



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

January 8, 2025

REGIONAL MEMORANDUM

No. 023, s. 2025

To: Schools Division Superintendents
ESSD Chief
Regional Partnership Focal Person
SGOD Chiefs
Division Partnership Focal Persons
All Others Concerned

SUBMISSION OF THE FISCAL YEAR 2024 PROGRAM SUPPORT FUNDS FOR BUILDING PARTNERSHIP AND LINKAGES PROGRAM (PSF-BPLP)

1. In reference to the attached Memorandum CO-EPS-2025-01-1909 dated January 2, 2025, from Undersecretary Fatima Lipp D. Panontongan and Director Graciela E. Mendoza, this Office reiterates the submission of the signed Physical and Financial Accomplishment or Utilization Report for the Program Support Funds-Building Partnership and Linkages Program (PSF-BPLP) detailing the activities undertaken to the External Partnerships Service (EPS) via email to externalpartnerships@deped.gov.ph on **January 10, 2025**.
2. Attention is particularly invited to paragraph 3 of the said Memorandum which requires specific compliance.
3. For strict compliance and immediate dissemination.


JOCELYN DR ANDAYA
Regional Director, NCR
Concurrent Officer-In-Charge
Office of the Assistant Secretary for
Operations

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Republic of the Philippines
Department of Education
EXTERNAL PARTNERSHIPS SERVICE

CO-EPS-2025-01-1909

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**

THRU : **FATIMA LIPP D. PANONTONGAN**
Undersecretary

FROM : **GRACIELA E. MENDOZA**
Director IV

SUBJECT : **Submission of the Fiscal Year 2024 Program Support Funds
for Building Partnership and Linkages Program (PSF-BPLP)
Utilization Report**

DATE : January 2, 2025

In compliance with OUOPS Memo No. 2024-13-01712, titled "Guidelines on the Release, Utilization, Monitoring, and Reporting of Program Support Funds for the Building Partnership and Linkages Program (PSF-BPLP) for Fiscal Year 2024," the Regional and Schools Division Offices are required to submit the signed Physical and Financial Accomplishment or Utilization Report for the PSF-BPLP, detailing the activities undertaken, to the External Partnerships Service (EPS) by December 12, 2024.

However, in light of the numerous programs and projects conducted during the year-end period of December 2024, the deadline for submitting the PSF Utilization Report has been extended to **January 10, 2025**. The activities charged to the PSF-BPLP must be detailed in the Activity Report, which include the activity objectives, program flow, agreements, and other relevant information.

Kindly ensure strict adherence to the report format, as provided in the attached template. The signed and scanned copy of the Utilization Report must be submitted via email to externalpartnerships@deped.gov.ph. The summary of the Utilization Report will be forwarded to the Planning Service as part of the Accomplishment Report for the downloaded funds. The summary of reports submitted by the Ros and SDOs may be viewed through the following link: <https://tinyurl.com/2024PSFUtilizationReport>.

For dissemination and strict compliance.

