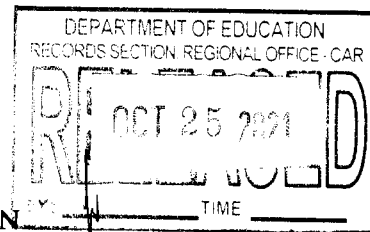




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
WANGAL, LA TRINIDAD, BENGUET



October 25, 2021

REGIONAL MEMORANDUM

No. 508.2021

**DOWNLOADING OF FUNDS FOR MULTIGRADE SCHOOLS FOR
CALENDAR YEAR 2021**

TO: OIC-Assistant Regional Director
Schools Division Superintendents
All Schools Division Offices
All Others Concerned

1. Please be informed that a total amount of One Million, fifty-four thousand, nine hundred pesos (PhP 1,054,500.00) under General Appropriations Act (GAA) for Multigrade Education Program for Calendar Year 2021 has been downloaded to your divisions for the following purposes:

- a. Printing of Learning Activity Sheets in English, Science, and Mathematics for third and fourth quarters, CY 2021; and
- b. Virtual orientation-training workshop of teachers on the effective utilization of Learning Activity Sheets.

2. SDOs shall ensure proper utilization of the funds for the purposes and considerations provided under DepED Order No. 036, s. 2021 titled **Guidelines on the Release, Utilization, Monitoring, and Reporting of Program Support Funds for Multigrade Schools for Calendar Year 2021** dated September 8, 2021.

3. The softcopies of the Learning Activity Sheets developed by the Teaching and Learning Division (BLD-TLD) in collaboration with the United States (US) Peace Corps to be reproduced will be sent through the CID chiefs.

4. Attached are the following Enclosures for your guidance:

Enclosure 1: Fund Allotment per SDO

Enclosure 2: DepED Order No. 36, s. 2021

5. Utilization and liquidation of the downloaded funds shall adhere to existing budgeting, procurement, accounting auditing rules and procedures.

CLMD/RCA



Address: Wangal, La Trinidad, Benguet, 2601
Telephone No.: (074) 422-1318 | Fax: (074) 422-4074
Website: www.depedcar.ph | Email: car@deped.gov.ph



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6. For inquiries and clarifications, please contact OIC-CLMD Rosita Agnasi at rosita.agnasi@deped.gov.ph or Supervising Administrative Officer Cristina Paquit at cristy.paquit@deped.gov.ph.

7. Immediate dissemination of and strict compliance with this Memorandum is desired.


ESTELA L. CARIÑO EdD, CESO III
Director IV/ Regional Director 



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Enclosure to RM 508.2021

Enclosure 1: Fund Allotment per Division

Division	No. of Schools LMS	Allotment for Quarter 3	Allotment for Quarter 4	Total
Abra	80	86,080	82,640	168,720
Apayao	60	64,560	61,980	126,540
Benguet	100	107,600	103,300	210,900
Ifugao	80	86,080	82,640	168,720
Kalinga	80	86,080	82,640	168,720
Mountain Province	80	86,080	82,640	168,720
Tabuk City	20	21,520	20,660	42,180
TOTAL	500	565,450	516,500	1,054,500



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Enclosure to RM _____

Enclosure 2



Republic of the Philippines
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08 SEP 2021

DepEd ORDER
 No. **036** - s. 2021

**GUIDELINES ON THE RELEASE, UTILIZATION, MONITORING, AND REPORTING
 OF PROGRAM SUPPORT FUNDS FOR MULTIGRADE SCHOOLS
 FOR CALENDAR YEAR 2021**

To: Undersecretaries
 Assistant Secretaries
 Minister, Basic, Higher, and Technical Education, BARMM
 Bureau and Service Directors
 Regional Directors
 Schools Division Superintendents
 Public Elementary School Heads
 All Others Concerned

- 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) to address pressing concerns and issues on the provision of teaching and learning materials for learners in Multigrade (MG) schools and ensure that all MG learners receive quality learning at par with their counterparts in the monograde schools.
- In support of the implementation of the DepEd Basic Education Learning Continuity Plan (BE-LCPI) in Multigrade schools, the enclosed **Guidelines on the Release, Utilization, Monitoring, and Reporting of Program Support Funds for Multigrade Schools for Calendar Year 2021** stipulate procedures on funds release, utilization, reporting, and liquidation, specifically on the reproduction of supplementary Learning Activity Sheets in English, Science, and Mathematics for the 3rd and 4th quarters to be used by MG learners.
- For inquiries, all concerned schools/divisions may contact the **Multigrade Team of the Teaching and Learning Division-Bureau of Learning Delivery, Department of Education Central Office** through email multigraded@deped.gov.ph or at telephone numbers (02) 8687-2948 and (02) 8638-4799.
- Immediate dissemination of and strict compliance with this Order is directed.


LEONOR MAGTOLIS BRIONES
 Secretary





Republic of the Philippines
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Enclosure 1 to DepEd Order No 036, s. 2021

GUIDELINES ON THE RELEASE, UTILIZATION, MONITORING, AND REPORTING OF PROGRAM SUPPORT FUNDS FOR MULTIGRADE SCHOOLS FOR CALENDAR YEAR 2021

I. Rationale

1. The Basic Education Learning Continuity Plan (BE-LCP), developed by the Department of Education (DepEd) to ensure safe learning continuity amidst the challenges of the COVID-19 pandemic, called for innovation and resourcefulness in delivering quality, relevant, accessible, and liberating basic education. Adapting to varied pedagogical approaches and modalities of teaching and learning, as well as using a variety of learning resources, have been encouraged to support students' learning and well-being while they are unable to go to school.

2. In consonance with the above, the Multigrade Education Program Team of the Bureau of Learning Delivery, Teaching and Learning Division (BLD-TLD), in collaboration with the United States (US) Peace Corps, developed Learning Activity Sheets (LAS) for English, Science, and Mathematics to support learners in mastering knowledge and skills acquired from studying various lessons through the Self-Learning Modules (SLMs). These supplementary learning materials will be given to multigrade learners in all grade levels who were affected by the closure of schools because of the COVID-19 pandemic. As most of these learners are in far-flung areas that do not have access to the internet, digital learning resources, and adequate printed supplementary learning resources while learning at home, they have missed out on opportunities to master essential knowledge and skills in the absence of a similar instructional package.

3. In this light, this policy establishes guidelines on the utilization of the 2021 financial support for Multigrade Schools, which will be used in the reproduction of the Learning Activity Sheets in English, Science, and Mathematics for the 3rd and 4th quarters, and for the orientation-training of teachers on the use of the materials.

II. Scope of the Policy

4. This DepEd Order provides the Central Office (CO), Regional Offices (ROs), and Schools Division Offices (SDOs) guidance on the release, utilization, monitoring, and reporting of program support funds for Multigrade Schools for Calendar Year (CY) 2021. These guidelines shall cover the reproduction of Learning Activity Sheets (LAS) in English, Science, and Mathematics that have been developed by BLD-TLD in collaboration with the US Peace Corps.

III. Definition of Terms

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

- a. **Multigrade School** refers to a school that comprises a cluster of classrooms in which some classes are Multigrade because of low enrollment and some are monograde.
- b. **Pure Multigrade School** refers to a school with pure Multigrade classes which consist of two (2) and/or more grades per class.



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Enclosure 2b

SUMMARY OF SCIENCE LAS BY GRADE LEVEL FOR THE THIRD QUARTER

Learning Area: Science

Grade Level	No. of LAS	No of Pages	Printing Cost Per Page (A4)	Total Cost (In ph)
3	5	24	1.00	24.00
4	4	19	1.00	19.00
5	4	18	1.00	18.00
6	5	22	1.00	22.00
Prelims		5	5.00	25.00
Front Cover		1	10.00	10.00
Back Cover		1	10.00	10.00
Standard Spring			25.00	25.00
Steel Wire (1 inch) - black color				
Total	18	90		153.00

Specs for Copy paper:

Multi purpose/All Purpose copy paper

Any Brand

Size: A4 (210mm x 297mm)

Substance: 70gsm, 75gsm, 80gsm

Brightness: 104-110% above

Color: White



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- c. **Learning Activity Sheets (LAS)** are supplementary learning resources that learners can engage in, such as individualized learning exercises that further develop the desired knowledge and skills they are acquiring from different lessons. The contents of these learning activities will enable them to explore learning possibilities and broaden their learning experiences, so learners can gain expertise in the prerequisite knowledge and skills set by the K to 12 Basic Education Curriculum.
- d. **Orientation-Training of Teachers** is an orientation activity for Multigrade teachers on the effective utilization of the LAS by the learners at home or in school, in support of enriching their foundational knowledge and skills in different learning areas.
- e. **Expenditure Matrix** refers to the prepared expenditure matrix for the program support funds allocated for each operating unit using the Program Management Information System (PMIS) generated template.

IV. Policy Statement

6. The DepEd hereby establishes these **Guidelines on the Release, Utilization, Monitoring, and Reporting of Program Support Funds for Multigrade Schools for Calendar Year 2021**, providing guidance on the reproduction of printed copies of supplementary learning activity sheets for use of Multigrade learners.

V. Procedures

A. Release and Utilization of Funds

7. A total of **seventeen million seventy-nine thousand one hundred sixty-five pesos (P17,079,165.00)** is allocated under the General Appropriations Act (GAA) for Multigrade Education Program for Calendar Year 2021. The total allocation for every region shall be downloaded to the Regional Office. The breakdown of allotments based on the number of targeted Multigrade classes for every division is found in **Enclosures 4 and 5**. To ensure that every division with considerable number of Multigrade classes is provided with printed copies of the LAS, a number of recipient classes is determined based on the estimated number of Multigrade classes in the division. Multigrade classes in the Last Mile Schools shall be given priority to receive the said materials, to sustain substantial gains in access to basic education and in achieving quality learning outcomes for learners in the remote and underserved communities.

8. To facilitate the release of funds, the DepEd Central Office through the Budget Division of Finance Service shall issue Sub Allotment Release Order (Sub-AROs) to the Regional Offices. The BLD TLD shall facilitate sending of advance copies of signed Sub-AROs via email to the Regional Offices.

9. Upon receipt of Sub-AROs, each Regional Office shall in turn download the Sub-AROs to recipient divisions.

10. Upon receipt of Sub-AROs from the Regional Office, the Division Office shall request from the DBM-Regional Office for the issuance of Notice of Cash Advance (NCAs) to cover the cash requirement of the Sub-AROs.



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11. The Division Office shall prepare an Expenditure Matrix which shall be uploaded in their respective Program Management Information System (PMIS);

12. The Sub-ARO shall serve as an authority for the ROs and SDOs to incur obligation not exceeding a given amount during a specified period for the purpose of undertaking the following activities:

- a. Printing of Learning Activity Sheets in English, Science, and Mathematics for third and fourth quarters, CY 2021;
- b. Virtual Orientation-training workshop of teachers on the effective utilization of the Learning Activity Sheets; and
- c. Monitoring and evaluation activities of RO relative to the conduct of procurement, reproduction, orientation-training, and delivery of the Learning Activity Sheets in the Multigrade Schools in every division.

13. The total estimated budget for printing of Learning Activity Sheets per learning area from Grade 1 to Grade 6 with descriptions and technical specification are found in **Enclosures 2a, 2b, & 2c and 3a, 3b, & 3c.**

14. In case of excess in the budget, such budget will be used for the printing of additional copies for other Multigrade Schools in the division and the orientation-training of teachers. However, if the funding is insufficient to print all materials to cover the needed copies for the entire division, priority should be given to schools with pure multigrade classes. Should the SDO fail to cover all Multigrade Schools in the division, the remaining cost for the reproduction can be charged to the MOOE of the division.

15. The BLD-TLD shall provide the digital copies of the LAS to every recipient division upon approval of this policy issuance. Said learning resources underwent content review by the Learning Resource Evaluators (LREs) based on the Quality Assurance Standards of the Department, in coordination with the Bureau of Learning Resources (BLR). Refer to **Enclosure 8** for a copy of the Specialty Clearance for use of LAS in public schools issued by the Bureau of Learning Resources, dated April 14, 2021. Each SDO through the Learning Resource Management Section (LRMS) of CID shall in turn facilitate the procurement of the reproduction of Learning Activity Sheets and the distribution of printed copies to recipient Multigrade Schools. The delivery cost of Learning Activity Sheets from the division office to recipient school shall be charged against the division or school's MOOE.

B. Orientation-Training of Teachers

16. Upon distribution of the materials to Multigrade Schools, a virtual orientation-training for multigrade teachers shall be conducted by the CID. The CID shall organize a team of trainers from the SDO and districts to manage the orientation training. The objective of the workshop is to familiarize teachers with the contents and features of the Learning Activity Sheets provided, and orient them on how to use the said materials effectively by the multigrade learners.

17. To ensure the effective orientation-training of teachers, the CID shall prepare the session guides for the training activity and orient the identified training team on the use of said session guides. Clustering of teachers by district is encouraged to effectively manage the training activity.



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C. Reporting

18. The Multigrade Program Team of CLMD and CID are accountable for the disbursement and liquidation of funds based on the eligible activities as mentioned in paragraph 12 of this DepEd Order. In compliance with the deadlines set under these guidelines, both implementing units are strongly encouraged to exercise due diligence in ensuring the funds will be fully obligated, utilized, and liquidated, consistent with existing budgeting, accounting, and auditing rules and regulations as well as procurement guidelines.

19. The CID must submit the accomplishment report on the utilization of funds to the RO through the CLMD on or before October 29, 2021, following the format found in **Enclosures 6a, 6b, 6c, & 6d**. The report shall be accompanied by the narrative report, following the format in **Enclosure 7**.

20. The CLMD shall consolidate the accomplishment reports submitted by the CIDs using the format found in **Enclosure 7**, and submit to BLD-TLD, 4th Floor, Bonifacio Bldg., DepEd Complex, Meralco Avenue, Pasig City through this email address: multigrade@deped.gov.ph on or before November 15, 2021.

VI. Monitoring and Evaluation

21. To ensure compliance of the guidelines and on-time implementation of activities, monitoring and evaluation shall be conducted by the BLD-TLD Education Program Specialists in collaboration with the Regional Offices. Using the allocated fund for the RO, the CLMD staff in coordination with the CID shall monitor and evaluate the procurement, reproduction, orientation-training, and delivery of the Learning Activity Sheets in the Multigrade Schools. The amount allocated is found in **Enclosure 4**.

22. The CLMD monitoring team is expected to monitor the work performance of all implementing offices and to determine the constraints/barriers, issues, and concerns on the implementation of activities so that corrective actions will be immediately provided.

VII. References

23. This Order is formulated on the basis of the provisions stipulated in the following issuances:

- a. DepEd Order No. 18, s. 2020, "*Policy Guidelines for the Provision of Learning Resources in the Implementation of the Basic Education Learning Continuity Plan*"
- b. DepEd Order No. 21, s. 2019, "*Policy Guidelines on the K to 12 basic Education Program*"
- c. DepEd Order No. 08, s. 2018, "*Guidelines on the Utilization of the 2018 Financial Support for Multigrade Schools*"
- d. DepEd Order No. 36, s. 2017, "*Amendment to DepEd Order No. 21, s. 2017 (Guidelines the Utilization of the 2017 Financial Support for Multigrade Schools)*"
- e. DepEd Order No. 21, s. 2017, "*Guidelines on the Utilization of the Financial Support for Multigrade Schools*"



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- f. DepEd Order No. 64, s. 2016, "Guidelines on the Utilization of the 2015 and 2016 Financial Support for Multigrade Schools"
- g. DepEd Order No. 30, s. 2014, "Fiscal Year (FY) 2014 Guidelines on the Utilization of the Financial Support for Multigrade Schools"
- h. DepEd Order No. 52, s. 2012, "Guidelines on the Utilization of the Financial Support for Multigrade Schools"
- i. DepEd Order No. 81, s. 2009, "Strengthening the Implementation of Multigrade Program in Philippine Education"

VIII. List of Enclosures

24. The following Enclosures are included in this policy.
- a. Technical specifications and estimated costs of printing per set of Learning Activity Sheets (**Enclosures 2a, 2b, & 2c and 3a, 3b, & 3c**)
 - b. Regional breakdown of allotment (**Enclosures 4 & 5**)
 - c. Physical accomplishment report (**Enclosures 6a, 6b, 6c, and 6d**)
 - d. Narrative accomplishment report (**Enclosure 7**)
 - e. Specialty Clearance (**Enclosure 8**)

IX. Effectivity

25. This DepEd Order shall take effect immediately upon its issuance and publication in the DepEd website at www.deped.gov.ph.

26. Certified copies of this DepEd Order shall be registered with the Office of the National Administrative Registrar (ONAR).



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Enclosure 2a

SUMMARY OF ENGLISH LAS BY GRADE LEVEL FOR THE THIRD QUARTER

Learning Area: English

Grade Level	No. of LAS	No. of Pages	Printing Cost Per Page (A4)	Total Cost (in ph)
1	6	34	1.00	34.00
2	7	39	1.00	39.00
3	8	47	1.00	47.00
4	4	27	1.00	27.00
5	3	12	1.00	12.00
6	7	33	1.00	33.00
Prelims		5	5.00	25.00
Front Cover		1	10.00	10.00
Back Cover		1	10.00	10.00
Standard Spring Steel-Wire (1 inch) - black color			25.00	25.00
Total	35	199		262.00

Specs for Copy paper:

Multi purpose/All Purpose copy paper

Any Brand

Size: A4 (210mm x 297mm)

Substance: 70gsm/75gsm/80gsm

Brightness: 104-106% above

Color: White



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Enclosure 2c

SUMMARY OF MATHEMATICS LAS FOR THE THIRD QUARTER

Learning Area: Mathematics

Grade Level	No. of LAS	No. of Pages	Printing Cost Per Page (A4)	Total Cost (in ph)
1	7	44	1.00	44.00
2	19	54	1.00	54.00
3	9	38	1.00	38.00
4	12	41	1.00	41.00
5	9	38	1.00	38.00
6	12	76	1.00	76.00
Prelims		5	5.00	25.00
Front Cover		1	10.00	10.00
Back Cover		1	10.00	10.00
Standard Spring			25.00	25.00
Steel Wire (1 inch) - black color				
Total	59	298		361.00

Specs for Copy paper:

Multi purpose/All Purpose copy paper

Any Brand

Size: A4 (210mm x 297mm)

Substance: 70gsm 75gsm 80gsm

Brightness: 104-106% and above

Color: White



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Enclosure 3a

SUMMARY OF EDITED LAS FOR FOURTH QUARTER

Learning Area: English

Grade Level	No. of LAS	No. of Pages	Printing Cost Per Page (A4)	Total Cost (in ph)
1	3	15	1.00	15.00
2	6	32	1.00	32.00
3	4	21	1.00	21.00
4	2	9	1.00	9.00
5	3	16	1.00	16.00
6	9	43	1.00	43.00
Prelims		5	5.00	25.00
Front Cover		1	10.00	10.00
Back Cover		1	10.00	10.00
Standard Spring			25.00	25.00
Steel Wire (1 inch) - black color				
Total	27	143		206.00

Specs for Copy paper:

Multi purpose/All Purpose copy paper

Any Brand

Size: A4 (210mm x 297mm)

Substance: 70gsm/75gsm/80gsm

Brightness: 104-106% above

Color: White



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Enclosure 3c

SUMMARY OF EDITED LAS FOR FOURTH QUARTER

Learning Area: Mathematics

Grade Level	No. of LAS	No. of Pages	Printing Cost Per Page (A4)	Total Cost (in ph)
1	7	42	1.00	42.00
2	6	42	1.00	42.00
3	16	76	1.00	76.00
4	6	40	1.00	40.00
5	4	31	1.00	31.00
6	11	59	1.00	59.00
Prelims		5	5.00	25.00
Front Cover		1	10.00	10.00
Back Cover		1	10.00	10.00
Standard Spring			25.00	25.00
Steel Wire (1 inch) - black color				
Total	50	297		360.00

Specs for Copy paper:

Multi purpose/All Purpose copy paper

Any Brand

Size: A4 (210mm x 297mm)

Substance: 70gsm 75gsm 80gsm

Brightness: 104-106% above

Color: White



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Enclosure 3b

SUMMARY OF EDITED LAS FOR FOURTH QUARTER

Learning Area: Science

Grade Level	No. of LAS	No. of Pages	Printing Cost Per Page (P)	Total Cost (in ph)
3	9	45	1.00	45.00
4	4	21	1.00	21.00
5	3	15	1.00	15.00
6	3	16	1.00	16.00
Prelims		5	5.00	25.00
Front Cover		1	10.00	10.00
Back Cover		1	10.00	10.00
Standard Spring			25.00	25.00
Steel Wire (1 inch) - black color				
Total	19	104		167.00

Specs for Copy paper:

Multi purpose/All Purpose copy paper

Any Brand

Size: A4 (210mm x 297mm)

Substance: 70gsm/75gsm/80gsm

Brightness: 104-106% above

Color: White