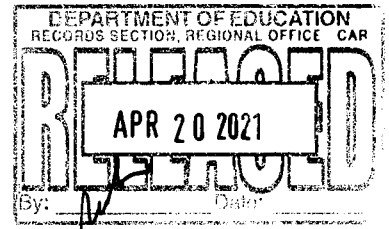


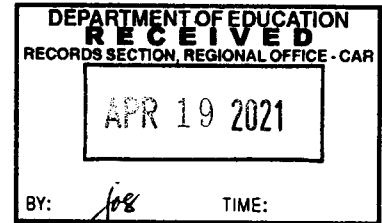


Republic of the Philippines
Department of Education
Office of the Undersecretary for Finance




MEMORANDUM
OUF-2021-0250

TO : All DepEd Regional Offices
All DepEd Schools Division Offices
All Finance Service Units



FROM : 
ANNALYN M. SEVILLA
Undersecretary


RAMON FIEL G. ABCEDE
Assistant Secretary

SUBJECT : SUPPLEMENTAL GUIDELINES ON THE IMPLEMENTATION OF
BAYANIHAN 2 FOR BASIC EDUCATION (BBE) PROGRAM

DATE : April 14, 2021

This refers to the *Implementing Guidelines on the Provision of Subsidies and Allowances to Basic Education Students under Section 4(n) of Republic Act (RA) No. 11494, Otherwise known as Bayanihan to Recover As One Act*, we are issuing these supplemental guidelines to ensure timely processing of applications and release of payments for subsidies and allowances on or before June 30, 2021 for qualified private and public basic education learners.

Please refer to the following annexes for your guidance and reference:

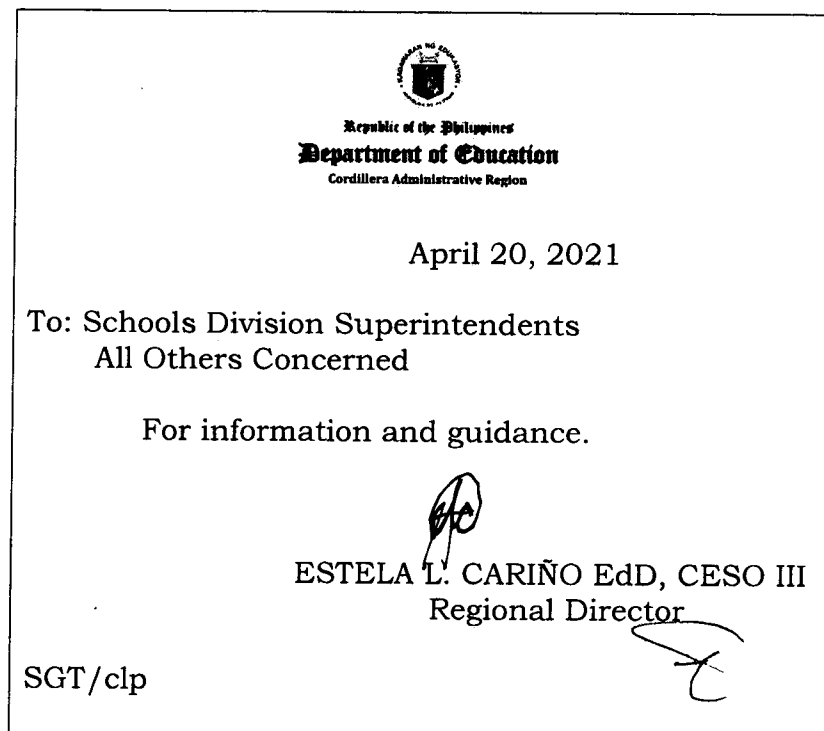
- Annex A – Program Implementation for *Private Basic Education Learners*
 - Offices involved and respective responsibilities.
 - Program Process Flow
- Annex B – Program Implementation for *Public Basic Education Learners*
 - Offices involved and respective responsibilities.
 - Program Process Flow
- Annex C - General Program Implementation Timelines
- Annex D - Program Implementation Timelines of the P250 million Subsidies and Allowances for *Private Basic Education Learners*
- Annex E- Program Implementation Timelines of the P50 million Allowances for *Public Basic Education Learners*

In addition, this Office will be conducting information dissemination, in coordination with PEAC and the BBE Program Team, to all units involved to ensure alignment of processes and address clarifications.

For any questions and further details, please contact our Government Assistance and Subsidies - Program Management Office (GAS-PMO) at fs.pmo@deped.gov.ph or this Office at usec.financebpm@deped.gov.ph or via the numbers listed below.

For your adherence and strict compliance.

Thank you very much.



cc : **TONISITO M.C. UMALI, Esq.**
Undersecretary, Legislative Affairs, External Partnerships, and Project Management Service

JESUS L. R. MATEO
Undersecretary, Planning, Human Resources and Organizational Development

ATTY. NEPOMUCENO A. MALALUAN
Undersecretary, Chief of Staff

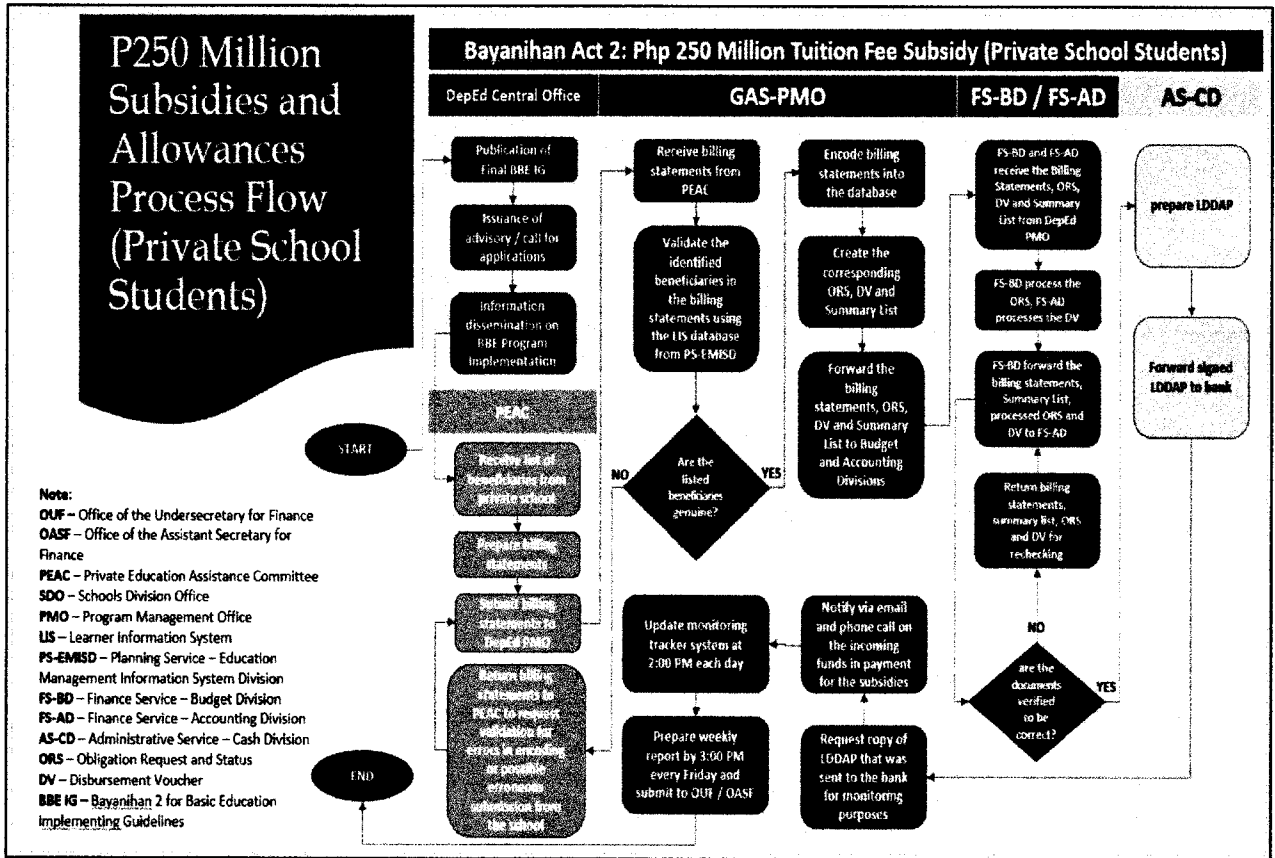
ATTY. JOSEPHINE G. MARIBOJOC
Undersecretary, Legal Affairs

Annex A - Program Implementation for *PRIVATE BASIC EDUCATION LEARNERS* (P250 million BBE Program Fund)

a. Offices involved and respective responsibilities.

Office	Designated Tasks/Responsibilities
BBE Program Owner	<ul style="list-style-type: none"> • Publication of the DepEd Order for the Implementation of the BBE Program • Issuance of Advisory calling for Application • Information dissemination on BBE Program Implementation
Private Education Assistance Committee (PEAC)	<ul style="list-style-type: none"> • Receive list of beneficiaries from private schools. • Prepare billing statements. • Submit billing statements to GAS- PMO. • Validate returned billing statements due to and resubmit to DepEd PMO once errors are resolved
Government Assistance and Subsidies - Program Management Office (GAS-PMO)	<ul style="list-style-type: none"> • Receive billing statements from PEAC. • Validate the identified beneficiaries in the billing statements using the LIS database from PS-EMISD. • Encode billing statements into the database. • Create the corresponding ORS, DV and Summary List • Forward the billing statements, ORS, DV and Summary List to Budget and Accounting Divisions • Notify BBE participating schools? via email and phone call on the incoming funds in payment for the subsidies. • Update monitoring tracker system at 2:00 PM each day • Prepare weekly report by 3:00 PM every Friday and submit to OUF / OASF
Finance Service - Budget Division (FS-BD) & Accounting Division (FS-AD)	<ul style="list-style-type: none"> • FS-BD and FS-AD receive the Billing Statements, ORS, DV and Summary List from DepEd PMO • FS-BD process the ORS, FS-AD processes the DV. • FS-BD forward the billing statements, Summary List, processed ORS and DV to FS-AD
Administrative Service - Cash Division	<ul style="list-style-type: none"> • Process the payment/disbursement. • Forward the payment to bank. • Share disbursement report to GAS-PMO

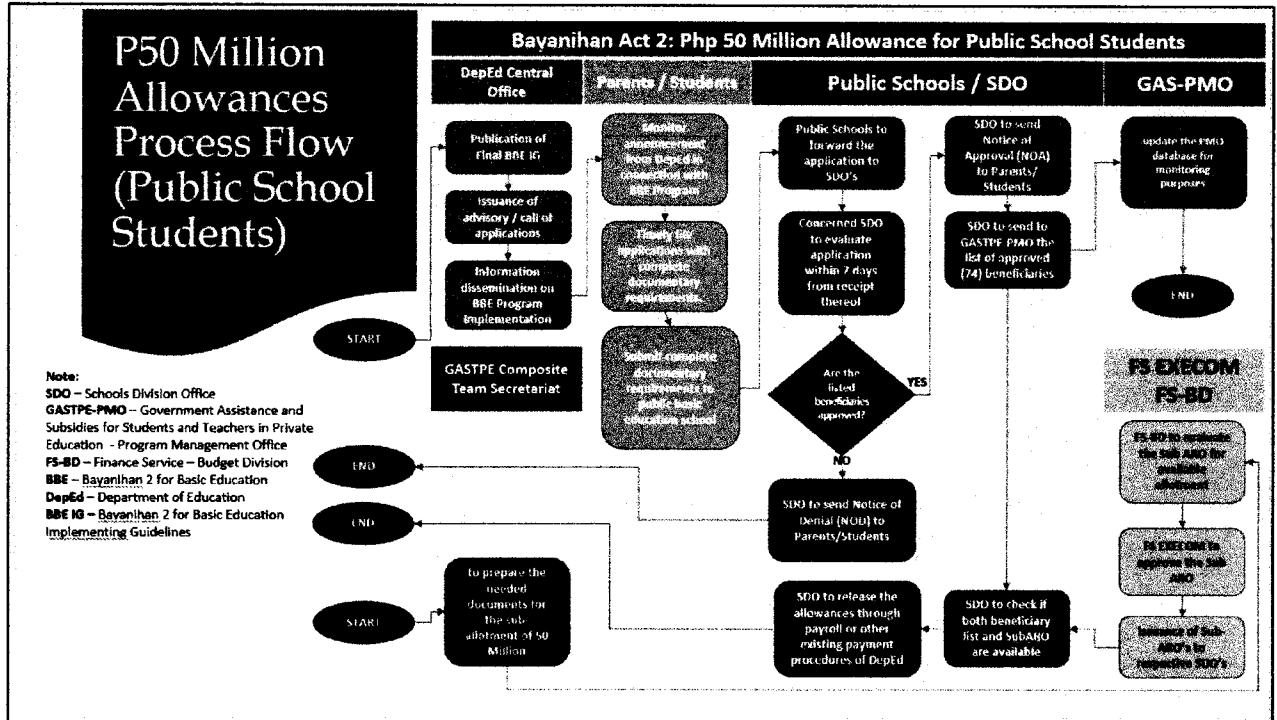
b. Program Process Flow



Annex B – Program Implementation for PUBLIC BASIC EDUCATION LEARNERS (P50 million BBE Program Fund)

Office	Designated Tasks/Responsibilities
BBE Program Owner	<ul style="list-style-type: none"> • Publication of the DepEd Order for the Implementation of the BBE Program • Issuance of Advisory calling for Application • Information dissemination on BBE Program Implementation • Prepare the needed documents for the sub-allotment of P50 Million
DepEd Finance Service (FS)	<ul style="list-style-type: none"> • FS-Budget Division to issue the sub-allotment release orders for available allotment upon approval of FS ExeCom Leads
Parents/Guardians/Students	<ul style="list-style-type: none"> • Monitor announcement from DepEd in connection with BBE Program. • File and submit the application with complete documentary requirements
DepEd Public Schools	<ul style="list-style-type: none"> • Accept application from parents, guardians, and/or students. • Public Schools to forward the application to SDOs
DepEd Schools Division Offices (SDO)	<ul style="list-style-type: none"> • Evaluation of application within seven (7) days from receipt thereof • Send Notice of Denial (NOD) to Parents/Students and/or completion of deficiencies. • Send Notice of Approval (NOA) to Parents/ Students • Send to GAS-PMO the list of approved (74) beneficiaries. • Ensure final funding allocation (through the sub-allotment release order issued to SDO) to approved application. • Request the Notice of Cash Availability (NCA) to Department of Budget and Management (DBM) Regional Office • Release the allowances through payroll or other existing payment procedures of the DepEd-SDO. • Submit final disbursement report to GAS-PMO
Government Assistance and Subsidies - Program Management Office (GAS-PMO)	<ul style="list-style-type: none"> • Update the PMO database for monitoring purposes

b. Program Process Flow



Annex C - General Program Implementation Timelines

Activities	Responsible Offices	Schedule
Issuance of an advisory/memorandum announcing a call for application	DepEd	Within three (3) working days upon publication of the IG in DepEd website
Conduct information dissemination campaign	<ul style="list-style-type: none"> • DepEd-Program Owner • DepEd Finance Service • PEAC 	Within 14 calendar days upon the publication of this IG
<p><u>Subsidies</u></p> <p>Filing of application by students/parents/guardians with the BBE Participating School where they were enrolled in SY 2019-2020 through PEAC NS Online, in the case of students not enrolled in any public or private basic education school in SY 2020-2021</p> <p>Filing of application by students/parents/guardians with the BBE Participating School where they were enrolled in SY 2019-2020, in the case of students who transferred to a public basic education school in SY 2020-2021</p> <p>Filing of application by students/parents/guardians with the BBE Participating School where they were enrolled in SY 2019-2020 and there is an unpaid tuition/outstanding balance, in the case of students who enrolled in another BBE Participating School in SY 2020-2021</p>	<p>Private and public basic education school DepEd-SDO Parent/Guardian</p>	21 calendar days from the last date of DepEd/PEAC's info dissemination campaign

Activities	Responsible Offices	Schedule
<p>Filing of application by students/parents/guardians with the BBE participating school where they are currently enrolled and there is an unpaid tuition/outstanding balance <u>Allowances</u>.</p> <p>Filing of application by students/parents/guardians with the BBE Participating Schools or with the public school where they are currently enrolled</p>		
<p>Assess and evaluate completeness of the application documents; identification and recommendation of qualified grantees</p>	<p>DepEd-PMO, concerned SDO, and PEAC NS</p>	<p>Within 14 working days from last day of application</p>
<p>Approval of BBE applicants:</p> <p>For subsidies and allowances of private basic education students</p> <p>For allowances of public basic education students</p>	<p>OUPHROD and DepEd-PMO</p> <p>Concerned SDO</p>	<p>Within 5 working days</p> <p>Within 7 working days</p>
<p>Announcement of Bayanihan 2 grantees</p>	<p>DepEd/PEAC</p>	<p>Within one (1) day upon release of subsidies and allowances</p>
<p>Processing/submission of billing statement</p>	<p>BBE Participating Schools</p>	<p>Within 14 calendar days from the announcement Bayanihan 2 grantees</p>
<p>Processing/submission of billing statement packages along with the List of BBE Participating Schools to DepEd-PMO</p>	<p>PEAC NS</p>	<p>Within 15-21 calendar days</p>

Activities	Responsible Offices	Schedule
Processing and evaluation of billing statement packages submitted by PEAC NS	DepEd-PMO and Finance Service-Budget, Accounting and Cash Divisions	Within five (5) working days upon receipt of the billing statement packages
Release of grant to BBE Participating Schools		14 calendar days
Application of subsidy to students' unpaid tuition for SY 2019-2020 and/or current tuition fee for SY 2020-2021	PEAC and BBE Participating Schools	Within three (3) working days upon receipt of the grant
Release of allowances to private basic education students	BBE Participating Schools	Within five (5) working days upon(?)
BBE Participating Schools report to PEAC on actual application(?) of tuition subsidies and release(?) allowances	BBE Participating Schools	Within five (5) working days upon(?)
PEAC submits accountability reports to DepEd through DepEd-PMO	PEAC NS	Within five (5) working days upon(?)
Prepare and submit accountability reports to ExeCom and ManCom	DepEd-PMO, OUPHROD and OULAPP	Within seven (7) calendar days upon release of grants to qualified public basic education students and BBE participating schools

**payments must be released on or before June 30, 2021.*

Annex D - Program Implementation Timeline - PRIVATE BASIC EDUCATION LEARNERS (P250 Million Subsidies)

Date	Activity
April 19-23	Conduct of Orientation (private & public)
April 26-30	Priority 1 to submit applications to schools
May 3 - 7	<ul style="list-style-type: none"> • Priority 1 (approve and announce qualified applicants) • Priority 1 to submit applications to schools(?)
May 17 - 21	<ul style="list-style-type: none"> • Priority 2 (approve and announce qualified applicants) • Priority 2 to submit applications to schools. • Private students applying for allowance to submit applications to their schools
May 24-28	Process billing statements and payments (Priority 1)
May 31-June 4	<ul style="list-style-type: none"> • Priority 3 and allowance (approve and announce qualified applicants) • Process billing statements and payments (Priority 2)
June 7 - 18	Process billing statements and payments (Priority 3 and allowance)

**payments must be released on or before June 30, 2021.*

Annex E. Program Implementation Timeline - PUBLIC BASIC EDUCATION LEARNERS (P50 Million Subsidies)

Date	Activity
April 19-23	<ul style="list-style-type: none"> • Conduct of Orientation (private & public) • Issuance of the supplemental memo for the SDOs • Program Team to prepare the necessary docs for the downloading of P50 Million
April 26-30	Follow up with Budget Division the status of the downloading of funds
May 3 - 7	PMO to receive the list of public-school applicants from SDOs
May 17 - 21	PMO to resend to SDOs the list of qualified public-school learners (for consistency)
May 17 - 21	PMO to resend to SDOs the list of qualified public-school learners
May 24 onwards	Process the payments to qualified public school learners

**payments must be released on or before June 30, 2021.*