

Republic of the Philippines  
**Department of Education**  
 NATIONAL CAPITAL REGION

March 13, 2024

**REGIONAL MEMORANDUM**

No. 332 s. 2024

**To :** Schools Division Superintendents  
 All Others Concerned

**GUIDELINES ON THE RELEASE, UTILIZATION, MONITORING AND REPORTING OF THE PROGRAM SUPPORT FUNDS FOR BUILDING PARTNERSHIPS AND LINKAGES PROGRAM (PSF-BPLP) FOR FISCAL YEAR 2024**

- Attached is the DepEd Memorandum No. OUOPS-2024-13-01712 dated March 4, 2024 of Atty. Revesee A. Escobedo, Undersecretary for Operations regarding Guidelines on the Release, Utilization, Monitoring and Reporting of the Program Support Funds for Building Partnerships and Linkages Program (PSF-BPLP) for Fiscal Year 2024.
- In this connection, all Divisions are requested to submit Work Financial Plan to this Office, through Dr. Gina L. Cruz, Senior Education Program Specialist/Regional Partnership Focal Person -Private Partners on or before April 15, 2024.
- Attached is the Activity Design for Local Stakeholders Convergence, Physical and Financial Plan, Physical and Financial Accomplishment for Adopt-a-School and Local Stakeholders Convergence, and DepEd Order 017, s. 2019, for reference.
- For immediate dissemination and compliance.

  
**JOCELYN DR. ANDAYA**  
 Director IV

Enclosed : as stated

/essd/partnership-glc



Address: 6 Misamis St., Bago Bantay, Quezon City  
 Email address: ncr@deped.gov.ph  
 Website: depedncr.com.ph

Doc. Ref. Code	RO-ORD-F004	Rev	00
Effectivity	01.26.23	Page	1 of 1



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

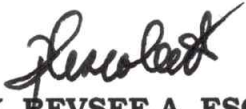
OUOPS No. 2024-13-07712

**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.





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



### 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-|3- 6/7/2**

Activity Design for Local Stakeholders Convergence (Sample)

<p><b>Program Objectives</b></p>	<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>
<p><b>Duration</b></p>	<p>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.</p>
<p><b>Proposed Target Participants</b></p>	<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>
<p><b>Target Date</b></p>	<p>As appropriate</p>
<p><b>Activity Outline</b></p>	<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>

**SUMMARY LIST OF IMPLEMENTING REGIONS AND DIVISIONS TO RECEIVE FY 2024 PROGRAM SUPPORT FUNDS -  
BUILDING PARTNERSHIP AND LINKAGES PROGRAM (PSF-BPLP)**

<b>REGION</b>	<b>NO. OF RECIPIENTS (Regional Office &amp; Division Offices)</b>	<b>ADOPT-A-SCHOOL PROGRAM</b>	<b>LOCAL STAKEHOLDERS CONVERGENCE</b>	<b>TOTAL</b>
1 Region I	15	1,360,000.00	1,500,000.00	2,860,000.00
2 Region II	10	910,000.00	1,000,000.00	1,910,000.00
3 Region III	21	1,900,000.00	2,100,000.00	4,000,000.00
4 Region IVA CALABARZON	24	2,170,000.00	2,400,000.00	4,570,000.00
5 Region IVB MIMAROPA	8	730,000.00	800,000.00	1,530,000.00
6 Region V	14	1,270,000.00	1,400,000.00	2,670,000.00
7 Region VI	22	1,990,000.00	2,200,000.00	4,190,000.00
8 Region VII	21	1,900,000.00	2,100,000.00	4,000,000.00
9 Region VIII	14	1,270,000.00	1,400,000.00	2,670,000.00
10 Region IX	9	820,000.00	900,000.00	1,720,000.00
11 Region X	15	1,360,000.00	1,500,000.00	2,860,000.00
12 Region XI	12	1,090,000.00	1,200,000.00	2,290,000.00
13 Region XII	9	820,000.00	900,000.00	1,720,000.00
14 Region XIII-CARAGA Administrative Region	13	1,180,000.00	1,300,000.00	2,480,000.00
15 Cordillera Administrative Region (CAR)	9	820,000.00	900,000.00	1,720,000.00
16 National Capital Region (NCR)	17	1,540,000.00	1,700,000.00	3,240,000.00
<b>TOTAL</b>	<b>233</b>	<b>21,130,000.00</b>	<b>23,300,000.00</b>	<b>44,430,000.00</b>



**BREAKDOWN OF THE FY 2024 PROGRAM SUPPORT FUNDS - BUILDING PARTNERSHIP AND LINKAGES PROGRAM (PSF-BPLP)**

**REGION I**

REGION/DIVISION	ALLOCATION		TOTAL
	ADOPT-A-SCHOOL PROGRAM	LOCAL STAKEHOLDERS CONVERGENCE	
<b>DepEd Regional Office - I</b>	100,000.00	100,000.00	200,000.00
1 Alaminos City	90,000.00	100,000.00	190,000.00
2 Candon City	90,000.00	100,000.00	190,000.00
3 Dagupan City	90,000.00	100,000.00	190,000.00
4 Ilocos Norte	90,000.00	100,000.00	190,000.00
5 Ilocos Sur	90,000.00	100,000.00	190,000.00
6 La Union	90,000.00	100,000.00	190,000.00
7 Laoag City	90,000.00	100,000.00	190,000.00
8 Pangasinan I	90,000.00	100,000.00	190,000.00
9 Pangasinan II	90,000.00	100,000.00	190,000.00
10 San Carlos City	90,000.00	100,000.00	190,000.00
11 San Fernando City	90,000.00	100,000.00	190,000.00
12 Urduyeta City	90,000.00	100,000.00	190,000.00
13 Vigan City	90,000.00	100,000.00	190,000.00
14 Batac City	90,000.00	100,000.00	190,000.00
<b>TOTAL</b>	<b>1,360,000.00</b>	<b>1,500,000.00</b>	<b>2,860,000.00</b>

**BREAKDOWN OF THE FY 2024 PROGRAM SUPPORT FUNDS - BUILDING PARTNERSHIP AND LINKAGES PROGRAM (PSF-BPLP)****REGION II**

REGION/DIVISION	ALLOCATION		TOTAL
	ADOPT-A-SCHOOL PROGRAM	LOCAL STAKEHOLDERS CONVERGENCE	
<b>DepEd Regional Office - II</b>	100,000.00	100,000.00	200,000.00
1 Batanes	90,000.00	100,000.00	190,000.00
2 Cagayan	90,000.00	100,000.00	190,000.00
3 Cauayan City	90,000.00	100,000.00	190,000.00
4 Ilagan City	90,000.00	100,000.00	190,000.00
5 Isabela	90,000.00	100,000.00	190,000.00
6 Nueva Vizcaya	90,000.00	100,000.00	190,000.00
7 Quirino	90,000.00	100,000.00	190,000.00
8 Santiago City	90,000.00	100,000.00	190,000.00
9 Tuguegarao City	90,000.00	100,000.00	190,000.00
<b>TOTAL</b>	<b>910,000.00</b>	<b>1,000,000.00</b>	<b>1,910,000.00</b>



**BREAKDOWN OF THE FY 2024 PROGRAM SUPPORT FUNDS - BUILDING PARTNERSHIP AND LINKAGES PROGRAM (PSF-BPLP)**

**REGION III**

REGION/DIVISION	ALLOCATION		TOTAL
	ADOPT-A-SCHOOL PROGRAM	LOCAL STAKEHOLDERS CONVERGENCE	
<b>DepEd Regional Office - III</b>	100,000.00	100,000.00	200,000.00
1 Angeles City	90,000.00	100,000.00	190,000.00
2 Aurora	90,000.00	100,000.00	190,000.00
3 Balanga City	90,000.00	100,000.00	190,000.00
4 Bataan	90,000.00	100,000.00	190,000.00
5 Bulacan	90,000.00	100,000.00	190,000.00
6 Cabanatuan City	90,000.00	100,000.00	190,000.00
7 City of San Fernando	90,000.00	100,000.00	190,000.00
8 City of San Jose del Monte	90,000.00	100,000.00	190,000.00
9 Gapan City	90,000.00	100,000.00	190,000.00
10 Mabalacat City	90,000.00	100,000.00	190,000.00
11 Malolos City	90,000.00	100,000.00	190,000.00
12 Meycauayan City	90,000.00	100,000.00	190,000.00
13 Nueva Ecija	90,000.00	100,000.00	190,000.00
14 Olongapo City	90,000.00	100,000.00	190,000.00
15 Pampanga	90,000.00	100,000.00	190,000.00
16 San Jose City	90,000.00	100,000.00	190,000.00
17 Science City of Munoz	90,000.00	100,000.00	190,000.00
18 Tarlac City	90,000.00	100,000.00	190,000.00
19 Tarlac Province	90,000.00	100,000.00	190,000.00
20 Zambales	90,000.00	100,000.00	190,000.00
<b>TOTAL</b>	<b>1,900,000.00</b>	<b>2,100,000.00</b>	<b>4,000,000.00</b>

**BREAKDOWN OF THE FY 2024 PROGRAM SUPPORT FUNDS - BUILDING PARTNERSHIP AND LINKAGES PROGRAM (PSF-BPLP)****REGION IV-A CALABARZON**

REGION/DIVISION	ALLOCATION		TOTAL
	ADOPT-A-SCHOOL PROGRAM	LOCAL STAKEHOLDERS CONVERGENCE	
<b>DepEd Regional Office - IV-A CALABARZON</b>	100,000.00	100,000.00	200,000.00
1 Antipolo City	90,000.00	100,000.00	190,000.00
2 Bacoor City	90,000.00	100,000.00	190,000.00
3 Batangas City	90,000.00	100,000.00	190,000.00
4 Batangas Province	90,000.00	100,000.00	190,000.00
5 Biñan City	90,000.00	100,000.00	190,000.00
6 Calamba City	90,000.00	100,000.00	190,000.00
7 Cavite City	90,000.00	100,000.00	190,000.00
8 Cavite Province	90,000.00	100,000.00	190,000.00
9 Cabuyao City	90,000.00	100,000.00	190,000.00
10 Dasmariñas City	90,000.00	100,000.00	190,000.00
11 Imus City	90,000.00	100,000.00	190,000.00
12 Laguna	90,000.00	100,000.00	190,000.00
13 Lipa City	90,000.00	100,000.00	190,000.00
14 Lucena City	90,000.00	100,000.00	190,000.00
15 Quezon	90,000.00	100,000.00	190,000.00
16 Rizal	90,000.00	100,000.00	190,000.00
17 San Pablo City	90,000.00	100,000.00	190,000.00
18 Sta. Rosa City	90,000.00	100,000.00	190,000.00
19 Sto. Tomas City	90,000.00	100,000.00	190,000.00
20 Tanauan City	90,000.00	100,000.00	190,000.00
21 Tayabas City	90,000.00	100,000.00	190,000.00
22 General Trias City	90,000.00	100,000.00	190,000.00
23 San Pedro City	90,000.00	100,000.00	190,000.00
<b>TOTAL</b>	<b>2,170,000.00</b>	<b>2,400,000.00</b>	<b>4,570,000.00</b>

**BREAKDOWN OF THE FY 2024 PROGRAM SUPPORT FUNDS - BUILDING PARTNERSHIP AND LINKAGES PROGRAM (PSF-BPLP)**

**REGION IV-B MIMAROPA**

REGION/DIVISION	ALLOCATION		TOTAL
	ADOPT-A-SCHOOL PROGRAM	LOCAL STAKEHOLDERS CONVERGENCE	
<b>DepEd Regional Office - IV-B MIMAROPA</b>	100,000.00	100,000.00	200,000.00
1 Calapan City	90,000.00	100,000.00	190,000.00
2 Marinduque	90,000.00	100,000.00	190,000.00
3 Occidental Mindoro	90,000.00	100,000.00	190,000.00
4 Oriental Mindoro	90,000.00	100,000.00	190,000.00
5 Palawan	90,000.00	100,000.00	190,000.00
6 Puerto Princesa City	90,000.00	100,000.00	190,000.00
7 Romblon	90,000.00	100,000.00	190,000.00
<b>TOTAL</b>	<b>730,000.00</b>	<b>800,000.00</b>	<b>1,530,000.00</b>



**BREAKDOWN OF THE FY 2024 PROGRAM SUPPORT FUNDS - BUILDING PARTNERSHIP AND LINKAGES PROGRAM (PSF-BPLP)**

**REGION V**

REGION/DIVISION	ALLOCATION		TOTAL
	ADOPT-A-SCHOOL PROGRAM	LOCAL STAKEHOLDERS CONVERGENCE	
<b>DepEd Regional Office -V</b>	100,000.00	100,000.00	200,000.00
1 Albay	90,000.00	100,000.00	190,000.00
2 Camarines Norte	90,000.00	100,000.00	190,000.00
3 Camarines Sur	90,000.00	100,000.00	190,000.00
4 Catanduanes	90,000.00	100,000.00	190,000.00
5 Iriga City	90,000.00	100,000.00	190,000.00
6 Legazpi City	90,000.00	100,000.00	190,000.00
7 Ligao City	90,000.00	100,000.00	190,000.00
8 Masbate City	90,000.00	100,000.00	190,000.00
9 Masbate	90,000.00	100,000.00	190,000.00
10 Naga City	90,000.00	100,000.00	190,000.00
11 Sorsogon City	90,000.00	100,000.00	190,000.00
12 Sorsogon	90,000.00	100,000.00	190,000.00
13 Tabaco City	90,000.00	100,000.00	190,000.00
<b>TOTAL</b>	<b>1,270,000.00</b>	<b>1,400,000.00</b>	<b>2,670,000.00</b>

**BREAKDOWN OF THE FY 2024 PROGRAM SUPPORT FUNDS - BUILDING PARTNERSHIP AND LINKAGES PROGRAM (PSF-BPLP)****REGION VI**

REGION/DIVISION	ALLOCATION		TOTAL
	ADOPT-A-SCHOOL PROGRAM	LOCAL STAKEHOLDERS CONVERGENCE	
<b>DepEd Regional Office - VI</b>	100,000.00	100,000.00	200,000.00
1 Aklan	90,000.00	100,000.00	190,000.00
2 Antique	90,000.00	100,000.00	190,000.00
3 Capiz	90,000.00	100,000.00	190,000.00
4 Guimaras	90,000.00	100,000.00	190,000.00
5 Iloilo City	90,000.00	100,000.00	190,000.00
6 Iloilo	90,000.00	100,000.00	190,000.00
7 Passi City	90,000.00	100,000.00	190,000.00
8 Roxas City	90,000.00	100,000.00	190,000.00
9 Bacolod City	90,000.00	100,000.00	190,000.00
10 Bago City	90,000.00	100,000.00	190,000.00
11 Cadiz City	90,000.00	100,000.00	190,000.00
12 Escalante City	90,000.00	100,000.00	190,000.00
13 Kabankalan City	90,000.00	100,000.00	190,000.00
14 La Carlota City	90,000.00	100,000.00	190,000.00
15 Negros Occidental	90,000.00	100,000.00	190,000.00
16 Sagay City	90,000.00	100,000.00	190,000.00
17 San Carlos City	90,000.00	100,000.00	190,000.00
18 Silay City	90,000.00	100,000.00	190,000.00
19 Himamaylan City	90,000.00	100,000.00	190,000.00
20 Sibalay City	90,000.00	100,000.00	190,000.00
21 Victorias City	90,000.00	100,000.00	190,000.00
<b>TOTAL</b>	<b>1,990,000.00</b>	<b>2,200,000.00</b>	<b>4,190,000.00</b>

**BREAKDOWN OF THE FY 2024 PROGRAM SUPPORT FUNDS - BUILDING PARTNERSHIP AND LINKAGES PROGRAM (PSF-BPLP)****REGION VII**

REGION/DIVISION	ALLOCATION		TOTAL
	ADOPT-A-SCHOOL PROGRAM	LOCAL STAKEHOLDERS CONVERGENCE	
<b>DepEd Regional Office - VII</b>	100,000.00	100,000.00	200,000.00
1 Bogo City	90,000.00	100,000.00	190,000.00
2 Bohol	90,000.00	100,000.00	190,000.00
3 Carcar City	90,000.00	100,000.00	190,000.00
4 Cebu City	90,000.00	100,000.00	190,000.00
5 Cebu Province	90,000.00	100,000.00	190,000.00
6 City of Naga	90,000.00	100,000.00	190,000.00
7 Danao City	90,000.00	100,000.00	190,000.00
8 Lapu-Lapu City	90,000.00	100,000.00	190,000.00
9 Mandaue City	90,000.00	100,000.00	190,000.00
10 Siquijor	90,000.00	100,000.00	190,000.00
11 Tagbilaran City	90,000.00	100,000.00	190,000.00
12 Talisay City	90,000.00	100,000.00	190,000.00
13 Toledo City	90,000.00	100,000.00	190,000.00
14 Bais City	90,000.00	100,000.00	190,000.00
15 Bayawan City	90,000.00	100,000.00	190,000.00
16 Dumaguete City	90,000.00	100,000.00	190,000.00
17 Guilhulngan City	90,000.00	100,000.00	190,000.00
18 Negros Oriental	90,000.00	100,000.00	190,000.00
19 Tanjay City	90,000.00	100,000.00	190,000.00
20 Canlaon City	90,000.00	100,000.00	190,000.00
<b>TOTAL</b>	<b>1,900,000.00</b>	<b>2,100,000.00</b>	<b>4,000,000.00</b>



**BREAKDOWN OF THE FY 2024 PROGRAM SUPPORT FUNDS - BUILDING PARTNERSHIP AND LINKAGES PROGRAM (PSF-BPLP)****REGION VIII**

REGION/DIVISION	ALLOCATION		TOTAL
	ADOPT-A-SCHOOL PROGRAM	LOCAL STAKEHOLDERS CONVERGENCE	
<b>DepEd Regional Office - VIII</b>	100,000.00	100,000.00	200,000.00
1 Baybay City	90,000.00	100,000.00	190,000.00
2 Biliran	90,000.00	100,000.00	190,000.00
3 Borongan City	90,000.00	100,000.00	190,000.00
4 Calbayog City	90,000.00	100,000.00	190,000.00
5 Catbalogan City	90,000.00	100,000.00	190,000.00
6 Eastern Samar	90,000.00	100,000.00	190,000.00
7 Leyte	90,000.00	100,000.00	190,000.00
8 Maasin City	90,000.00	100,000.00	190,000.00
9 Northern Samar	90,000.00	100,000.00	190,000.00
10 Ormoc City	90,000.00	100,000.00	190,000.00
11 Samar (Western)	90,000.00	100,000.00	190,000.00
12 Southern Leyte	90,000.00	100,000.00	190,000.00
13 Tacloban City	90,000.00	100,000.00	190,000.00
<b>TOTAL</b>	<b>1,270,000.00</b>	<b>1,400,000.00</b>	<b>2,670,000.00</b>

**BREAKDOWN OF THE FY 2024 PROGRAM SUPPORT FUNDS - BUILDING PARTNERSHIP AND LINKAGES PROGRAM (PSF-BPLP)****REGION IX**

REGION/DIVISION	ALLOCATION		TOTAL
	ADOPT-A-SCHOOL PROGRAM	LOCAL STAKEHOLDERS CONVERGENCE	
<b>DepEd Regional Office - IX</b>	100,000.00	100,000.00	200,000.00
1 Dapitan City	90,000.00	100,000.00	190,000.00
2 Dipolog City	90,000.00	100,000.00	190,000.00
3 Isabela City	90,000.00	100,000.00	190,000.00
4 Pagadian City	90,000.00	100,000.00	190,000.00
5 Zamboanga City	90,000.00	100,000.00	190,000.00
6 Zamboanga del Norte	90,000.00	100,000.00	190,000.00
7 Zamboanga del Sur	90,000.00	100,000.00	190,000.00
8 Zamboanga Sibugay	90,000.00	100,000.00	190,000.00
<b>TOTAL</b>	<b>820,000.00</b>	<b>900,000.00</b>	<b>1,720,000.00</b>

**BREAKDOWN OF THE FY 2024 PROGRAM SUPPORT FUNDS - BUILDING PARTNERSHIP AND LINKAGES PROGRAM (PSF-BPLP)****REGION X**

REGION/DIVISION	ALLOCATION		TOTAL
	ADOPT-A-SCHOOL PROGRAM	LOCAL STAKEHOLDERS CONVERGENCE	
<b>DepEd Regional Office - X</b>	100,000.00	100,000.00	200,000.00
1 Bukidnon	90,000.00	100,000.00	190,000.00
2 Cagayan de Oro City	90,000.00	100,000.00	190,000.00
3 Camiguin	90,000.00	100,000.00	190,000.00
4 El Salvador City	90,000.00	100,000.00	190,000.00
5 Gingoog City	90,000.00	100,000.00	190,000.00
6 Iligan City	90,000.00	100,000.00	190,000.00
7 Lanao del Norte	90,000.00	100,000.00	190,000.00
8 Malaybalay City	90,000.00	100,000.00	190,000.00
9 Misamis Occidental	90,000.00	100,000.00	190,000.00
10 Misamis Oriental	90,000.00	100,000.00	190,000.00
11 Oroquieta City	90,000.00	100,000.00	190,000.00
12 Ozamis City	90,000.00	100,000.00	190,000.00
13 Tangub City	90,000.00	100,000.00	190,000.00
14 Valencia City	90,000.00	100,000.00	190,000.00
<b>TOTAL</b>	<b>1,360,000.00</b>	<b>1,500,000.00</b>	<b>2,860,000.00</b>



**BREAKDOWN OF THE FY 2024 PROGRAM SUPPORT FUNDS - BUILDING PARTNERSHIP AND LINKAGES PROGRAM (PSF-BPLP)****REGION XI**

REGION/DIVISION	ALLOCATION		TOTAL
	ADOPT-A-SCHOOL PROGRAM	LOCAL STAKEHOLDERS CONVERGENCE	
<b>DepEd Regional Office - XI</b>	100,000.00	100,000.00	200,000.00
1 Davao De Oro	90,000.00	100,000.00	190,000.00
2 Davao City	90,000.00	100,000.00	190,000.00
3 Davao del Norte	90,000.00	100,000.00	190,000.00
4 Davao del Sur	90,000.00	100,000.00	190,000.00
5 Davao Oriental	90,000.00	100,000.00	190,000.00
6 Davao Occidental	90,000.00	100,000.00	190,000.00
7 Digos City	90,000.00	100,000.00	190,000.00
8 Panabo City	90,000.00	100,000.00	190,000.00
9 Island Garden City of Samal	90,000.00	100,000.00	190,000.00
10 Tagum City	90,000.00	100,000.00	190,000.00
11 Mati City	90,000.00	100,000.00	190,000.00
<b>TOTAL</b>	<b>1,090,000.00</b>	<b>1,200,000.00</b>	<b>2,290,000.00</b>

**BREAKDOWN OF THE FY 2024 PROGRAM SUPPORT FUNDS - BUILDING PARTNERSHIP AND LINKAGES PROGRAM (PSF-BPLP)****REGION XII**

REGION/DIVISION	ALLOCATION		TOTAL
	ADOPT-A-SCHOOL PROGRAM	LOCAL STAKEHOLDERS CONVERGENCE	
<b>DepEd Regional Office - XII</b>	100,000.00	100,000.00	200,000.00
1 Cotabato	90,000.00	100,000.00	190,000.00
2 General Santos City	90,000.00	100,000.00	190,000.00
3 Sarangani	90,000.00	100,000.00	190,000.00
4 South Cotabato	90,000.00	100,000.00	190,000.00
5 Sultan Kudarat	90,000.00	100,000.00	190,000.00
6 Koronadal City	90,000.00	100,000.00	190,000.00
7 Kidapawan City	90,000.00	100,000.00	190,000.00
8 Tacurong City	90,000.00	100,000.00	190,000.00
<b>TOTAL</b>	<b>820,000.00</b>	<b>900,000.00</b>	<b>1,720,000.00</b>

**BREAKDOWN OF THE FY 2024 PROGRAM SUPPORT FUNDS - BUILDING PARTNERSHIP AND LINKAGES PROGRAM (PSF-BPLP)**

**Region XIII-CARAGA**

REGION/DIVISION	ALLOCATION		TOTAL
	ADOPT-A-SCHOOL PROGRAM	LOCAL STAKEHOLDERS CONVERGENCE	
<b>DepEd Regional Office -XIII-CARAGA Administrative Region</b>	100,000.00	100,000.00	200,000.00
1 Agusan del Norte	90,000.00	100,000.00	190,000.00
2 Agusan del Sur	90,000.00	100,000.00	190,000.00
3 Bayugan City	90,000.00	100,000.00	190,000.00
4 Bislig City	90,000.00	100,000.00	190,000.00
5 Butuan City	90,000.00	100,000.00	190,000.00
6 Cabadbaran City	90,000.00	100,000.00	190,000.00
7 Dinagat Islands	90,000.00	100,000.00	190,000.00
8 Siargao	90,000.00	100,000.00	190,000.00
9 Surigao City	90,000.00	100,000.00	190,000.00
10 Surigao del Norte	90,000.00	100,000.00	190,000.00
11 Surigao del Sur	90,000.00	100,000.00	190,000.00
12 Tandag City	90,000.00	100,000.00	190,000.00
<b>TOTAL</b>	<b>1,180,000.00</b>	<b>1,300,000.00</b>	<b>2,480,000.00</b>



**BREAKDOWN OF THE FY 2024 PROGRAM SUPPORT FUNDS - BUILDING PARTNERSHIP AND LINKAGES PROGRAM (PSF-BPLP)****CORDILLERA ADMINISTRATIVE REGION (CAR)**

REGION/DIVISION	ADOPT-A-SCHOOL PROGRAM	LOCAL STAKEHOLDERS CONVERGENCE	TOTAL
	AMOUNT		
<b>DepEd Regional Office - Cordillera Administrative Region (CAR)</b>	100,000.00	100,000.00	200,000.00
1 Abra	90,000.00	100,000.00	190,000.00
2 Apayao	90,000.00	100,000.00	190,000.00
3 Baguio City	90,000.00	100,000.00	190,000.00
4 Benguet	90,000.00	100,000.00	190,000.00
5 Ifugao	90,000.00	100,000.00	190,000.00
6 Kalinga	90,000.00	100,000.00	190,000.00
7 Mt. Province	90,000.00	100,000.00	190,000.00
8 Tabuk City	90,000.00	100,000.00	190,000.00
<b>TOTAL</b>	<b>820,000.00</b>	<b>900,000.00</b>	<b>1,720,000.00</b>

**BREAKDOWN OF THE FY 2024 PROGRAM SUPPORT FUNDS - BUILDING PARTNERSHIP AND LINKAGES PROGRAM (PSF-BPLP)****NATIONAL CAPITAL REGION (NCR)**

REGION/DIVISION	ADOPT-A-SCHOOL PROGRAM	LOCAL STAKEHOLDERS CONVERGENCE	TOTAL
	AMOUNT		
<b>DepEd Regional Office - National Capital Region (NCR)</b>	100,000.00	100,000.00	200,000.00
1 Caloocan City	90,000.00	100,000.00	190,000.00
2 Las Piñas City	90,000.00	100,000.00	190,000.00
3 Makati City	90,000.00	100,000.00	190,000.00
4 Malabon City	90,000.00	100,000.00	190,000.00
5 Mandaluyong City	90,000.00	100,000.00	190,000.00
6 Manila	90,000.00	100,000.00	190,000.00
7 Marikina City	90,000.00	100,000.00	190,000.00
8 Muntlupa City	90,000.00	100,000.00	190,000.00
9 Navotas City	90,000.00	100,000.00	190,000.00
10 Parañaque City	90,000.00	100,000.00	190,000.00
11 Pasay City	90,000.00	100,000.00	190,000.00
12 Pasig City	90,000.00	100,000.00	190,000.00
13 Quezon City	90,000.00	100,000.00	190,000.00
14 San Juan City	90,000.00	100,000.00	190,000.00
15 Taguig City-Pateros	90,000.00	100,000.00	190,000.00
16 Valenzuela City	90,000.00	100,000.00	190,000.00
<b>TOTAL</b>	<b>1,540,000.00</b>	<b>1,700,000.00</b>	<b>3,240,000.00</b>











Republic of the Philippines  
**Department of Education**

18 JUL 2019

DepEd ORDER  
No. **017**, s. 2019

**GUIDELINES ON THE PROVISION AND USE OF OFFICIAL MOBILE PHONES,  
POSTPAID LINES AND PREPAID LOADS**

To: Undersecretaries  
Assistant Secretaries  
Bureau and Service Directors  
Regional Directors  
Schools Division Superintendents  
Public Elementary and Secondary School Heads  
All Others Concerned

1. For the information and guidance of all concerned, the Department of Education (DepEd) issues the enclosed **Guidelines on the Provision and Use of Official Mobile Phones, Postpaid Lines and Prepaid Loads**.
2. This Order shall take effect immediately upon issuance.
3. For more information, please contact the **Office of the Undersecretary for Finance**, 2nd Floor, Rizal Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City through email at [usec.financebpm@deped.gov.ph](mailto:usec.financebpm@deped.gov.ph) or at telephone no. (02) 633-9342.
4. Immediate dissemination of and strict compliance with this Order is directed.

  
**LEONOR MAGTOLIS BRIONES**  
Secretary

Encl.:  
As stated

Reference:  
Office Memorandum dated February 6, 2007

To be indicated in the Perpetual Index  
under the following subjects:

BUREAUS AND OFFICES	PAYMENT
COMMUNICATIONS	POLICY
OFFICIALS	PROCEDURE

SMMA, DO Guidelines on the Provision and Use of Official Mobile Phone  
0412- June 20/July 10, 2019



**GUIDELINES ON THE PROVISION AND USE OF OFFICIAL  
MOBILE PHONES, POSTPAID LINES AND PREPAID LOADS**

**I. Rationale**

The use of Information and Communications Technology (ICT) equipment such as mobile phones is essential in carrying out the diverse tasks and responsibilities in workplaces especially in the Department of Education (DepEd). Mobile phones complemented with provisions on postpaid lines and prepaid loads allow the DepEd officials and other personnel concerned to have immediate communication with clients and stakeholders, and enable them to respond to time-sensitive issues and concerns.

**II. Scope of the Policy**

This DepEd Order provides standards and procedures in the provision and use of mobile phones, postpaid lines and prepaid loads to DepEd officials and personnel at the Central Office, Regional Offices, Schools Division Offices, and public schools. This also defines the roles and responsibilities of offices concerned in managing this program.

**III. Policy Statement**

This policy aims to rationalize and regulate the provision and use of mobile phones, postpaid lines and prepaid loads for authorized regular DepEd officials and personnel concerned at the Central Office, Regional Offices, Schools Division Offices and public schools.

**IV. Guidelines**

The Department shall provide authorized officials and personnel listed herein with postpaid line and prepaid load for use in the performance of their official duties and responsibilities.

1. This provision shall not be treated as allowance, but as an expense subject to reimbursement or liquidation procedure requiring submission of the corresponding billing statements and/or official receipts.
2. The postpaid line and prepaid load shall be provided to officials, and to other personnel holding regular positions in the DepEd agency staffing pattern who have been duly designated by the competent authorities to

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perform the duties and responsibilities as Officers-in-Charge of such positions.

3. The authorized/eligible recipients and their maximum monthly provision for the postpaid line and prepaid load are as follows:

<b>Office and Position</b>	<b>Monthly Ceiling (Php)</b>
<b>Central Office</b>	
Secretary	10,000.00
Undersecretary	6,000.00
Assistant Secretary	5,000.00
Director IV	4,000.00
Director III	3,000.00
Division Chief	2,500.00
Assistant Division Chief	1,000.00
Allowable provision for the staff of the Office of the Secretary - Proper	5,000.00
Allowable provision for the staff of the Office of Undersecretary	3,000.00
Allowable provision for the staff of the Office of the Assistant Secretary	2,000.00
Allowable provision for the staff of the Office of the Director	1,000.00
<b>Regional Office</b>	
Regional Director (RD)	4,000.00
Assistant Regional Director	3,000.00
Division Chiefs	2,500.00
Education Program Supervisor	500.00
Allowable provision for other RO personnel authorized by the RD	8,000.00
<b>School Division Office</b>	
School Division Superintendent	3,000.00

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Assistant School Division Superintendent	2,500.00
Division Chief	2,000.00
Education Program Supervisor	500.00
Public Schools District Supervisor	500.00
School Head/Principal	300.00
Allowable provision for other SDO personnel authorized by the SDS	8,000.00

4. The members of the Executive Committee may be allowed not more than two (2) mobile phone line accounts, provided that the total amount (when the two (2) billings are added) to be availed shall not exceed the monthly ceiling herein specified per position or eligible recipient. However, for the other eligible recipients, only one (1) postpaid line per eligible recipient shall be allowed regardless of whether the ceiling has been fully used or not. The eligible recipient has the option to avail of either a postpaid line (DepEd Account or Personal Account) or prepaid load.
5. The Head of Office concerned shall identify and submit to Personnel Division/Section/Unit the list of personnel/staff who will be authorized to avail of official postpaid line and prepaid load chargeable against the "allowable provision per office". Staff who are on Contract of Service (COS) or Job Order status will not be allowed to avail of this provision. Attached is the template to be used for this purpose. (See attached Annex A)
6. In no circumstances shall "Pass/Share-a-Load" be allowed. Charges for "pass/share-a-load" will be on personal account of the eligible recipient and payment will not be charged against government funds.
7. Charges from postpaid plan in excess of the monthly ceiling of authorized provision shall be paid for by the personnel concerned.
8. Should the authorized postpaid line include the issuance of mobile phone units at no additional cost to DepEd, the device/unit shall be the property of the subscriber.
9. Mobile phone units, if procured and issued by DepEd, shall be covered by the Property Acknowledgement Report (PAR) duly acknowledged by the eligible recipient who shall be responsible/accountable for the unit/s issued. When the eligible recipient retires, resigns, or is transferred, any mobile phones or equivalent unit issued by DepED must be turned over to

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the Regional/Division office or school, who in turn shall surrender the units to the General Services Division-Central Office.

10. Procurement of mobile phones to be issued by DepEd shall strictly observe the Revised Implementing Rules and Regulations (IRR) of R.A. No. 9184 or the Government Procurement Reform Act.

## **V. PROCEDURES**

### **A. Upkeep of Mobile Phone Units**

1. The eligible recipient shall exercise due care in the use of the DepEd-issued mobile phone unit.
2. In cases where the unit needs to be repaired, the official or personnel concerned shall directly proceed to the service provider for the repair of the unit.
3. All expenses for the repair and maintenance of the DepEd-procured and issued mobile phone unit that are not covered by the warranty shall be on personal account of the eligible recipient.
4. Disposal of DepEd-issued mobile phones shall follow the guideline and procedures in disposing unserviceable equipment.

### **B. Payment of Postpaid Line and Prepaid Load Provision**

#### **1. For Postpaid Line under DepEd Account**

- a. Upon the receipt of the Statement of Account (SOA) for postpaid line under the official DepEd account, the Records Division /Section /Unit shall transmit the same to the Personnel Division/Section/Unit.
- b. The Personnel Division/Section/Unit shall review the SOA, prepare the Obligation Request Status (ORS) and the Disbursement Voucher (DV), and forward the said documents to the Budget Division/Section/Unit.
- c. The Budget Division/Section/Unit shall process and record the ORS in the Registry of Allotment and Obligation.
- d. The Accounting Division/Section/Unit shall process the payment and ensure that the bills are paid on or before the due date.
- e. Pursuant to COA Circular No. 2012-001, claims for postpaid line and prepaid load must be supported by a SOA/Bill/

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Invoice/Official Receipt or machine validated SOA and Certification by Agency Head or his authorized representative or the eligible recipient stating that calls made are all official in nature.

**2. For Postpaid Line under Personal Account and for Prepaid Load**

- a. The reimbursement procedures shall be followed. That is, payment of monthly provision for postpaid line shall be made only upon presentation of Official Receipt and Statement of Account from the service provider.
- b. For prepaid load, payment shall be made on the basis of an Official Receipt from the seller and a Certification by Agency Head or his authorized representative or the eligible recipient stating that calls made are all official in nature.

**VI. Source of Fund**

- A. The amounts required for payment of postpaid line and prepaid load under this Order shall be taken from the General Administrative Support Service (GASS)-MOOE appropriations/budget of the Central Office, Regional Offices, School Division Offices and schools, and from other available legal sources, subject to availability of funds and in compliance with existing budgeting, accounting and auditing rules and regulations.
- B. Other programs and projects with allocation for communication expense shall charge its expenses from the respective program and project funds, subject to separate internal guideline and in compliance with existing budgeting, accounting and auditing rules and regulations.

**VII. Monitoring and Evaluation**

- A. All offices and accountable officials and personnel thereof shall comply with existing financial reporting guidelines on the use of funds for this purpose.
- B. Any related concerns of offices not covered by the provisions of this policy shall be referred to the appropriate governance level.
- C. The Budget and Accounting Divisions of the DepEd Central Office, Regional Finance Division and Finance Unit SDOs shall monitor compliance and evaluate implementation of this DepEd Order.

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**VIII. Effectivity**

This Order shall take effect immediately and supersedes all issuances inconsistent with the herein guideline.

**LEONOR MAGTOLIS BRIONES**

Secretary

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Republic of the Philippines  
Department of Education

ANNEX A

**LIST OF PERSONNEL/STAFF WHO WILL AVAIL OF OFFICIAL MOBILE  
PHONE SUBSCRIPTIONS/LINES AND PREPAID LOADS**

Below is the list of Personnel/Staff of (     Office     ) who will avail of mobile phone subscriptions/lines and prepaid loads, chargeable against the allowable provision for such purpose. This provision will facilitate the accomplishment of functions and responsibilities of the (     Office     ).

NAME	POSITION	JUSTIFICATION	MONTHLY ALLOCATION (PHP)
<i>Mobile Phone Subscriptions/ Lines</i>			
<i>Prepaid Loads</i>			
<b>TOTAL</b>			

*\*list down functions, as stated in the TOR, which requires frequent use of mobile phones and prepaid loads, specify official business use of the mobile phone subscription/lines and prepaid loads in order for the personnel to perform cited function (e.g., to coordinate with stakeholders, to gather data from regional offices)*

The total amount of (     in words and figures     ) is chargeable against and within the approved monthly ceiling for the personnel/staff of (     Office     ), as provided in the *Guidelines on the Use of Mobile Phone Subscriptions/Lines and Prepaid Loads* under DepEd Order No. \_\_\_\_\_, dated \_\_\_\_\_.

Approved by:

\_\_\_\_\_  
Head of Office\*

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\*Head of Office is the Secretary, Undersecretary, Assistant Secretary, Bureau/Service and Regional Director, and School Division Superintendent.