

Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

REGIONAL MEMORANDUM

ORD-2024- 882

TO : **SCHOOLS DIVISION SUPERINTENDENTS**
 SDO Las Piñas City
 SDO Pasig City

FROM : **JOCELYN DR ANDAYA** 
 Director IV

SUBJECT : **WORKSHOP ON THE EVALUATION OF APPLICATION DOCUMENTS OF PRIVATE MADARIS FOR FINANCIAL ASSISTANCE FOR SY 2024-2025**

DATE : August 29, 2024

1. This has reference to the attached Memorandum No. DM-CT-2024-260 dated July 29, 2024, from Gina O. Gonong, Undersecretary for Curriculum and Teaching relative to the above-captioned activity.
2. In connection with this, the enclosed participants are enjoined to:
 - bring their own laptop and extension cord for the workshop
 - travel authority
 - observe the time-on task policy based on DepEd Order No. 9, s. 2005
3. Accommodation of the participants will be charged to MEP 2024 Current Funds. Travelling and other incidental expenses of the regional and division MEP focal persons will be charged to MEP 2024 Current Funds and available Local Funds, should there be deficiencies in the allocated funds while the travelling expenses of the school administrator and finance officer of the Private Madaris will be charged to their local funds. Participants are advised to take the most economical means of transportation. The Division MEP Focal Person will submit to the Regional MEP Focal Person a summary of expenses incurred as basis for the downloading of expenses to the Schools Division Office. In addition, they are expected to attach the highlights of the activity. Participants will submit pertinent travel documents upon completion of the activity for the reimbursement, subject to the usual government accounting and auditing rules and regulations.
4. Immediate dissemination of this Memorandum is desired.

CAVillanueva2024



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LIST OF PARTICIPANTS

DIVISION	NAME	DESIGNATION
RO-CLMD	Charito A. Villanueva	EPS, Regional MEP Coordinator
Las Pinas City	Maribel Panganiban	EPSA, Division MEP Coordinator
Pasig City	Divina A. Lamban	School Head, Asia Academic Integrated School Inc.
	Fatima Zatra Uddin	Finance Officer, Asia Academic Integrated School Inc.




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Department of Education

OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING

MEMORANDUM
DM-CT-2024-260

TO : REGIONAL DIRECTORS

FROM : 
GINA O. GONDONG
Undersecretary for Curriculum and Teaching

SUBJECT : **WORKSHOP ON THE EVALUATION OF APPLICATION DOCUMENTS OF PRIVATE MADARIS FOR FINANCIAL ASSISTANCE FOR SY 2024-2025**

DATE : July 29, 2024

To ensure the continuous and efficient provision of support funds to private madaris in accordance with Department of Education (DepEd) Order No. 49 s. 2021 titled "Revised Guidelines on the Grant of Financial Assistance to Private Madaris Adopting the K to 12 Basic Education Curriculum", the Bureau of Learning Delivery - Student Inclusion Division (BLD-SID) will conduct the **Workshop on the Evaluation of Application Documents of Private Madaris for Financial Assistance for SY 2024-2025** on **September 18-20, 2024, at a venue within Davao City, Region XI**, to be announced on a separate advisory.

Specifically, this activity aims to:

- A. re-orient the participants on the current guidelines on the grant of financial assistance to private madaris adopting the K to 12 basic education curriculum;
- B. evaluate the authenticity, completeness, and compliance of application documents of private madaris for financial assistance; and
- C. express strong commitment to upholding the standards set by DepEd for the grant of financial assistance.

Please see *Annex A* for the list of participants, comprising Regional and select Division Madrasah Education Program Coordinators (RMEPCs/DMEPCs), as well as School Administrators and Finance Officers of private madaris from implementing regions. They are advised to pre-register online through <https://tinyurl.com/Onsite-Val-PM> no later than **August 30, 2024**.

The RMEPCs are expected to collect and ensure the authenticity, completeness, and compliance of the application documents of their private madaris and bring them with the endorsement of their Regional Director during the aforesaid activity.

Participants are requested to bring their laptops. They are advised to take the most



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economical means of transportation and arrive at the venue a day before the activity. The first meal to be served is **dinner on Day 0** while the last meal is **breakfast on Day 3**. See *Annex B* for the Program of Activities.

Accommodation, traveling, and other incidental expenses shall be charged to MEP 2024 Current Funds and available Local Funds should there be deficiencies in the allocated funds, subject to the usual government accounting and auditing rules and regulations.

For inquiries or concerns, please contact the BLD-SID, through **Ms. Marites P. Romen**, Supervising Education Program Specialist at marites.romen@deped.gov.ph.

For immediate dissemination and compliance.

Copy furnished:

ATTY. REVSEE A. ESCOBEDO
Undersecretary for Operations



Republic of the Philippines

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Annex A – Distribution of Participants per Region

Workshop on the Evaluation of Application Documents of Private Madaris for Financial Assistance for SY 2024-2025

September 18-20, 2024, Davao City, Region XI

Region	RMEPC	DMEPC	School Administrator (President/ Principal)	Finance Officer	Total
I	1				1
II	1				1
III	1				1
IV-A (CALABARZON)	1	1	2		4
IV-B (MIMAROPA)	1				1
V	1				1
VI	1				1
VII	1	1	1	1	4
VIII	1				1
IX	1				1
X	1	2	2	2	7
XI	1	3	3	3	10
XII	1	1	1	1	4
CARAGA	1				1
CAR	1				1
NCR	1	1	1	1	4
TOTAL	16	9	10	9	44



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Annex B - Indicative Program of Activities

**Workshop on the Evaluation of Application Documents of Private Madaris
for Financial Assistance for SY 2024-2025**
September 18-20, 2024, Davao City, Region XI

INDICATIVE PROGRAM OF ACTIVITIES

DAY 0 (September 17, 2024)		
TIME	ACTIVITY	
8:00 AM – 5:00 PM	Travel Period	
5:00 PM – 5:30 PM	Venue Check-In	
5:30 PM – 6:00 PM	Registration	
6:00 PM onwards	Dinner	

DAY 1 (September 18, 2024)		
TIME	ACTIVITY	PERSON INVOLVED
7:00 AM – 8:00 AM	<i>Breakfast</i>	
OPENING PROGRAM		
8:00 AM – 8:30 AM	Management of Learning	MEP Management Team
8:30 AM – 10:00 AM	Welcome Remarks	Chief Rosalie E. Bongon
	Message	Dir. Leila P. Areola
	Introduction of Participants	Ms. Armi S. Victor
	Statement of Purpose	Dr. Nicanor M. San Gabriel Jr.
	Workshop Mechanics	Ms. Marites P. Romen
	House Rules	Mr. Ronkyle O. Soriano
10:00 AM – 11:00 AM	Plenary Presentation of DepEd Order No. 49 s. 2021 “Revised Guidelines on the Grant of Financial Assistance to Private Madaris Adopting the K to 12 BEC” and Standard Templates	Dr. Denn Marc P. Alayon
11:00 AM – 12:00 NN	Presentation of the Standard Templates to be used in the application for financial assistance vis-a vis mandatory requirements in applying for financial assistance for Private Madaris	Ms. Marites P. Romen
12:00 PM – 1:00 PM	<i>Lunch Break</i>	
BREAK OUT SESSION		
1:00 PM – 1:15 PM	Management of Learning	Management Team
1:15 PM – 3:00 PM	Presentation of the Standard Templates to be used in the	



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	application for financial assistance vis-a vis mandatory requirements in applying for financial assistance for Private Madaris	Ms. Marites P. Romen
3:00 PM – 3:15 PM	<i>Afternoon Break</i>	
3:15 PM – 5:00 PM	Workshop on the Application of the standard template for the PM financial application	
6:00 PM onwards	<i>Dinner</i>	

DAY 2 (September 19, 2024)		
TIME	ACTIVITY	PERSON INVOLVED
6:00 AM – 7:00 AM	<i>Breakfast</i>	
7:45 AM – 8:00 AM	Management of Learning	Management Team
8:00 AM – 9:00 AM	Discussion of Accounting Rules and Regulation vis-à-vis financial assistance application for PM	Accounting Personnel from C.O.
9:00 AM – 10:00 AM	Open Forum / Q and A	Management Team
10:00 AM – 10:15 AM	<i>Morning Break</i>	
10:15 AM – 12:00 PM	Evaluation of Documents of Private Madaris Financial Assistance Applicants	Management Team
12:00 PM – 1:00 PM	<i>Lunch Break</i>	
1:00 PM – 1:15 PM	Continuation of Evaluation of Documents of Private Madaris Financial Assistance Applicants	Evaluation Team
1:15 PM – 3:00 PM		
3:00 PM – 3:15 PM	<i>Afternoon Break</i>	
3:15 PM – 5:00 PM	Continuation of Evaluation of Documents of Private Madaris Financial Assistance Applicants	Evaluation Team
6:00 PM onwards	<i>Dinner</i>	

DAY 3 (September 20, 2024)		
TIME	ACTIVITY	PERSON INVOLVED
7:00 AM – 8:00 AM	<i>Breakfast</i>	
8:00 AM – 8:30 AM	Presentation of the Result of Evaluation	Regional Focal
8:30 AM – 9:00 AM	CLOSING PROGRAM	Management Team
11:00 AM – 12:00 NN	Venue Check-Out	



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