, this Office, through the ADM focal person of the Curriculum and Learning Management Division (CLMD), shall submit the Quarterly Fund Utilization Report of the Flexible Learning Options- Alternative Delivery Mode Program Support Funds to the DepEd-Central Office via **bld.od@deped.gov.ph** and **adm@bld.deped.gov.ph**.
2. In view of this, all Schools Division offices, through their designated ADM Focal Persons, are required to submit their respective Fund Utilization Reports from the downloaded FLO-ADM PSF for F.Y. 2024 not later than **December 6, 2024**, via this MS link: **<https://tinyurl.com/Q4ADMFundUtilizationreport2024>**.
3. For activities conducted such as seminars, trainings, and workshops, whether division-initiated or RO-delegated, as long as it is facilitated and organized under the management and supervision of the division office and the concerned ADM focal person, a separate **Activity Documentation Report** needs to be submitted for these activities.
4. Attached are templates required for the submission and compilation of the said report. These templates are also available in the MS link provided in paragraph 2 of this Memorandum.
5. For queries, contact Leowenmar A. Corvera, EPS-CLMD at **clmd_caraga@deped.gov.ph**
6. For immediate dissemination and compliance.

MARIA INES C. ASUNCION
Director III
Officer-in-Charge
Office of the Regional Director

Encl.: As stated

Reference: DM-CT-2024-030

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

FUNDS
MONITORING AND EVALUATION
PROGRAM

CLMD/lac
10/23/2024





Republic of the Philippines
Department of Education
CARAGA REGION

Enclosure 1 to Regional Memorandum 1147 s. 2024

Activity Documentation Report

Contents

- Part 1 Background Information**
- A. Rationale of the Program/Activity
 - B. Objectives of the Activity
 - C. Expected Outcome and Results
 - D. Summary Profile of Participants
- Part II Highlights of the Activity**
- A. Preliminary Activities
 - B. Key Learning (per module/session)
 - C. Issues and Recommendations
 - D. Synthesis
 - E. Closing Activities
- Part III Annexes**
- A. Activity Evaluation Result
 - B. Photo Documentation
 - C. Attendance Sheet
 - D. Activity Proposal



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(Guide)

Background Information

A. Rationale of the Program/Activity

(1 or more paragraphs containing the brief description, background and basis or reason behind the conduct of the activity, including legal bases and Institutional Framework, if any).

B. Objectives of the Activity

(Enumerate what the activity aims to do, what the participants will be acquiring, and the output to be delivered. Learning objectives must be using SMART approach: specific, measurable, attainable, relevant, and time-bound)

C. Expected Outcome and Results

(Define the expected end-result or impact of the activity (i.e. what should be achieved, what changes must be observed after the activity)

D. Summary Profile of Participants

(Provide description of the participants such as Offices of origin, positions or category of positions (administrative, technical, middle managers, management/executives), sex disaggregation, total no. of pax, batches, etc.)

Highlights of the Activity

A. Preliminary Activities

(Provide brief narration of preliminary activities prior session proper)

B. Key Learning and Output (per module/session)

(Provide description and synthesized proceedings of each session/module with specific facilitators and key output)

C. Issues and Recommendations

(In a tabular form, list down all issues captured and the recommendations including the responsible person/office)

Issue / Concern	Recommendations / Agreements	Responsible Person / Office

D. Synthesis and Closing

(Provide brief narration of closing activities and synthesis of all sessions)

Annexes

A. Activity Evaluation Result

Refer to the below grading scale for the qualitative rating value:

3.50-4.00	=	Excellent
2.50-3.45	=	Very Good
1.50-2.45	=	Fair
0-1.49	=	Needs Improvement

Indicator	Mean Result
1. Meeting the learning objectives and participant expectations.	
2. Relevance of the activity/program to your job.	
3. Presentation Materials	
4. Methodologies	
5. Opportunities to Participate	
6. Time Management	
7. Facilitators/Moderator Performance	
8. Resource Person/Speaker Performance	
AVERAGE	
Qualitative Rating	

B. Photo Documentation

(select photos of the highlights of the activity, including outputs)

C. List of Participants

(Attendance form must be attached)

DIVISION OFFICE: _____
QUARTER: _____

ADM Over-All Assessment

PAP Output	Physical		Financial		Timeliness	Remarks
	Accomplishment vs Annual Target	Q__ Accomplishment vs Q__ Target	Obligation Rate	Disbursement Rate		



PREPARED

NOTED

APPROVED

Division ADM Focal Person

CID Chief

Budget Officer

Schools Division Superintendent

DIVISION OFFICE: _____
QUARTER: _____

EXPLANATION FOR UNDER/OVER ACHIEVEMENT

Reason for Under/Over Achievement

Reason for Low Financial Obligation

Reason for Low Financial Disbursement

PREPARED

NOTED

APPROVED

Division ADM Focal Person

CID Chief

Schools Division Superintendent

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Email: caraga@depd.gov.ph
Website: caraga.dep.gov.ph



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DIVISION OFFICE: _____
QUARTER: _____

ISSUES AND CONCERNS

Expected Output	Reasons for Delay		Issues that need management decisions and recommendations	Action taken or to be taken
	Operational Issue	Policy Issue		

PREPARED

Division ADM Focal Person

NOTED

CID Chief

APPROVED

Schools Division Superintendent



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QUARTER:

Highlights and Good Practices

[illegible]

APPROVED

Schools Division Superintendent

DIVISION OFFICE: _____
QUARTER: _____

Catch-Up Plan

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

PREPARED

Division ADM Focal Person

NOTED

CID Chief

APPROVED

Schools Division Superintendent



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