



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



MEMORANDUM
ORD No. 809 s. 2023

TO : Schools Division Superintendents
Division Partnership Focal Persons
All Others Concerned

FROM : **WILFREDO E. CABRAL, CESO III**
Regional Director

SUBJECT : **Guidelines on the Release, Utilization, Monitoring and Reporting of Program Support Funds for Building Partnership and Linkages Program (PSF-BPLP) for Fiscal Year 2023**

DATE : August 18, 2023

1. Anent to the attached Memorandum OUOPS No. 2023-06-6584 s. 2023 dated July 14, 2023, the Schools Divisions are hereby informed of the Guidelines on the Release, Utilization, Monitoring and Reporting of Program Support Funds for Building Partnership and Linkages Program for FY 2023.
2. Attention is particularly invited to paragraphs C. Utilization of the PSF and D. Submission of Reports of the said Memorandum, which requires specific compliance.
3. It is reiterated that timelines on the submission of PSF Utilization Report be constantly observed.
4. Immediate dissemination and of compliance of this Memorandum is enjoined.

/essd/joan/



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Republic of the Philippines
Department of Education
OPERATIONS



OUOPS No. 2023-06-6584

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. REYSEE 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 2023

DATE : July 14, 2023

The Department of Education (DepEd) while getting the highest percentage on the National Budget yearly is still spending below the recommended national investment on education. The funding sources in delivering its services and achieving its goal remains a challenged in DepEd.

With this, funding support is very much needed to achieve the goal to provide quality basic education. Partnerships with public and/or private individual and organizations to address the immediate needs of the learners may help solve the current gap in the education system.

The External Partnerships Service (EPS) being the office mandated to establish and sustain partnership with external partners shall download Program Support Funds (PSF) to its counterpart regions and schools division offices to implement programs that will encourage and motive them to invest in education. The major partnership activities which will be charged against the PSF includes the following:

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

Provision of PSF to fund variety of partnership activities from socializing to resource mobilization shows impact to the schools as reflected in the DepEd Partnerships Database System (DPDS) which captures the partnerships data received by the schools. This is a result of various partnership building activities conducted using the program support funds downloaded which will also be used to help achieve the Bansang Makabata, Batang Makabansa (MATATAG) Agenda of the Honorable Vice President and Education Secretary Sara Duterte.

With this, please be guided by the following procedures on the provision of Program Support Funds for Building Partnership and Linkages Program (PSF-BPLP) for Fiscal Year 2023:

A. BUILDING PARTNERSHIP AND LINKAGES PROGRAMS

The External Partnerships Service (EPS) shall download 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 2023 Building Partnership and Linkages Program (BPLP) Current Funds in support for the conduct of the following programs:

1. Adopt-a-School Program (ASP)

The ASP support funds shall be utilized to conduct ASP activities and advocacy activities for *Brigada Eskwela* Program. Partnership appreciation and recognition activities shall also be charged against the ASP funds.

Hereunder are the suggested activities under ASP funds:

- a. Orientation of School Heads on ASP and partnerships building strategies;
- b. *Brigada Eskwela* implementation, monitoring, evaluation and validation activities;
- c. Recognition and appreciation programs at the school, division and regional level; and
- d. Partnership building and planning activities at the school, division and regional levels.

2. Local Stakeholders Convergence (LSC)

The LSC support funds shall be utilized to conduct convergence activities among partners to network and present priority education programs for possible collaboration and support from partners. Conduct of Parent-Teacher Association (PTA) Forum and Local Government Unit (LGU) Forum can also be charged under LSC fund. The following shall be considered in the conduct of the LSC:

- a. Discussion of the basic education updates and directions;
 - Report on the accomplishments of education;
 - Review agencies partnership vis-a-vis its contributions to access, quality and governance; and
 - Discuss the current issues and challenges of basic education.

- b. Recognition of the contributions of stakeholders and strengthen commitment for better delivery of basic education services on access, quality and governance; and
- c. Formulation of plan of action to address the gaps of current education status.

Shown in **Annex A** is the proposed Activity Design in organizing and conducting a Local Stakeholders Convergence which shall be done at the Regional and Division Levels.

EPS reiterates the compliance of the Implementing Units (IUs) on the framework for the utilization of PSF for PPAs that will have a clear and direct impact on learning aligned with the MATATAG Agenda.

B. DOWNLOADING OF THE PSF-BPLP

The process for the downloading of the PSF-BPLP is as follows:

1. The PSF-BPLP shall be downloaded to the Regional Offices (ROs) through the issuance of Sub-Allotment Release Order (Sub-ARO) which will be processed by the DepEd Budget Division. Upon receipt of the Sub-ARO, the ROs will download the PSF to their respective Schools Division Offices (SDOs). The allocation was based from the number of SDOs per respective RO. The list of implementing regions and divisions with the corresponding allocation is reflected in the attached **Annex B** allotted as follows:

| Programs/Projects | Regional Office Education Support Services Division (ESSD) | Schools Division Office School Governance and Operations Division (SGOD) |
|---|---|---|
| 1. Adopt-a-School Program (ASP) | P 150,000.00 | P 100,000.00 |
| 2. Local Stakeholders Convergence (LSC) | P 100,000.00 | P 100,000.00 |
| Total | P 250,000.00 | P 200,000.00 |

2. The Department of Budget and Management (DBM) issued National Budget Circular No. 590, titled "Guidelines on the Release of Funds for FY 2023," dated January 3, 2023 particularly on Section 108 of the General Provisions (GP) of R.A. No. 11936, provide that **all appropriations authorized under the FY 2023 GAA – Maintenance and Other Operating Expenses (MOOE) shall be available for release, obligation and disbursement** for the purpose specified, and under the same General and Special Provisions of said GAA applicable thereto **until December 31, 2024.**

C. UTILIZATION OF THE PSF

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

1. Communication Expenses

Consistent with DepEd Order No. 17, s. 2019 titled "Guidelines on the Provision and Use of Official Mobile Phones, Postpaid Lines and Prepaid

Loads", the Partnership Focal Persons are allowed to **reimburse or liquidate communication expenses** relevant to partnership engagements and activities. Reimbursement of said expenses shall require submission of the corresponding billing statements and/or official receipts and shall not exceed the allowable amount as stipulated in D.O. No. 17, s. 2019.

2. Other Expenses

- 2.1 Advocacy and Promotional Materials
- 2.2 Meals
- 2.3 Transportation Expenses
- 2.4 Delivery of Donations
- 2.5 Notarial Fee
- 2.6 Training Expenses
- 2.7 Other Miscellaneous Expenses

Please be reminded of the following objects of expenditure that are **not allowed** under the PSF-BPLP:

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

D. SUBMISSION OF REPORTS

1. The utilization of downloaded PSF-BPLP will be monitored and evaluated by EPS through the submitted report by the IUs from ROs and SDOs to verify that funds were utilized for its intended purpose. With this, all IUs are **required** to submit the following reports:

1.1 Work and Financial Plan (WFP)

The signed WFP for the PSF-BPLP shall be submitted by the ROs – Education Support Services Division (ESSD) and the SDOs – School Governance and Operations Division (SGOD) to the EPS via email (externalpartnerships@deped.gov.ph) within **fifteen (15) working days** upon receipt of this Memorandum.

IUs may upload the Expenditure Matrix in the Program Management Information System (PMIS) as maybe required by the respective ROs and SDOs accounting rules and regulations.

1.2 Physical and Financial Accomplishment Report/Utilization Report

The signed Physical and Financial Accomplishment or the Utilization Report for the PSF-BPLP which reflects the activities undertaken shall also be submitted by the IUs from ROs and SDOs to the EPS via email (externalpartnerships@deped.gov.ph) on the following dates:

- 1.2.1 on or before October 13, 2023 – Status of PSF Utilization
1.2.2 on or before December 15, 2023 – PSF Utilization Report

2. BPLP Activity Report

The activities conducted charged to PSF-BPLP shall be detailed in the Activity Report. It must be submitted by the IUs from the ROs and SDOs to the EPS via email as part of the PSF Utilization Report deadline of which is **on or before December 15, 2023**. The report shall include the activity objectives, program flow, agreements and other essential information about the activities on ASP, LSC and GCPM program implementation.

3. The IUs are reminded to strictly follow the format of the reports provided in the attached **Annex C** for WFP and **Annex D** for Physical and Financial Accomplishment Report. Utilization of Funds shall be reported **per Program Support Fund component (ASP and LSC) and not as a lumpsum amount**. 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 : Margarita Consolacion C. Ballesteros, PhD
Director IV
External Partnerships Service

Email Add : externalpartnerships@deped.gov.ph
Tel. No. : 8638-8639

For immediate dissemination and strict compliance.

Annex A to OUOPS No. 2023-06-6539

Sample Activity Design for Local Stakeholders Convergence

| | |
|--------------------------------------|---|
| Program Objectives | <ol style="list-style-type: none"> 1. Converge with internal and external stakeholders to discuss the partnership activities and menu of education investment aligned with the MATATAG Agenda <ol style="list-style-type: none"> 1.1 Report on the accomplishments of education 1.2 Orient the stakeholders on the priority programs and projects including current issues and challenges of education 2. To recognize the contributions of stakeholders, promote and strengthen commitment for better delivery of basic education services on access, quality and governance 3. To formulate plan of action for priority programs and identified menu of education investments to address the gaps aligned with MATATAG Agenda |
| Duration | 1 day or according to the need and scale |
| Suggested Target Participants | <ol style="list-style-type: none"> 1. Division Officials 2. PSDS, School Heads and Teachers 3. POs, CSO's, NGOs 4. PTA, SGC 5. NGAs (All concerned agencies) 6. LGUs (Governors, Mayors and Barangay Captains and Chairman of Education Committee) 7. Prospective/Existing Partners/Community Members 8. Student Leaders |
| Target Date | As appropriate |
| Program Components | <ol style="list-style-type: none"> 1. LGU Local Chief Executive to set tone for the activity 2. Presentation of the state of education (current status, accomplishments, challenges and presentation of recognition) by the School Head/SDS/RD or any other capable personnel in the office 3. Present the Menu of Education Investment 4. Planning Aspirations for Basic Education 5. Commitment Setting and Moving Forward 6. Grouping for plan of action |
| Strategies for Presentation | <p>Alignment of programs and projects with MATATAG Agenda</p> <ol style="list-style-type: none"> 1. Talk shows/panel discussions 2. Video presentations of both successful and challenging stories 3. Testimonies and sharing of innovations |

SUMMARY LIST OF IMPLEMENTING REGIONS AND DIVISIONS TO RECEIVE ADDITIONAL FINANCIAL SUBSIDY FOR FY 2023

| REGION | NO. OF RECIPIENT REGIONS AND DIVISIONS | ADOPT-A- SCHOOL PROGRAM | LOCAL STAKEHOLDERS CONVERGENCE | TOTAL |
|--|---|-------------------------------|--------------------------------------|----------------------|
| 1 Region I | 15 | 1,550,000.00 | 1,500,000.00 | 3,050,000.00 |
| 2 Region II | 10 | 1,050,000.00 | 1,000,000.00 | 2,050,000.00 |
| 3 Region III | 21 | 2,150,000.00 | 2,100,000.00 | 4,250,000.00 |
| 4 Region IVA CALABARZON | 24 | 2,450,000.00 | 2,400,000.00 | 4,850,000.00 |
| 5 Region IVB MIMAROPA | 8 | 850,000.00 | 800,000.00 | 1,650,000.00 |
| 6 Region V | 14 | 1,450,000.00 | 1,400,000.00 | 2,850,000.00 |
| 7 Region VI | 22 | 3,130,000.00 | 2,200,000.00 | 5,330,000.00 |
| 8 Region VII | 21 | 2,150,000.00 | 2,100,000.00 | 4,250,000.00 |
| 9 Region VIII | 14 | 1,450,000.00 | 1,400,000.00 | 2,850,000.00 |
| 10 Region IX | 9 | 950,000.00 | 900,000.00 | 1,850,000.00 |
| 11 Region X | 15 | 1,550,000.00 | 1,500,000.00 | 3,050,000.00 |
| 12 Region XI | 12 | 1,250,000.00 | 1,200,000.00 | 2,450,000.00 |
| 13 Region XII | 9 | 950,000.00 | 900,000.00 | 1,850,000.00 |
| 14 Region XIII-CARAGA Administrative Region | 13 | 1,350,000.00 | 1,300,000.00 | 2,650,000.00 |
| 15 Cordillera Administrative Region (CAR) | 9 | 950,000.00 | 900,000.00 | 1,850,000.00 |
| 16 National Capital Region (NCR) | 17 | 1,750,000.00 | 1,700,000.00 | 3,450,000.00 |
| TOTAL | 233 | 24,980,000.00 | 23,300,000.00 | 48,280,000.00 |

ANNEX 3

**BREAKDOWN OF THE FY 2023 PROGRAM SUPPORT FUNDS - BUILDING PARTNERSHIP AND LINKAGES PROGRAM (PSF-BPLP)
NCR**

| REGION/DIVISION | ADOPT-A-SCHOOL PROGRAM | LOCAL STAKEHOLDERS CONVERGENCE | TOTAL |
|---|------------------------|--------------------------------|---------------------|
| | AMOUNT | | |
| DepEd Regional Office - National Capital Region (NCR) | 150,000.00 | 100,000.00 | 250,000.00 |
| 1 Caloocan City | 100,000.00 | 100,000.00 | 200,000.00 |
| 2 Las Piñas City | 100,000.00 | 100,000.00 | 200,000.00 |
| 3 Makati City | 100,000.00 | 100,000.00 | 200,000.00 |
| 4 Malabon City | 100,000.00 | 100,000.00 | 200,000.00 |
| 5 Mandaluyong City | 100,000.00 | 100,000.00 | 200,000.00 |
| 6 Manila | 100,000.00 | 100,000.00 | 200,000.00 |
| 7 Marikina City | 100,000.00 | 100,000.00 | 200,000.00 |
| 8 Muntlupa City | 100,000.00 | 100,000.00 | 200,000.00 |
| 9 Navotas City | 100,000.00 | 100,000.00 | 200,000.00 |
| 10 Parañaque City | 100,000.00 | 100,000.00 | 200,000.00 |
| 11 Pasay City | 100,000.00 | 100,000.00 | 200,000.00 |
| 12 Pasig City | 100,000.00 | 100,000.00 | 200,000.00 |
| 13 Quezon City | 100,000.00 | 100,000.00 | 200,000.00 |
| 14 San Juan City | 100,000.00 | 100,000.00 | 200,000.00 |
| 15 Taguig City-Pateros | 100,000.00 | 100,000.00 | 200,000.00 |
| 16 Valenzuela City | 100,000.00 | 100,000.00 | 200,000.00 |
| TOTAL | 1,750,000.00 | 1,700,000.00 | 3,450,000.00 |

Annex. C

**PROGRAM SUPPORT FUNDS FOR PARTNERSHIP BUILDING AND LINKAGES
PHYSICAL AND FINANCIAL PLAN
FY 2023**

Region: _____

Division: _____

| PROGRAMS/ACTIVITIES | PHYSICAL TARGET (No. of local stakeholders) | FINANCIAL REQUIREMENT | TIME FRAME | SOURCES OF FUND (ASP/LSC) | REMARK(S) |
|----------------------------|--|----------------------------------|-------------------|--------------------------------------|------------------|
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| TOTAL | | | | | |

Prepared By:

Partnership Focal Person

Noted By:

ESSD Chief/SGOD Chief

Approved By:

Regional Director/Schools Division Superintendent

