

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

**REGIONAL MEMORANDUM**

ORD-2024- 754

**TO :** CHIEF, CLMD  
 SCHOOLS DIVISION SUPERINTENDENTS  
 ALL OTHERS CONCERNED

**FROM :** JOCELYN DR. ANDAYA  
 Director IV

**SUBJECT :** GUIDELINES ON THE UTILIZATION OF PROGRAM SUPPORT FUNDS AND TRAVEL EXPENSES FOR THE CONDUCT OF THE GAWAD TEODORA ALONZO (GTA) 2024

**DATE :** June 20, 2024

1. This has reference to the attached Memorandum DM-CT-2024-06 dated June 4, 2024, from the Office of the Assistant Secretary for Curriculum and Teaching with the above-captioned, which is self-explanatory.
2. A total amount of **Two Hundred Thousand Pesos (P200,000.00)** is allocated to National Capital Regional to cover the PSF for the GTA Development and harvesting of storybooks.
3. The PSF for the GTA Development and Harvesting of Storybooks will be indicated in the official guidelines and mechanics which will be issued as a DepEd Memorandum.
4. The following are items that cannot be charged against the identified learning resource budget:
  - a. Purchase of Capital Outlay
  - b. Hiring of contractual or casual employees
  - c. Payment of other capital outlay items such as infrastructure projects
5. All expenses incurred therein shall be in accordance with existing government accounting, budgeting, auditing and procurement rules and regulations.
6. For your guidance and strict compliance.



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

Doc. Ref. Code	RO-ORD-F005	Rev	00
Effectivity	01.26.23	Page	1 of 1



Certificate No. PUP QMS 24 92 0193



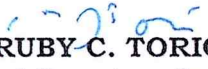
Republic of the Philippines  
**Department of Education**

OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING

**MEMORANDUM**

**DM-CT-2024- 188**

**TO :** ALL REGIONAL DIRECTORS

**FROM :**   
ALMA RUBY C. TORIO  
Assistant Secretary for Curriculum and Teaching  
Officer-in-Charge  
Office of the Undersecretary for Curriculum and Teaching

**SUBJECT :** **GUIDELINES ON THE UTILIZATION OF PROGRAM SUPPORT FUNDS AND TRAVEL EXPENSES FOR THE CONDUCT OF THE GAWAD TEODORA ALONSO (GTA) 2024**

**DATE :** June 4, 2024

1. This memorandum is issued to establish the guidelines on the release and utilization of the downloaded Program Support Funds (PSF) and travel expenses for the conduct of the Gawad Teodora Alonso (GTA) 2024.
2. A total budget amounting to Six Million Six Hundred Sixty-Nine Thousand Nine Hundred pesos (**P6,669,900**) only, chargeable to 2024 Current TBIMs Fund to cover the following:
  - a. PSF for DepEd Region IV-B MIMAROPA for hosting the GTA 2024;
  - b. PSF for all DepEd Regional Offices for the GTA Development and Harvesting of Storybooks; and
  - c. Travel expenses for technical working committee (TWC) members during the conduct of the activities in the series.
3. The PSF for the GTA Development and Harvesting of Storybooks will be indicated in the official guidelines and mechanics which will be issued as a DepEd Memorandum. The amount shall cover expenses incurred during the various activities related to the GTA 2024, subject to usual accounting and auditing rules and regulations.
4. Additional budget for preparatory and related activities may be augmented by available local funds of the RO and/or the Schools Division Office (SDO) subject to usual accounting and auditing rules and regulations.
5. Balance from the downloaded funds intended for Basic Education Curriculum (BEC) and General Management and Supervision – Maintenance and Other Operating Expenses (GMS-MOOE) may be used for the GTA activities as a project related to the National Learning Recovery Plan (NLRP).





Republic of the Philippines

## Department of Education

OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING

MEMORANDUM  
DM-CT-2024-06

TO : ALL REGIONAL DIRECTORS

FROM : **ALMA RUBY C. TORIO**  
Assistant Secretary for Curriculum and Teaching  
Officer-in-Charge  
Office of the Undersecretary for Curriculum and Teaching

SUBJECT : **GUIDELINES ON THE UTILIZATION OF PROGRAM SUPPORT FUNDS AND TRAVEL EXPENSES FOR THE CONDUCT OF THE GAWAD TEODORA ALONSO (GTA) 2024**

DATE : June 4, 2024

1. This memorandum is issued to establish the guidelines on the release and utilization of the downloaded Program Support Funds (PSF) and travel expenses for the conduct of the Gawad Teodora Alonso (GTA) 2024.
2. A total budget amounting to Six Million Six Hundred Sixty-Nine Thousand Nine Hundred pesos (**P6,669,900**) only, chargeable to 2024 Current TBIMS Fund to cover the following:
  - a. PSF for DepEd Region IV-B MIMAROPA for hosting the GTA 2024;
  - b. PSF for all DepEd Regional Offices for the GTA Development and Harvesting of Storybooks; and
  - c. Travel expenses for technical working committee (TWC) members during the conduct of the activities in the series.
3. The PSF for the GTA Development and Harvesting of Storybooks will be indicated in the official guidelines and mechanics which will be issued as a DepEd Memorandum. The amount shall cover expenses incurred during the various activities related to the GTA 2024, subject to usual accounting and auditing rules and regulations.
4. Additional budget for preparatory and related activities may be augmented by available local funds of the RO and/or the Schools Division Office (SDO) subject to usual accounting and auditing rules and regulations.
5. Balance from the downloaded funds intended for Basic Education Curriculum (BEC) and General Management and Supervision – Maintenance and Other Operating Expenses (GMS-MOOE) may be used for the GTA activities as a project related to the National Learning Recovery Plan (NLRP).



1/F Bonifacio Building, DepEd Complex, Meralco Avenue, Pasig City  
Direct Line: (632) 8633-7202/8687-4146 E-mail: [ouct@deped.gov.ph](mailto:ouct@deped.gov.ph)

DepEd Philippines

@depedphilippines

@DepEd\_PH

[www.deped.gov.ph](http://www.deped.gov.ph)

BLRPP-24-06-020

6. The budget allocation is stated below for reference:

**Activity 1: Storybook Forum (cum Learning Resources Consultative Conference)**

<b>Region</b>	<b>Amount</b>
Region II Travel Expenses	41,400.00
Region III Travel Expenses	82,800.00
Region IVA Travel Expenses	110,700.00
Region IVB Travel Expenses	46,600.00
Region IVB PSF Board and Lodging	504,000.00
Region IVB PSF Supplies and Materials	18,900.00
Region V Travel Expenses	39,900.00
Region VI Travel Expenses	39,900.00
Region VII Travel Expenses	12,300.00
Region IX Travel Expenses	13,300.00
Region X Travel Expenses	39,900.00
Region XI Travel Expenses	53,200.00
Region XII Travel Expenses	39,900.00
Region XIII Travel Expenses	66,500.00
CAR Travel Expenses	41,400.00
<b>TOTAL</b>	<b>P1,150,700.00</b>

**Activity 2: GTA Development and Harvesting of Storybooks**

<b>Region</b>	<b>Amount</b>
Region I PSF	200,000.00
Region II PSF	200,000.00
Region III PSF	200,000.00
Region IVA PSF	200,000.00
Region IVB PSF	200,000.00
Region V PSF	200,000.00
Region VI PSF	200,000.00
Region VII PSF	200,000.00
Region VIII PSF	200,000.00
Region IX PSF	200,000.00
Region X PSF	200,000.00
Region XI PSF	200,000.00
Region XII PSF	200,000.00

Region XIII PSF	200,000.00
CAR PSF	200,000.00
NCR PSF	200,000.00
<b>TOTAL</b>	<b>P3,200,000.00</b>

**Activity 3: Storybook Recognition Rites and Reading Exhibit**

<b>Region</b>	<b>Amount</b>
Region IVA Travel Expenses	13,300.00
Region IVB Travel Expenses	112,700.00
Region IVB PSF Board and Lodging	2,000,000.00
Region IVB PSF Supplies and Materials	143,000.00
Region VI Travel Expenses	36,900.00
Region XIII Travel Expenses	13,300.00
<b>TOTAL</b>	<b>P2,319,200.00</b>

7. The following are items that cannot be charged against the identified learning resource budget, to wit:
  - a. Purchase of Capital Outlay (e.g., equipment, gadgets, software, or any item with unit cost reaching the minimum threshold for Capital Outlay as provided by existing rules and regulations);
  - b. Hiring of contractual or casual employees, whose salaries and other compensation benefits should be charged against Personnel Services allocations; and
  - c. Payment of other capital outlay items such as infrastructure projects.
8. The Learning Resources Production Division (LRPD) shall request the Finance Service-Budget Division of DepEd Central Office to prepare and issue the Sub-Allotment Release Order (Sub-ARO) to the ROs.
9. The PSF shall be downloaded to the ROs, and may be further downloaded to SDOs, as determined by the GTA Management Committee, which is headed by the Regional Director.
10. All expenses incurred herein shall be in accordance with existing budgeting, accounting, auditing, and procurement rules and regulations.
11. For your guidance and strict compliance.

cc: **Atty. REVSEE A. ESCOBEDO**  
*Undersecretary for Operations*