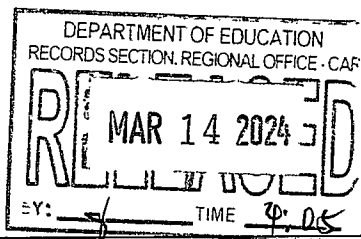




Republic of the Philippines  
**Department of Education**  
 CORDILLERA ADMINISTRATIVE REGION



14 March 2024

**REGIONAL MEMORANDUM**

No. 161.2024

**DOWNLOADING OF BUILDING PARTNERSHIP AND LINKAGES PROGRAM  
 SUPPORT FUNDS (PSF-BPLP) AND UTILIZATION GUIDELINES  
 FOR FISCAL YEAR 2024**

To: Assistant Regional Director  
 Schools Division Superintendents  
 School Health Personnel  
 All Others Concerned

1. This office will be downloading to the Schools Division Offices the Program Support Fund (PSF) for the implementation of the Adopt a School Program and Local Stakeholders Convergence with the following breakdown:

Division	Adopt A School Program	Local Stakeholders Convergence	TOTAL
Abra	90,000.00	100,000.00	190,000.00
Apayao	90,000.00	100,000.00	190,000.00
Baguio City	90,000.00	100,000.00	190,000.00
Benguet	90,000.00	100,000.00	190,000.00
Ifugao	90,000.00	100,000.00	190,000.00
Kalinga	90,000.00	100,000.00	190,000.00
Mountain Province	90,000.00	100,000.00	190,000.00
Tabuk City	90,000.00	100,000.00	190,000.00
<b>TOTAL:</b>	<b>720,000.00</b>	<b>800,000.00</b>	<b>1,520,000.00</b>

2. The guidelines on the utilization, monitoring and reporting of the Program Support Fund are attached to this memorandum for your guidance and reference (OUOPS No. 2024-13-01712).

3. Each division shall submit the following reports:

- a. Signed Work and Financial Plan for ASP (**Annex A**) to the Regional Office via email [car.essd@deped.gov.ph](mailto:car.essd@deped.gov.ph) and to the External Partnerships Service (EPS) via email [external.partnership@deped.gov.ph](mailto:external.partnership@deped.gov.ph) **within fifteen (15) working days** upon receipt of this memorandum.
- b. Signed Physical and Financial Accomplishment Report/Utilization Report for ASP (**Annex B**) and LSC (**Annex B**) **on or before October 14, 2024** for monitoring of the status of PSF Utilization and the Utilization Report (**same template Annex A & B**) **on or before December 9, 2024**. Status and Accomplishment Reports for the two components (ASP and LSC) should be separated using the same template.




Address: DepEd-CAR Complex, Wangal, La Trinidad, Benguet, 2601  
 Telephone No: (074) 422 – 1318  
 Email Address: [car@deped.gov.ph](mailto:car@deped.gov.ph)

DepEd Tayo Cordillera <https://depedcar.ph>

- c. Signed PSF-BPLP Activity Report on the activities conducted and charged to PSF-BPLP. The report shall include the activity objectives, program flow, agreements, and other essential information about the activities on ASP and LSC program implementation. The deadline for submission is on or before **December 9, 2024**.
4. SDOs are reminded to adhere strictly to the format of the reports outlined in the Annexes.
5. For concerns and clarifications, please contact Georgina C. Ducayso, Chief of ESSD via email [car.essd@deped.gov.ph](mailto:car.essd@deped.gov.ph) or Mayclaire A. Jimenez, Project Development Officer IV through email address [mayclaire.jimenez@deped.gov.ph](mailto:mayclaire.jimenez@deped.gov.ph) or mobile number 09178592657.
6. Immediate dissemination of this Memorandum is directed.

  
**ESTELA P. LEON-CARIÑO EdD, CESO III**

g, Director IV / Regional Director 

Enclosures: As Stated

*ESSD/GCD/maj Downloading of PSF-BPLP and Utilization Guidelines  
March 14, 2024*

Annex A

**PROGRAM SUPPORT FUNDS FOR PARTNERSHIP BUILDING AND LINKAGES  
WORK AND FINANCIAL PLAN (ASP and LSC)  
FY-2024**

Region: \_\_\_\_\_

Division: \_\_\_\_\_

<b>PROGRAMS/ACTIVITIES</b>	<b>PHYSICAL TARGET (No. of local stakeholders)</b>	<b>FINANCIAL REQUIREMENT</b>	<b>TIME FRAME</b>	<b>SOURCE OF FUND (ASP/LSC)</b>	<b>REMARKS</b>

Prepared by:

\_\_\_\_\_  
**Partnership Focal Person**

Noted by:

\_\_\_\_\_  
SGOD Chief

Approved by:

\_\_\_\_\_  
Schools Division Superintendent

**Annex B**

**PROGRAM SUPPORT FUNDS FOR PARTNERSHIP BUILDING AND LINKAGES  
PHYSICAL AND FINANCIAL ACCOMPLISHMENT  
FY 2024 PSF-BPLP-ADOPT-A-SCHOOL PROGRAM**

Region: \_\_\_\_\_

Division: \_\_\_\_\_

Amount of Support Fund Received: \_\_\_\_\_

Check No.: \_\_\_\_\_

Date: \_\_\_\_\_

Amount Utilized: \_\_\_\_\_

Amount Liquidated: \_\_\_\_\_

PROGRAMS/ACTIVITIES	PHYSICAL ACCOMPLISHMENT (Target VS Actual)		FINANCIAL ACCOMPLISHMENT (Target VS Actual)		TIME FRAME	REMARK(S)
	TARGET (No. of local stakeholder)	ACTUAL (No. of ENGAGED local stakeholder)	TARGET (ALLOCATION)	ACTUAL (BUDGET UTILIZATION)		

Prepared by:

**Partnership Focal Person**

Noted by:

\_\_\_\_\_  
SGOD Chief

Approved by:

\_\_\_\_\_  
Schools Division Superintendent

Annex C

**PROGRAM SUPPORT FUNDS FOR PARTNERSHIP BUILDING AND LINKAGES  
PHYSICAL AND FINANCIAL ACCOMPLISHMENT  
FY 2024 PSF-BPLP-LOCAL STAKEHOLDERS CONVERGENCE**

Region: \_\_\_\_\_

Division: \_\_\_\_\_

Amount of Support Fund Received: \_\_\_\_\_

Check No.: \_\_\_\_\_

Date: \_\_\_\_\_

Amount Utilized: \_\_\_\_\_

Amount Liquidated: \_\_\_\_\_

PROGRAMS/ACTIVITIES	PHYSICAL ACCOMPLISHMENT (Target VS Actual)		FINANCIAL ACCOMPLISHMENT (Target VS Actual)		TIME FRAME	REMARK(S)
	TARGET (No. of local stakeholder)	ACTUAL (No. of ENGAGED local stakeholder)	TARGET (ALLOCATION)	ACTUAL (BUDGET UTILIZATION)		

Prepared by:

**Partnership Focal Person**

Noted by:

\_\_\_\_\_  
SGOD Chief

Approved by:

\_\_\_\_\_  
Schools Division Superintendent




Republic of the Philippines  
**Department of Education**  
OPERATIONS

OUOPS No. 2024-13-0772

**MEMORANDUM**

TO : **REGIONAL DIRECTORS  
SCHOOLS DIVISION/CITY SUPERINTENDENTS  
ALL OTHERS CONCERNED**

ATTENTION : **EDUCATION SUPPORT SERVICE DIVISION (ESSD) CHIEFS  
REGIONAL PARTNERSHIP FOCAL PERSONS**  
  
**SCHOOL GOVERNANCE AND OPERATIONS DIVISION  
(SGOD) CHIEFS  
DIVISION PARTNERSHIP FOCAL PERSONS**

FROM :   
**ATTY. REVSEE A. ESCOBEDO**  
Undersecretary for Operations

SUBJECT : **Guidelines on the Release, Utilization, Monitoring and  
Reporting of Program Support Funds for Building  
Partnership and Linkages Program (PSF-BPLP) for Fiscal  
Year 2024**

DATE : March 4, 2024

While the Department of Education (DepEd) consistently receives the largest percentage of the National Budget each year, government spending on education remains below the recommended national investment. As a result, securing funding sources to deliver its services and achieve its objectives remains a challenge for DepEd.

The External Partnerships Service (EPS) of DepEd, tasked with promoting collaborations with external partners, shall allocate Program Support Funds (PSF) to its counterpart Regions and Schools Division Offices as Implementing Units (IUs) for partnership initiatives. This strategic approach aims to support the implementation of various activities for education collaboration which is essential for maximizing resources, strengthening advocacy, and promoting long-term sustainability.

The allocation of PSF for diversified partnership initiatives demonstrates a positive impact for education sector as evidenced in the partnership data gathered through the DepEd Partnerships Database System (DPDS). These partnership-building activities are aligned towards achieving the priority program outlined in the MATATAG Agenda.



Ground Floor, Rtzal Building, DepEd Complex, Meralco Avenue Pasig City 1600  
Email: [oure@deped.gov.ph](mailto:oure@deped.gov.ph); Website: [www.deped.gov.ph](http://www.deped.gov.ph)  
Tel. No.: (02) 8633-5313; (02) 8631-8492

The key activities funded by the PSF shall include:

1. Adopt-a-School Program (ASP); and
2. Local Stakeholders Convergence (LSC).

For Fiscal Year 2024, the IUs shall adhere to the outlined procedures on the release, utilization, monitoring and reporting of Program Support Funds for Building Partnership and Linkages Program (PSF-BPLP):

#### **A. BUILDING PARTNERSHIP AND LINKAGES PROGRAMS**

The External Partnerships Service (EPS) allocated Program Support Funds (PSF) to the Regional Offices (ROs) through the Education Support Services Division (ESSD) which include the PSF for Schools Division Offices (SDOs) through the School Governance and Operations Division (SGOD). The PSF shall be charged against the 2024 Building Partnership and Linkages Program (BPLP) Current Funds in support for the conduct of the following partnership programs:

##### **1. Adopt-a-School Program (ASP)**

Adopt-a-School Program serve as a valuable mechanism for mobilizing resources and promoting community engagement between schools and external stakeholders. ASP Support Funds shall be utilized to conduct ASP activities, advocacy for *Brigada Eskwela* Program, resource mobilization activities, and partnership appreciation and recognition.

Below are the proposed activities covered by ASP funds:

- a. Orientation sessions for school heads on ASP and strategies for building partnerships;
- b. Implementation, monitoring, evaluation, and validation activities for *Brigada Eskwela*;
- c. Recognition and appreciation programs for Education Partners and ASP Adopting Entities at the school, division, and regional levels; and
- d. Planning and partnership building activities at the school, division, and regional levels.

##### **2. Local Stakeholders Convergence (LSC)**

Local Stakeholders Convergence (LSC) is a collaborative initiative that brings together various stakeholders within a local community to work towards common goals to address specific issues. LSC Support Funds shall be utilized to conduct convergence activities among partners to enhance community development, promote inclusivity, and empower local stakeholders to contribute to positive change in their respective areas. LSC funds can also cover the expenses for the conduct of forums for Parent-Teacher Associations (PTAs) and Local Government Units (LGUs).

LSC activities shall include the following components:

- a. Review and Discussion of Basic Education Updates and Directions:
  - Presentation of updates and directions in basic education.
  - Reporting on education achievements.
  - Evaluation of agency partnerships and their impact on access, quality, and governance.
  - Deliberation on current issues and challenges in basic education.

- b. Recognition of stakeholder contributions towards improving access, quality, and governance of basic education services:
  - Recognition of stakeholder contributions.
  - Reaffirmation of commitment to improving access, quality, and governance of basic education services.
- c. Development of Action Plans to Address Current Education Challenges:
  - Formulation of action plans to bridge gaps in the current education landscape.
  - Identification of strategies to enhance access, quality, and governance in basic education services.

Attached as **Annex A** is the proposed Activity Design for organizing and conducting a Local Stakeholders Convergence, to be executed at the Regional and Division Levels.

EPS emphasizes the importance of Implementing Units (IUs) to follow the framework for utilizing Program Support Funds (PSF) for Program and Project Activities (PPAs) that directly impact learning outcomes aligned with the MATATAG Agenda.

**B. DIRECT RELEASE OF THE PSF-BPLP**

1. The PSF-BPLP was directly released to the Regional Offices (ROs) and already reflected in each respective Program Management Information System (PMIS). The Budget Officer of the ROs shall facilitate the allocation of PSF to their Schools Division Offices (SDOs) which is based on the number of SDOs within each respective RO. Please refer to the attached **Annex B** for the list of implementing regions and divisions along with their corresponding allocations:

<b>Programs/Projects</b>	<b>Regional Office Education Support Services Division (ESSD)</b>	<b>Schools Division Office School Governance and Operations Division (SGOD)</b>
1. Adopt-a-School Program (ASP)	P 100,000.00	P 90,000.00
2. Local Stakeholders Convergence (LSC)	P 100,000.00	P 100,000.00
<b>Total</b>	<b>P 200,000.00</b>	<b>P 190,000.00</b>

2. The Region/Division Partnership Focal Person in coordination with the Budget Officer shall prepare the Activity Request (AR)/Authority to Conduct (ATC) for ASP and LSC activities charged against PSF-BPLP. The AR/ATC shall be based on the Work and Financial Plan (WFP) submitted to the EPS
3. EPS will collaborate with the DepEd CO-Planning Service and Finance Service to organize an orientation session on the PMIS procedure, as well as the appropriate utilization and reporting of PSF-BPLP.
4. The Department of Budget and Management (DBM) issued National Budget Circular No. 592, titled "Guidelines on the Release of Funds for FY 2024," dated January 2, 2024 particularly on Section 70 of the General Provisions (GP) of R.A. No. 11975, provide that **all appropriations authorized under the FY 2024 GAA shall be available for release and obligation** for the purpose specified, and under the same general and special provisions applicable thereto, **until December 31, 2025.**



### **C. UTILIZATION OF THE PSF-BPLP**

The following are the **allowable expenses** and shall be subject to the Department's standard budgeting, accounting, auditing and procurement rules and regulations:

#### **1. Communication Expenses**

Consistent with DepEd Order No. 017, s. 2019 titled Guidelines on the Provision and Use of Official Mobile Phones, Postpaid Lines and Prepaid Loads, specifically Article VI-Source of Funds, as amended by DepEd Order No. 002, s. 2023 (Amendment to DepEd Order No. 017, s. 2019), the Partnership Focal Persons are authorized to **reimburse communication expenses** related to partnership engagements and activities. Reimbursement of such expenses shall require submission of relevant billing statements and/or official receipts and must not exceed the allowable amount specified in the said DepEd Order. Further, monitoring and evaluation shall be observed as follows:

- a. All Regional and Schools Division Offices and accountable officials and personnel thereof shall comply with existing financial reporting guidelines on the use of funds for this purpose.
- b. The Regional Finance Division and Finance Unit SDOs shall monitor compliance and evaluate implementation of this guidelines.

#### **2. Other Expenses**

Below are the additional expenses covered by the PSF-BPLP:

- 2.1 Advocacy and Promotional Materials
- 2.2 Meal Expenses
- 2.3 Transportation Costs
- 2.4 Delivery Charges for Donations
- 2.5 Notarial Fees
- 2.6 Training Costs
- 2.7 Other Miscellaneous Expenses

Please note the following items of expenditure that are **not permitted** under the PSF-BPLP:

- a. Personal Services including salaries, overtime pay and honoraria;
- b. Utilities expenses (such as water, electricity, internet connectivity) funded from regular Maintenance and Other Operating Expenses (MOOE);
- c. Capital Outlay such as the purchase of equipment and gadgets;
- d. Hiring and payment of salaries of additional staff; and
- e. International travel expenses for conferences, workshops, seminars, benchmarking, sports events, competitions, study visits/tours, scholarships, fora, meetings, among others.

### **D. SUBMISSION OF REPORTS FOR PSF-BPLP**

1. EPS will monitor and evaluate the utilization of downloaded PSF-BPLP through reports submitted by Implementing Units (IUs) from both Regional Offices (ROs) and Schools Division Offices (SDOs). These reports will serve to confirm that the funds were utilized for its intended purpose. Consequently, all IUs are mandated to submit the following reports:

1.1 Work and Financial Plan (WFP)

The signed Work and Financial Plan (WFP) for the PSF-BPLP must be submitted by the Education Support Services Division (ESSD) of the Regional Offices (ROs) and the School Governance and Operations Division (SGOD) of the Schools Division Offices (SDOs) to the External Partnerships Service (EPS) via email ([external.partnerships@deped.gov.ph](mailto:external.partnerships@deped.gov.ph)) within **fifteen (15) working days** upon receipt of this Memorandum.

1.2 Physical and Financial Accomplishment Report/Utilization Report

The signed Physical and Financial Accomplishment or the Utilization Report for the PSF-BPLP, reflecting the activities undertaken shall be submitted by the IUs from ROs and SDOs to the EPS via email ([external.partnerships@deped.gov.ph](mailto:external.partnerships@deped.gov.ph)) on the following dates:

- 1.2.1 on or before October 17, 2024 – Status of PSF Utilization
- 1.2.2 on or before December 12, 2024 – PSF Utilization Report

2. PSF-BPLP Activity Report

The activities conducted and charged to PSF-BPLP must be thoroughly detailed in the Activity Report. This report is required to be submitted by the IUs from the ROs and SDOs to the EPS via email as part of the PSF Utilization Report. The deadline for submission is **on or before December 13, 2024**. The report shall include the activity objectives, program flow, agreements and other essential information about the activities on ASP and LSC program implementation.

- 3. IUs are reminded to adhere strictly to the format of the reports outlined in the attached **Annex C** for the Work and Financial Plan (WFP) and **Annex D** for the Physical and Financial Accomplishment Report.
- 4. Report the utilization of funds **per Program Support Fund component (ASP and LSC) and not as a lump sum amount**. In situations where a specific activity utilizes both ASP and LSC funds, ensure that the corresponding expenditure is reflected in each of the funds used. It's essential to note that ASP and LSC funds originate from separate fund sources within the EPS.
- 5. The submission of the indicated documents and result of the EPS evaluation on the utilization of funds are prerequisites for the downloading of the PSF for the next fiscal year.

For any concern and additional information, your staff may contact:

Office of the Secretary - External Partnerships Service

Attention : **Rolly V. Soriano**  
Project Development Officer IV  
External Partnerships Service  
Email Add : [external.partnerships@deped.gov.ph](mailto:external.partnerships@deped.gov.ph)  
Tel. No. : 8638-8639

For immediate dissemination and strict compliance.

**Annex A to OUOPS No. 2024-13-61712**

**Activity Design for Local Stakeholders Convergence (Sample)**

<b>Program Objectives</b>	<ol style="list-style-type: none"> <li>1. Engage in discussions with internal and external stakeholders to address partnership activities and educational investment opportunities in line with the MATATAG Agenda.               <ol style="list-style-type: none"> <li>1.1 Provide a comprehensive report on the achievements in education.</li> <li>1.2 Conduct orientation sessions for stakeholders on priority programs and projects, including the current issues and challenges in education.</li> </ol> </li> <li>2. Acknowledge the contributions of stakeholders, and promote and reinforce commitment to enhance the delivery of basic education services focusing on access, quality, and governance.</li> <li>3. Develop a plan of action for priority programs and identified educational investment to address the gaps aligned with MATATAG Agenda</li> </ol>
<b>Duration</b>	The duration of the activity will be determined based on the need and scale of the event, which may range from one (1) day to longer periods as required.
<b>Proposed Target Participants</b>	<ol style="list-style-type: none"> <li>1. Local government officials</li> <li>2. Community leaders</li> <li>3. Representatives from civil society organizations</li> <li>4. PTA, SGC</li> <li>5. National Government Agencies (NGAs)</li> <li>6. Business owners and entrepreneurs</li> <li>7. Educators and school administrators</li> <li>8. Healthcare professionals</li> <li>9. Religious and cultural leaders</li> <li>10. Youth and student organizations</li> </ol>
<b>Target Date</b>	As appropriate
<b>Activity Outline</b>	<ol style="list-style-type: none"> <li>1. Opening session           <ul style="list-style-type: none"> <li>- Introduction and Welcome</li> <li>- Overview of the purpose and objectives of the Local Stakeholders Convergence (LSC)</li> </ul> </li> <li>2. Keynote Address           <ul style="list-style-type: none"> <li>- Keynote speech by a prominent local leader or expert on the importance of collaboration and community engagement for sustainable development</li> </ul> </li> <li>3. Presentation on the Status of Education:           <ul style="list-style-type: none"> <li>- Overview of the current state of education, including achievements and challenges</li> <li>- Presentation of key statistics and data related to educational outcomes</li> <li>- Discussion on the progress made towards educational goals and</li> </ul> </li> </ol>

	<p>objectives</p> <ul style="list-style-type: none"> <li>- Recognition of outstanding achievements and contributions in education</li> </ul> <p>The proposed presenter shall be the Regional Director (RD), Schools Division Superintendent (SDS), School Head, or other qualified personnel from the education sector</p> <ol style="list-style-type: none"> <li>4. Panel Discussion: "Challenges and Opportunities for Local Development" <ul style="list-style-type: none"> <li>- Panel discussion featuring representatives from various sectors, discussing key challenges and opportunities for local development</li> <li>- Q&amp;A session allowing participants to engage with the panelists and share their insights</li> </ul> </li> <li>5. Action Planning: Developing Actionable Strategies <ul style="list-style-type: none"> <li>- Develop actionable strategies and action plans for addressing the identified priorities and goals.</li> <li>- Present action plan, highlighting key strategies, timelines, responsible parties, and expected outcomes.</li> </ul> </li> <li>6. Closing Remarks and Commitments <ul style="list-style-type: none"> <li>- Closing remarks emphasizing the importance of continued collaboration and commitment to implementing the action plans developed during the convergence.</li> <li>- Participants are invited to share their personal commitments to contributing to the community's development efforts.</li> </ul> </li> </ol>
<p><b>Strategies for Presentation</b></p>	<p>Alignment of Programs and Projects with MATATAG Agenda:</p> <ol style="list-style-type: none"> <li>1. Talk Shows/Panel Discussions: <ul style="list-style-type: none"> <li>- Engage in talk shows or panel discussions to discuss how programs and projects align with the MATATAG Agenda.</li> <li>- Explore various aspects of the agenda and its implementation within different contexts.</li> <li>- Provide opportunities for stakeholders to share insights, experiences, and best practices.</li> </ul> </li> <li>2. Video Presentations of Successful and Challenging Stories: <ul style="list-style-type: none"> <li>- Showcase video presentations highlighting successful initiatives that align with the MATATAG Agenda.</li> <li>- Feature stories of challenges faced and overcome in implementing projects related to the agenda.</li> <li>- Illustrate the impact of aligned programs and projects on communities and stakeholders.</li> </ul> </li> <li>3. Testimonies and Sharing of Innovations: <ul style="list-style-type: none"> <li>- Invite individuals and organizations to share testimonies of their experiences with MATATAG Agenda-aligned initiatives.</li> <li>- Provide a platform for stakeholders to share innovative approaches and solutions developed to address challenges.</li> <li>- Encourage collaboration and learning through the exchange of ideas and best practices.</li> </ul> </li> </ol>