

Republic of the Philippines
Department of Education

November 11, 2023

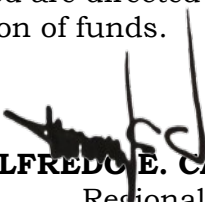
REGIONAL MEMORANDUM

ORD No. 2023 - 1186

To: Schools Division Superintendents
Regional Learner Rights and Protection Focal Persons
Schools Division Budget Officers Learner Rights and Protection Focal Persons
Regional Office Contract of Service Personnel for Learner Rights and Protection
All Others Concerned

GUIDELINES ON THE REALIGNMENT OF DOWNLOADED PROGRAM SUPPORT FUNDS FOR THE REGIONAL OFFICES AND SCHOOLS DIVISION OFFICE UNDER THE CHILD PROTECTION PROGRAM LINE ITEM

1. This has reference to the attached DepEd OUOPS Memorandum, from Atty. Revsee A. Escobedo, Undersecretary for Operations, relative to the above captioned which is self-explanatory.
2. Particular attention is invited to Item No. V, Monitoring and Evaluation on the submission of signed Activity Report (see Enclosure A) and Utilization Report (see Enclosure B), including all photos, and/or videos, and other documentation to the LRPO within 15 days after the implementation of the activity, through email at lrpo@deped.gov.ph
3. In view thereof, All Officers concerned are directed to adhere to the guidelines provided and ensure proper utilization of funds.


WILFREDO E. CABRAL, CESO III
Regional Director

Encl.: As stated



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Effectivity	01.26.23	Page	1 of 1



Republic of the Philippines
Department of Education
EDUCATION PROGRAMS MANAGEMENT OFFICE

MEMORANDUM FOR THE UNDERSECRETARY FOR FINANCE

EPMO-2023-0315

October 04, 2023


FROM : ATTY. TARA C. RAMA
Project Manager III

SUBJECT : GUIDELINES ON THE REALIGNMENT OF DOWNLOADED PROGRAM SUPPORT FUNDS FOR THE REGIONAL OFFICES AND SCHOOLS DIVISION OFFICE UNDER THE CHILD PROTECTION PROGRAM LINE ITEM

This refers to the provision on the realignment of downloaded Program Support Funds (PSF) for the Regional and School Division Office under the General Appropriations Act-Child Protection Program line item of the Learner Rights and Protection Office (LRPO).

The LRPO downloaded funds to ROs and SDOs for the conduct of meetings, trainings, and workshops to strengthen the implementation of the learner's rights and protection. However, there were portions of the downloaded funds identified as unutilized because of the variance between the allocated budget versus the actual expenses. Said variance is requested to be used for other activities related to the program.

Upon review of the said policy guidelines, this Office recommends the **approval of the abovementioned document**. The issuance of this guidelines to ROs and SDOs is necessary for them to be guided on the proper use of the unutilized funds.

For your consideration and signature.





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OUOPS No. 2023-____-_____

MEMORANDUM

TO : **Regional Directors**
Schools Division Superintendents
Regional Learner Rights and Protection Focal Persons
Schools Division Superintendents Learner Rights and
Protection Focal Persons
Regional Office Contract of Service Personnel for Learner
Rights and Protection
All Others Concerned

FROM : **MICHAEL WESLEY T. POA**
Undersecretary and Chief of Staff
Officer-in-Charge, Office of the Undersecretary for Finance

ATTY. REVSEE A. ESCOBEDO
Undersecretary for Operations

SUBJECT : **GUIDELINES ON THE REALIGNMENT OF DOWNLOADED**
PROGRAM SUPPORT FUNDS FOR THE REGIONAL OFFICES
AND SCHOOLS DIVISION OFFICE UNDER THE CHILD
PROTECTION PROGRAM LINE ITEM

DATE : September 28, 2023

This has reference to the provision on the realignment of downloaded Program Support Funds (PSF) for the Regional Offices and Schools Division Office under the General Appropriations Act - Child Protection Program (CPP) line item of the Learner Rights and Protection Office (LRPO).

I. BACKGROUND

The LRPO has downloaded funds for the conduct of numerous training workshops in the regions and schools division offices intended to strengthen the implementation of the learner rights and protection program in the field offices, especially in the schools. However, there remains a portion of unutilized funds that our LRP-Regional and Schools Division focal personnel requests to use in the furtherance of our advocacy of ensuring that learners in the Philippines are protected from different forms of violence, exploitation, discrimination, bullying, and other forms of abuse in schools where their right to quality and inclusive education are respected, protected promoted, and fulfilled.



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II. OBJECTIVE

Accordingly, the issuance of these guidelines aims to execute and utilize the CPP funds in line with the DepEd accounting rules and regulations. Upon its approval, it can be used as a reference in the implementation of the proposed LRP programs, projects, and activities in the field offices, directly benefiting our schools, learners, teachers, and stakeholders.

III. POLICY

The request for utilization of unused funds may be realigned provided that the enumerated activities in the PSF has been accomplished with a duly signed Activity Report and Utilization Report submitted to the LRPO Central Office.

Moreover, this Memorandum is issued to inform the field offices of the Guidelines for the release, receipt, utilization, monitoring, and reporting of the PSF downloaded from the DepEd Central Office to the Regional Offices which may be further downloaded to the Schools Division Offices, as may be deemed necessary. These Guidelines shall be used by the Regional Offices to ensure that the fund utilization is strategically, efficiently, and effectively managed.

IV. BUDGET ALLOCATION

All the remaining downloaded PSF can also be used for other related programs, projects, and activities, such as, but not limited to the following:

- A. Travel Expenses of Focal Persons to participate in the activities to be implemented by the LRPO;
- B. Implementation of intervention plans in relation to incidents received and processed by the Learners TeleSafe Contact Center Helpline;
- C. Board and Lodging of identified participants, trainers, or resource persons and facilitators;
- D. Supplies and materials;
- E. Communication Expenses;
- F. Professional fees or honoraria of non-DepEd resource persons, subject to the guidelines under Budget Circular Nos. 2017-1 and 2 and National Budget Circular No. 2007-510
- G. Gasoline for DepEd Vehicle or Van Rental; and
- H. Advocacy Materials

The remaining budget shall not be used for utilities such as electricity and water, which are funded by the regular MOOE and Capital outlay, nor can it be used to purchase equipment and gadgets.

V. MONITORING AND EVALUATION

The funds shall be consistent with, and subject to, the existing budgeting, accounting, and auditing rules and regulations and internal policies of the Department of Education.



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Further, to ensure proper implementation of these guidelines and utilization of funds, monitoring, and evaluation shall be conducted by the LRPO.


The LRP focal personnel from the Regional Offices shall submit a signed Activity Report (see *Enclosure A*) and Utilization Report (see *Enclosure B*), including all photos and/or videos, and other documentation to the LRPO within 15 days after the implementation of the activity, through email at lrpo@deped.gov.ph.

For concerns and clarifications, you may coordinate with Atty. Suzette T. Gannaban-Medina, *Officer-in-Charge, Director*, through the above-stated e-mail.

For your guidance and appropriate action.

Thank you very much.


Enclosure A

	Republic of the Philippines Department of Education (Region/ Schools Division Office)	Effectivity Date:	
	Activity Report (for meetings, seminars, training, workshops, conferences, and other relational activities)	Version no.	
		Revision No.	
		Page no.	
		Reference no.	

TITLE OF ACTIVITY	DATE/TIME	PLACE/VENUE

DETAILS OF ACTIVITY
<p>I. Overview:</p> <p>II. Objective:</p> <p>III. Highlights of Activities:</p> <p>IV. Outputs of the Activity</p> <p>V. Recommendations / Relevant applications in DepEd</p> <p>VI. Requested Actions (if any):</p>

Enclosure A

	Republic of the Philippines Department of Education (Region/ Schools Division Office)	Effectivity Date:	
	Activity Report (for meetings, seminars, training, workshops, conferences, and other relational activities)	Version no.	
		Revision No.	
		Page no.	
		Reference no.	

VII. Monitoring and Evaluation (Specific Data)

Total Number of Participants:

Name	Designation	Name of School	Year/s of service as CPC Member

VIII. Attachments (Check if Applicable)

Available	Photos
Available	PowerPoint Presentations
Available	Brochures / Toolkit
Available	Workshop/Activity Method
Available	Program of Activity
Available	Attendance Sheet
Others (Please Specify)	Kindly attached the acknowledgement Receipt

Prepared by:

Approved by:

LRP Focal Person

Regional Director/ Schools
Division Superintendent



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Department of Education
LEARNER RIGHTS AND PROTECTION OFFICE
REGION/ SCHOOLS DIVISION OFFICE —



TITLE OF ACTIVITY

I. Physical and Financial Accomplishments (Use additional sheet if necessary.)

Amount of PSF Received: Php _____	Date Received: _____	SUB-ARO No: _____			
Amount Utilized: Php _____	Amount Liquidated: Php _____	Date of Liquidation: _____			
Expenses: (Use additional sheet if necessary.)		Remarks:			
Physical Accomplishments			Financial Accomplishments		
Target	Actual	%	Target	Actual	%

Reasons for Under/Over Performance based on the set Target/Objectives (Use additional sheet if necessary.)

II. Issues, challenges, and other concerns (Use additional sheet if necessary.)

Operational Concerns/Issues

Policy-related Concerns/Issues



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III. Best Practices, Recommendations, and Ways Forward (Use additional sheet if necessary.)

ENCLOSURES:

The Implementing SDO shall attach the following documents:

- Photocopies of receipts
- Photocopies of Attendance Sheets
- Photos of actual conduct of consultation

The undersigned LRP Focal Person and Official certify that the PSF provided to the _____ by the Learner Rights and Protection Office for _____, was utilized in accordance with applicable DepEd issuances and accounting rules and regulations.

Prepared by:

Approved by:

LRP Focal Person

Regional Director/ Schools
Division Superintendent