

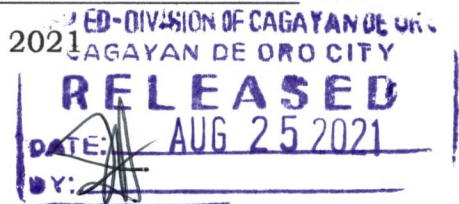


Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY

August 23, 2021

DIVISION MEMORANDUM

No. 373, s. 2021



To:

CID and SGOD Chief Education Program Supervisors
All Concerned SGOD, CID and OSDS Personnel
All Public Elementary School Heads and Teachers
All Public Secondary School Heads and Teachers
All Public School ICT Coordinators
All School Information Coordinators
This Division

**SUPPLEMENTARY GUIDELINES IN THE UTILIZATION OF
ADDITIONAL DOWNLOADED FUNDS FOR THE PROVISIONS OF
QUARTER 1 AND QUARTER 2 LEARNING RESOURCES FOR THE
SCHOOL YEAR 2021-2022**

1. In consonance with the Regional Memorandum No. 455 s.2021, the field is hereby informed on various issuances relative to the supplementary guidelines in the utilization of additional funds for the provisions of Q1 and Q2 learning resources for the school year 2021-2022.
2. The guidelines include the following: (1) Joint Memorandum OUCI-2021-261; (2) Joint Memorandum OUCI-2021-195; (3) Joint Memorandum OUCI-2021-210; (4) OUF-2020-0614; and (5) DM-CI-2020-00245.
3. For your guidance and strict compliance.


DR. ALICIA E. ANGHAY, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent



Address: Fr. William F. Masterson Avenue, Upper Balulang, Cagayan de Oro City
Telephone: (08822) – 8550048



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO

4234

[Signature]

8/20/21

Office of the Regional Director

August 20, 2021

REGIONAL MEMORANDUM
No. 455, s. 2021

**SUPPLEMENTARY GUIDELINES IN THE UTILIZATION OF ADDITIONAL
DOWNLOADED FUNDS FOR THE PROVISIONS OF QUARTER 1
AND QUARTER 2 LEARNING RESOURCES FOR SY 2021-2022**

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

1. In preparing for the opening of classes for school year 2021-2022, the following attached memorandums shall be used as guides particularly in the procurement and printing of modules for Quarters 1 and 2:

- a. Joint Memorandum No. DM-OUCI-2021-261 Clarification on DM-OUCI-2021-195 and Provision of Information for the Continuous Response of the Department to the Pandemic as Regards Learning Resources, Compliance with COA Rules and Other Regulations, and Submission of Report;
- b. Joint Memorandum No. DM-OUCI-2021-195 Supplementary Guidelines in the Utilization of Downloaded Funds for Provision of Quarters 1 and 2 Learning Resources of SY 2021-2022;
- c. Joint Memorandum No. DM-OCUI-2021-210 Data Validation and Verification of Online and Offline Additional Information on the Summary of Expenditure Reports;
- d. OUF-2020-0614 Clarifications on D.O. 18, s. 2020 and D.O. 32, s. 2020; and
- e. DM-CI-2020-00245 Technical Specifications for the Printing of Quarters 2 Self-Learning Modules (SLMs).

2. For compliance.

DR. ARTURO B. BAYOCOT, CESO III
Regional Director

CLMD/emerald



DepEd Regional Office X, Zone 1, Upper Balulang, Cagayan de Oro City
(088) 856-3932 | (088) 881-3137 | (088) 881-3031
Department of Education Region 10
region10@deped.gov.ph
<http://deped10.com>





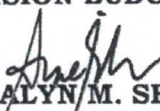
Republic of the Philippines

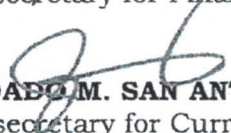
Department of Education

OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND INSTRUCTION

JOINT MEMORANDUM DM-OUCI-2021- 309

TO : REGIONAL DIRECTORS
SCHOOL DIVISION SUPERINTENDENTS
CHIEF, FINANCE DIVISION
CHIEF, ADMINISTRATIVE SERVICES DIVISION
CHIEF, CURRICULUM AND LEARNING MANAGEMENT
LEARNING RESOURCE EDUCATION PROGRAM SUPERVISORS
DIVISION ACCOUNTANTS
DIVISION BUDGET OFFICERS

FROM :  **ANNALYN M. SEVILLA**
Undersecretary for Finance

 **DIOSDADO M. SAN ANTONIO** 
Undersecretary for Curriculum and Instruction

SUBJECT : **Supplementary Guidelines in the Utilization of Additional Downloaded Funds for Provision of Quarters 1 and 2 Learning Resources of SY 2021-2022**

DATE : August 5, 2021

This memorandum is issued to establish the guidelines on the release and utilization of the downloaded funds for the provision of learning resources for Quarters 1 and 2 of SY 2021-2022.

The fund amounting to Php 1,731,794,777.00 under FY 2021 Flexible Learning Options Fund has been downloaded to the regions for the provision of learning resources. Additional funds in the total amount of Php 2,789,757,455.00 shall be released to the regions. The allocation per region is attached hereto for reference as Annex A.

The funds mentioned above shall be utilized for the same purpose and considerations provided under Joint Memorandum No. DM OUCI 2021-195 (Supplementary Guidelines in the Utilization of Downloaded Funds for Provision of Quarters 1 and 2 Learning Resources of SY 2021-2022) dated June 2, 2021, which states that the utilization of funds should be compliant with the provisions of the Department Order 18 s. 2020 (Policy Guidelines for the Provision of Learning Resources in the Implementation of the Basic Education Learning Continuity Plan [BE-LCP]) except the use of Special Education Fund (SEF) and/or actual contributions from external partners as the basis for the allocation formula to be used in distributing the fund to the school divisions. In addition, DM 2021-195 reiterates that the

use of the fund shall also be guided by Memorandum No. OUF-2020-0614 (Clarifications on DepEd Order 18, s. 2020 and DepEd Order 32, s. 2020 [Guidelines on the Engagement of Services of Learning Support Aides to Reinforce the Implementation of the BE-LCP in time of COVID-19 Pandemic]) which clarifies the eligible activities that may be charged against the said funds.

DM OUCI 2021-195 was further elucidated by Joint Memorandum No. DM OUCI 2021-261 (Clarifications on DM-OUCI-2021-195 and Provision of Information for the Continuous Response of the Department to the Pandemic As Regards Learning Resources, Compliance with COA Rules and Other Regulations, and Submission of Reports) dated July 8, 2021, which provides information and clarifies certain aspects in the continuous response of the Department to the pandemic situation, more particularly the legal basis for the provision of learning resources, compliance with Commission on Audit (COA) Rules and Other Regulations, and reporting of data and expenditures.

Finally, for Monitoring and Evaluation of the said funds, the utilization of which shall be reported in the Statement of Expenditure (SOE) template provided under Joint Memorandum No. DM OUCI 2021-210 dated June 4, 2021.

For information and guidance.

Enclosures:

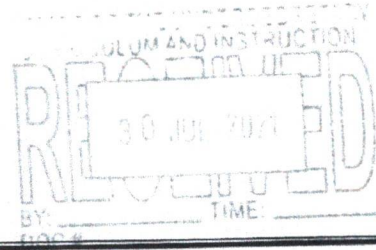
*Joint Memorandum No. DM OUCI 2021-195
Joint Memorandum No. DM OUCI 2021-261
Joint Memorandum No. DM OUCI 2021-210
Memorandum No. OUF-2020-0614
DM-CI-2020-00245*

Annex A**Funds for Downloading for the Provision of Quarters 1 and 2 Learning Resources of
SY 2021-2022**

REGIONS	AMOUNT
REGION I	145,154,619.00
REGION II	104,180,206.00
REGION III	304,814,179.00
CAR	45,334,658.00
REGION IV-A	381,100,455.00
REGION IV-B	103,334,550.00
REGION V	193,927,440.00
NCR	257,956,600.00
REGION VI	235,253,286.00
REGION VII	223,259,713.00
REGION VIII	151,205,159.00
REGION IX	120,666,116.00
REGION X	144,146,939.00
REGION XI	144,811,210.00
REGION XII	143,303,957.00
CARAGA	91,308,368.00
TOTAL	2,789,757,455.00



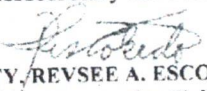
Republic of the Philippines
Department of Education

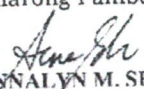


JOINT MEMORANDUM DM-OUCI-2021-261

TO: REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS

FROM: 
DIOSDADO M. SAN ANTONIO
Undersecretary for Curriculum and Instruction


ATTY. REVSEE A. ESCOBEDO
Undersecretary for Field Operations,
Palarong Pambansa Secretariat and DEACO


ANNALYN M. SEVILLA
Undersecretary for Finance

SUBJECT: CLARIFICATION ON DM-OUCI-2021-195 (SUPPLEMENTARY GUIDELINES IN THE UTILIZATION OF DOWNLOADED FUNDS FOR THE PROVISION OF QUARTERS 1 AND 2 LEARNING RESOURCES OF SY 2021-2022) AND PROVISION OF INFORMATION FOR THE CONTINUOUS RESPONSE OF THE DEPARTMENT TO THE PANDEMIC AS REGARDS LEARNING RESOURCES, COMPLIANCE WITH COA RULES AND OTHER REGULATIONS, AND SUBMISSION OF REPORTS

DATE: July 8, 2021

This joint memorandum is being issued to provide information and to clarify certain aspects in the continuous response of the Department to the pandemic situation, more particularly in the provision of learning resources, compliance with Commission on Audit (COA) Rules and Other Regulations, and reporting of data and expenditures.

In view of the continuing response of the Department to the pandemic situation, funds for the provision of learning resources were downloaded to the field in compliance with Chapter 4 of RA 9155 (Governance of Basic Education Act of 2001) which directs the Department to promulgate guidelines on the allocation, distribution and utilization of resources provided by the national government to the field office, and RA 10533 (Enhanced Basic Education Act of 2013) relative to certain learning materials. The Regional Offices (ROs) with their respective Schools Division Offices (SDOs), are hereby called to continuously adopt and implement measures to operationalize their respective learning continuity plan.

FUNDING, UTILIZATION AND REPORTING OF STATEMENT OF EXPENDITURE:

A) Sources of Funds

Attached as Annex A is the list of funds downloaded for the provision of Quarters 1 and 2 Learning Resources of S.Y. 2021-2022 per joint memorandum numbered DM – OUCI 2021-195. The said memorandum was issued to provide the guidelines in the utilization of downloaded funds. Other available funds shall also be downloaded for Quarters 1 and 2 of SY 2021-2022.

While support funds were downloaded to the ROs, it is likewise advised that ROs, SDOs, and schools to further source other funding for their learning resource needs from the following:

- a. Balances from the downloaded funds in F.Y. 2020 and F.Y. 2021 for the provision of learning resources, provided that the validity of the said fund has not yet lapsed;
- b. General Administration and Support Service (GASS)-Maintenance and Other Expenses (MOOE) allotment of the SDOs;
- c. Regular MOOE allocations of schools in accordance with DO 15, s. 2020 (Supplementary Guidelines on Managing Maintenance and Other Operating Expenses Allocation for Schools to Support the Implementation of Basic Education Learning Continuity Plan in Time of COVID-19 Pandemic);
- d. In coordination with the Local Government Units, Special Education Fund may be utilized pursuant to Section 2.1 of Joint Circular No. 2 s. 2020 issued by the DepEd, Department of Budget and Management (DBM), and Department of Interior and Local Government (DILG); and
- e. Balances from funds downloaded for the provision of learning resources such as those under F.Y. 2021 Flexible Learning Options Fund per DM-OUCI 2021029 dated February 2, 2021, DM – OUCI 2021-034 dated February 3, 2021, and DM – OUCI 2021-044 dated February 15, 2021, DM OUCI 2021-060 dated March 10, 2021, DM OUCI 2021-107 dated April 12, 2021, DM OUCI 2021 098 dated April 16, 2021, and DM OUCI 2021-143 dated May 7, 2021, may be used, provided that the provision of learning resources for the identified priority areas are sufficiently covered.

B) Utilization of Funds

The allocation and utilization of funds by all DepEd Implementing Units shall be in accordance with the priorities set by the ROs/SDOs in line with their respective contextualized BE-LCP.

Expenses related to the conduct of activities, including but not limited to procurement, or inhouse/by administration, and/or partnership with Local Government Units (LGUs) and other eligible entities, for the printing and delivery of SLMs and other learning resources such as locally-developed SLMs, manuals, worksheets, and activity sheets, and other expenses to cover supplies for the development of video and radio scripts/lessons, conversion of materials into accessible format, and development of interactive materials, may be charged against this fund. Other expenses related to the implementation of the different learning modalities may also be charged against this fund. The priority, however, shall be provided for the printing and delivery of the SLMs.

Additionally, subject to existing budgeting, accounting, auditing, and procurement rules and regulations, and in accordance with Memorandum No. OUF-2020-0614, other expenses which may be charged against downloaded fund shall be determined by the Regional Directors (RDs)

based on the contextualized implementation of the BE-LCP and the assessment of the learning resources requirements of the region. These "other expenses" may include, but not limited, to the following:

- 1) Procurement of Universal Serial Bus (USBs) or other similar data storage devices for storing of digital learning resources of learners and teachers; and 2) Purchase of tablets for teachers and learners.

The purchase of tablets and digital devices should not exceed the PhP 15,000 threshold to be considered as Capital Outlay and should be based on the technical specifications provided under OUA Memo 0620-0030. The procurement and use of tablets shall also be subject to the existing guidelines on the acquisition, distribution and/or issuance, use, and return of semi-expendable supplies and equipment.

In the production of learning resources, the same may be procured in the Regional Office level based on agreement with the SDOs, which has the authority to determine the most efficient, effective, and economical mode of printing and delivery of learning resources.

In addition, the decision to avail alternative modes of procurement shall be subject to compliance with conditions set by RA 9184, or the Government Procurement Reform Act, and its Implementing Rules and Regulations (IRR).

C) Reporting of Expenditures

In line with the reporting of expenditures and items produced or procured, the Statement of Expenditure (SOE) template provided under Joint Memorandum No. DM-OUCI-2021-210 dated June 4, 2021 shall be adopted. The persons responsible for the provision of data is likewise set in said Joint Memorandum. It is requested that said SOE be updated every last Friday of the month, or whenever requested for provision of immediate data to other requesting government offices.

PRODUCTION AND UTILIZATION OF AVAILABLE LEARNING MATERIALS

Preparations to be adopted for the upcoming quarters shall hinge on the collaborative efforts of the ROs, SDOs, and schools. These may be done through:

- a. Distribution of textbooks to learners;
- b. Reprinting and distribution of the needed SLMs and other LR's that have already completed the quality assurance process and adopting measures to preserve SLMs for future use. Reuse SLMs that are still in good condition. Multiple adoption of LR's may be done based on the circumstances of the RO/SDO;
- c. Utilizing the Learning Management System developed or Uploading soft copies of SLMs and other e-copies of LR's for learners with gadgets and/or internet access or provision of said files in storage devices. The ROs and SDOs are highly encouraged to adopt to the strategies in order to maximize the use of the different available online and offline learning platforms and take into account the availability of appropriate gadgets/devices/appliances of a percentage of learners in their respective regions and divisions to minimize reliance on printed learning resources;
- d. Adopting strategies for the use of a combination of learning resources in line with other delivery modalities such as, the DepEd TV, radio and other available online/offline platforms; or
- e. In the event of further SLM development, the field unit involved must ensure that the members of the development teams are qualified and well supported and that the SLMs that only passed quality assurance process shall be made available to the learners.

- f. Ensuring that quality assurance of intended learning materials to be used are done;

Local Error Watch teams must be maintained to coordinate with the CO Error Watch to address any reported errors or issues on LR.

ROs and SDOs must take into account the inventory of their available SLMs and other learning resources. Whenever there is a need to reproduce certain CO conformed SLMs or locally developed SLMs, the technical specifications contained under DM-CI-2020-00245 may still be adopted.

The following alternative technical specifications for SLMs may also be adopted for the printing of SLMs.

SLM Size	Paper Requirement		Colors			Binding
	Cover	Inside Pages	Cover	Inside Pages		
				1 Color	4 Colors (Approx . No. of Sig. - SR)	
8.25" x 10.75"	Foldcote cal. #10 Solid white or Coated 2 Sides #140 lbs or better	Uncoated text paper, 60 gsm or better	4 / 1 with Overprint Varnish or better	1 Color	NA	Saddle stitched or better

COMPLIANCE WITH COA RULES AND OTHER REGULATIONS:

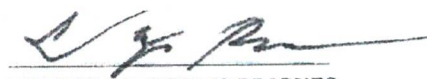
The continuous provision of learning resources to respond to the current pandemic situation should be in compliance with RA No. 9184 and its Revised IRR, PD No. 1445, COA Circular Nos. 2012-001, 2009-001, 96-010, and 97-002 dated June 14, 2012, February 12, 2009, August 16, 1996, and February 10, 1997, respectively.

The ROs must likewise ensure compliance of SDOs and schools with pertinent rules in the receipt, inspection, acceptance, and recording of inventory items of learning resources¹, as well as, to ensure that learning resources and other materials and equipment used in production interventions of learning resources are well secured and maintained.

In case of storage of learning resources and equipment, schools must ensure that said materials, like other public properties, are kept in good condition and safeguarded against loss or wastage².

For information and guidance.

Noted by:



LEONOR MAGTOLIS BRIONES
Secretary
Department of Education

¹ Chapter 8, Volume 1 of the Government Accounting Manual and Section 2 of COA Circular No. 96-010
² Section 2 of PD No. 1445

Annex A

Funds Downloaded for the Provision of Quarters 1 and 2 Learning Resources of SY 2021- 2022 Per DM – OUCI 2021-195 (Supplementary Guidelines in the Utilization of Downloaded Funds for the Provision of Quarters 1 and 2 Learning Resources of SY 2021- 2022)

Region	Total Share of Region
Region 1	90,107,479.00
Region 2	64,671,836.00
Region 3	189,219,174.00
Region 4 – A	236,575,325.00
Region 4 – B	64,146,879.00
Region 5	120,384,131.00
Region 6	146,037,933.00
Region 7	138,592,695.00
Region 8	93,863,466.00
Region 9	74,905,777.00
Region 10	89,481,942.00
Region 11	89,894,302.00
Region 12	88,958,645.00
Region 13	56,681,399.00
CAR	28,142,348.00
NCR	160,131,445.00
TOTAL	1,731,794,777.00



Republic of the Philippines
Department of Education

OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND INSTRUCTION

JOINT MEMORANDUM
DM-OUCI--2021-**195**

TO: ALL REGIONAL DIRECTORS

FROM: ANNALYN M. SEVILLA
Undersecretary for Finance

DIOSDADO M. SAN ANTONIO
Undersecretary for Curriculum and Instruction

SUBJECT: Supplementary Guidelines in the Utilization of Downloaded Funds for Provision of Quarters 1 and 2 Learning Resources of SY 2021-2022

DATE: June 2, 2021

This memorandum is issued to establish the guidelines on the release and utilization of the downloaded funds for the provision of learning resources for Quarters 1 and 2 of SY 2021-2022. An initial budget amounting to 1,731,794,777.00 under FY 2021 Flexible Learning Option Fund shall be downloaded to the regions to cover the learning resource requirement for the Quarters 1 and 2 of SY 2021-2022. Additional funds shall be released to the field once the request for funds classified as *For Later Release* amounting to Php 841,000,000.00 is approved by the Department of Budget and Management.

The release of this fund shall be pursuant to Department Order 18 s. 2020 (Policy Guidelines for the Provision of Learning Resources in the Implementation of the Basic Education Learning Continuity Plan [BE-LCP]), and the use and utilization of such should be compliant with the provisions under the said DO **except the use of Special Education Fund (SEF) and/or actual contributions from external partners as basis for the allocation formula** in distributing the fund as discussed and approved in the Learning Resources and Platforms Committee (LRPC) Meeting dated May 28, 2021.

The use of this fund shall also be guided by Memorandum No. OUF-2020-0614 (Clarifications on DepEd Order 18, s. 2020 and DepEd Order 32, s. 2020 [Guidelines on the Engagement of Services of Learning Support Aides to Reinforce the Implementation of the BE-LCP in time of covid-19 pandemic]) which clarifies the eligible activities that may be charged against the funds downloaded to the field for the provision of the Learning Resources for the implementation of the BE-LCP.

Other conditions and considerations shall also be observed in the use of these downloaded fund which are as follows:

1. The fund shall be utilized for procurement for printing and delivery of SLMs for Quarters 1 and 2 for SY 2021-2022 and shall be subject to the minimum technical standards as prescribed under DM-CI-2020-00245; and
2. The use of the said fund shall be consistent with Section 6.6 of DO 18 s. 2020 and may also be utilized for the procurement of Universal Serial Bus or other similar storage devices or purchase of tablets, subject to the limitations prescribed under Memorandum No. OUF-2020-0614.
3. In case of insufficiency of budget, other funding sources for this purpose are as follows:
 - a. Balances from downloaded funds in FY 2020 for the provision of learning resources provided that the validity of the said fund has not yet lapsed;
 - b. General Administration and Support Service (GASS)-Maintenance and Other Expenses (MOOE) allotment of the SDOs as provided in Section 6.10 of DO 18. s. 2020
 - c. Regular MOOE allocations of Schools in accordance with DO 15, s. 2020 (Supplementary Guidelines on Managing Maintenance and Other Operating Expenses Allocation for Schools to Support the Implementation of Basic Education Learning Continuity Plan in Time of COVID-19 Pandemic) and subject to pertinent procurement, accounting, and auditing rules and regulation and Section 6.11 of DO 18. s. 2020;
 - d. Special Education Fund pursuant to Section 2.1 of Joint Circular No. 2 s. 2020 issued by the DepEd, Department of Budget and Management (DBM), and Department of Interior and Local Government (DILG);
 - e. Balances from funds that were previously downloaded for the provision of Learning Resources under FY 2021 Flexible Learning Options Fund per DM-OUCI-2021-029 dated February 1, 2021, DM-OUCI-2021-034 dated February 3, 2021, and DM-OUCI-2021-044 dated February 15, 2021, DM-OUCI-2021-060 dated March 10, 2021 and DM-OUCI-2021-107 dated April 12, 2021, and DM-OUCI-2021-098 dated April 16, 2021 may also be used, provided that provision of learning resources for the identified subjects and learning areas are sufficiently covered.
4. In such situation wherein there is an excess or balance of fund from the procurement of the specified learning resources, the balance may be used for procurement or production of other learning resource requirements, including delivery costs of learning resources, subject to Section 6.6 of DO 18 s. 2020 and OUF Memorandum OUF-2020-0614.

The allocation per region is attached hereto for reference as Annex A

The Regional Director, in coordination with the School Division Office Superintendents, shall determine the corresponding physical target of their respective allocation. Finally, Monitoring and Evaluation of the said funds shall also be in accordance with Section VII of DO 18 s. 2020.

For information and guidance.

Enclosures:

DO 18 s. 2020

Memorandum No. OUF-2020-0614

DM-CI-2020-00245

Annex A

Funds for Downloading for the Provision of Quarters 1 and 2 Learning Resources of SY 2021-2022

Region	Total Share of Region
Region 1	90,107,479.00
Region 2	64,671,836.00
Region 3	189,219,174.00
Region 4 – A	236,575,325.00
Region 4 – B	64,146,879.00
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Region 11	89,894,302.00
Region 12	88,958,645.00
Region 13	56,681,399.00
CAR	28,142,348.00
NCR	160,131,445.00
TOTAL	1,731,794,777.00



Republic of the Philippines

Department of Education

OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND INSTRUCTION

**JOINT MEMORANDUM
DM-OUCI-2021-210**

FOR : REGIONAL DIRECTORS

ATTENTION : Chief, Finance Division
Chief, Curriculum and Learning Management Division
Schools Division Superintendents
Learning Resource Education Program Supervisors
Division Accountants
Division Budget Officers

FROM : DIOSDADO M. SAN ANTONIO *[Signature]*
Undersecretary for Curriculum and Instruction

[Signature]
ANNALYN M. SEVILLA
Undersecretary for Finance

SUBJECT : DATA VALIDATION AND VERIFICATION OF ONLINE AND
OFFLINE ADDITIONAL INFORMATION ON THE SUMMARY OF
EXPENDITURE REPORTS

DATE : June 4, 2021

We would like to express our appreciation to all regional and division offices for submitting the additional information on the Summary of Expenditures (SOE) as required by DO 18 s. 2020 to account expenditures charged against the downloaded funds for the provision of learning resources in FY 2020.

To ensure the accuracy and reliability of the submitted report which shall be submitted to relevant agencies of the national government including the Congress and Senate, we are subjecting the submitted SOE for further validation and verification. Attached as Annex A are the instructions to facilitate the collection of correct information.

Please note that we are **prioritizing the submission of the utilization and accomplishments of Funds under Bayanihan I, II and Other funds downloaded in FY 2020.** However, we are providing as well relevant information on the downloaded funds this FY 2021 under Flexible Learning Options to prepare your office for the next round of required report.

Due to the urgency of submitting the report to COA and Congress, may we request for the submission of these reports through encoding in the following link listed per region as provided in the Annex B on or before 12:00 noon of June 16, 2021.

For immediate appropriate action.

Direct Line: (632) 633-7202 / 687-4146 Fax: (632) 631-5057

E-mail: ouci@deped.gov.ph

Website: www.deped.gov.ph

Annex A: Reminders and Instructions in Filling out and Validating the SOE

1. Responsible Person/s in the Preparation of SOE

Fields	Responsible Person
Filling out of physical Accomplishments Target, Number of Procured, Delivered SLMs, Activity Sheets, Tablets and USBs and Other LRs or other activities charged against the Fund (by Division)	Division Learning Resource Education Program Supervisor
Filling out of obligations and disbursements for each category (by Division)	Division Accountant Division Budget Officer
Review of overall obligations and disbursements (overall Region)	Chief, Finance Division
Monitoring of Completion of SOEs	Chief, Curriculum Learning and Management Division Regional Learning Resource Education Program Supervisor
Approval of Submitted SOEs	Schools Division Superintendent Regional Director

2. Some reminders in filling out the validated SOE

Cut-off date of the report is June 11, 2021

- Total obligations should not be more than the allotment; likewise, total disbursements not be more than the total obligations.
- The unit of measurements for SLMs, Activity Sheets, and other learning resources must be indicated by individual copy/piece not the number of pages.
- The unit of measurement for tablets, USBs, and other digital storage is pieces.
- The "Remarks (specify other LRs or other items procured and/or other activities charged against this Fund)" includes ALL other expenses charged against the fund (e.g., delivery cost if not included in the procurement cost).
- Per OUF-OUCI 2020-358 dated November 23, 2020, funds under BA II shall be used for specifically for Printing and delivery of Self-Learning Modules in accordance with Section 10, paragraph (n) of Republic Act No. 11494, otherwise known as the "Bayanihan to Recover as One Act," hence reports that include procurement of tablets and digital devices under this fund should be reviewed.
- Check the total number of learning resources produced/procured versus total obligations which will result in very high or very low unit cost per LR.
- Please ensure that all columns are completed/filled out. Put "zero" if there is nothing to report.

ANNEX B: SUMMARY OF EXPENDITURES: Google Sheet Links

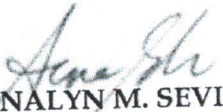
Region	URL
I	https://drive.google.com/drive/u/0/folders/1Mei1OLCL2tcaJj89kZuFuWCX8jctOpnm
II	https://drive.google.com/drive/u/0/folders/1SwwlGMRNLXIWHuA8sQ7pbKvSAPZKe_FR
III	https://drive.google.com/drive/u/0/folders/1QqMjAE3bYGaWgVLN8p4VeG3xUjmrpOJY
IV-A CALABARZON	https://drive.google.com/drive/u/0/folders/1fcvbA4AOOybd-vKni8SVQNAhiJF55taz
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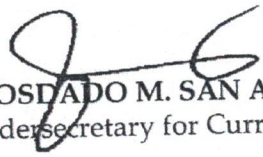


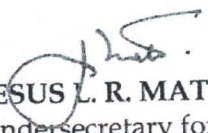
Republic of the Philippines
Department of Education
Office of the undersecretary

MEMORANDUM
OUF-2020-0614

FOR: UNDERSECRETARIES
ASSISTANT SECRETARIES
BUREAU AND SERVICE DIRECTORS
REGIONAL DIRECTORS
SCHOOL DIVISION SUPERINTENDENTS
PROGRAM MANAGERS AND FOCAL PERSONS
ALL OTHERS CONCERNED

FROM: 
ANNALYN M. SEVILLA
Undersecretary for Finance


DIOSDADO M. SAN ANTONIO
Undersecretary for Curriculum and Instruction


JESUS L. R. MATEO
Undersecretary for Planning, Human Resource and Organizational
Development

SUBJECT: CLARIFICATIONS ON DEPED ORDER 18, S. 2020 (POLICY GUIDELINES
FOR THE PROVISION OF LEARNING RESOURCES IN THE
IMPLEMENTATION OF THE BASIC EDUCATION LEARNING
CONTINUITY PLAN) AND DEPED ORDER 32, S. 2020 (GUIDELINES ON
THE ENGAGEMENT OF SERVICES OF LEARNING SUPPORT AIDES TO
REINFORCE THE IMPLEMENTATION OF THE BASIC EDUCATION
LEARNING CONTINUITY PLAN IN TIME OF COVID-19 PANDEMIC)

DATE: November 9, 2020

This Memorandum is issued to clarify DepEd Order (DO) No. 18 s. 2020, which enumerates the list of eligible activities that may be charged against the funds downloaded to the field for the provision of the Learning Resources for the implementation of Basic Education Learning Continuity Plan (BE-LCP), and DO No. 32, s. 2020, which provides the funding source for the payment of remuneration for the engagement of services of Learning Support Aides, both DOs having been issued in relation to DO 12, s. 2020 (Adoption of the Basic Education Learning Continuity Plan for School Year 2020-2021 in the Light of the COVID-19 Public Health Emergency).



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Part V (Policy Implementation) Section B (Procedures on the Allocation, Release and Utilization of Funds), Paragraph 6.6 of DO 18 states, *to wit*:

Expenses related to the conduct of activities, including but not limited to procurement, or in-house/by administration, and/or partnership with Local Government Units (LGUs) and other eligible entities, for the printing and delivery of SLMs and other learning resources such as locally-developed SLMs, manuals, worksheets, and activity sheets, and other expenses to cover supplies for the development of video and radio scripts/lessons, conversion of materials into accessible format, and development of interactive materials, may be charged against this fund. **Other expenses related to the implementation of the different learning modalities may also be charged against this fund. The priority, however, shall be provided for the printing and delivery of the SLMs. xxx (Emphasis supplied)**

In this regard, subject to existing budgeting, accounting, auditing, and procurement rules and regulations, other expenses which may be charged against this fund shall be determined by the Regional Director (RD) based on the contextualized implementation of the BE-LCP and the assessment of the learning resources requirements of the region. These "other expenses" may include, but not limited, to the following:

- 1) Procurement of Universal Serial Bus (USBs) or other similar data storage devices for storing of digital learning resources of learners and teachers; and
- 2) Purchase of tablets for teachers and learners. Generally, Section 6.8 of DO 18, s. 2020 prohibits the purchase of Capital Outlay items (e.g. equipment, gadgets, software, or any item costing Php15,000.00 and above per unit). Nonetheless, purchase of tablets for teachers and learners using this fund *may be allowed; provided* that such purchase is approved by the RD based on the approved implementation plan of the Region's contextualized BE-LCP, *provided further* that the unit cost of the tablet does not exceed the Php 15,000 threshold to be considered as Capital Outlay. The procurement and use of tablets shall also be subject to the existing guidelines on the acquisition, distribution and/or issuance, use, and return of semi-expendable supplies and equipment.

On the procurement of USBs and tablets for learners and teachers, the Regional Offices (ROs) and the Schools Division Offices (SDOs) may refer to OUA Memo 0620-0030 (Minimum Specifications for ICT Equipment and Internet Services to be Donated to Schools, Teachers and/or Learners, Microsoft Licensing, and Donation Matters) for the recommended technical specification of gadgets. In addition, the RDs are hereby directed to issue a Regional Memorandum outlining the criteria to be used by the SDOs in identifying the recipients of the USBs and tablets to ensure the equitable distribution of the said gadgets and devices. ROs and SDOs are advised to refer to OUA Memo 420-0029 (Guidelines on the Use of Desktop Computers, Laptops, Tablets PCS, and Smartphones at Home During the COVID-19



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Pandemic) and OUA Memo 00720-0063 (Guidelines on the Use of Devices Borrowed by Learners).

This Memorandum also provides clarification on the fund sources allowed under DO 32, s. 2020 for the engagement of services of Learning Support Aides (LSAs). Item 10 (f) (v) thereof states, *to wit*:

10. In identifying the need to engage the services of Learning Support Aides, SDOs and/or schools shall observe the following parameters:

xxx

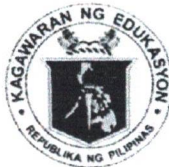
f. The SDOs shall determine the corresponding fund source, as may be applicable, subject to existing and available funds:

xxx

v. **Other programs of DepEd** and other government and non-government organizations, such as through Adopt-A-School Program, subject to relevant laws and issuances. (Emphasis supplied)

The other programs of DepEd as another fund source covers programs for the implementation of the BE-LCP. Thus, payment of remuneration for the services of LSAs may be charged to the programs for the implementation of the BE-LCP.

For guidance and compliance.



Republic of the Philippines

Department of Education

UNDERSECRETARY FOR CURRICULUM AND INSTRUCTION

MEMORANDUM DM-CI-2020-00245

TO : BARM-MBHT Minister
Regional Directors
Schools Division Superintendents

FROM : DIOSDADO M. SAN ANTONIO
Undersecretary

SUBJECT: TECHNICAL SPECIFICATIONS FOR THE PRINTING OF
QUARTER 2 SELF-LEARNING MODULES (SLMs)

DATE : September 9, 2020

DepEd Order No. 18, s. 2020 provided the guidelines for the provision of learning resources as well as the release, utilization, and liquidation of support funds for the printing and delivery of self-learning modules and other learning resources in light with the implementation of the Basic Education Learning Continuity Plan.

As contained in Item 5.4 of the said issuance, the Schools Division Offices (SDOs) are given the flexibility to determine the standard technical specifications in the procurement or in-house/by administration of printing and delivery of SLMs.

In the succeeding quarters of the school year however, an addendum to these guidelines may be issued to ensure uniform technical specifications.

This addendum pertains to the printing and delivery of Quarter 2 SLMs where the SDOs are given options to consider procurement subject to compliance with R.A. 9184, otherwise known as the "Government Procurement Reform Act" and its Implementing Rules and Regulations (IRR) and other GPPB issuances or in-house/by administration.

However, Quarter 2 printing of SLMs should comply with the minimum technical standards to ensure uniformity in the procurement or in-house/by administration printing and delivery of SLMs (please see enclosure).

Minimum Standard Technical Specifications for Printing and Delivery of Quarter 2 SLMs

1. For procurement

Number of pages	32	
Size	8.25" x 10.75" Portrait	10.75" x 8.25" Landscape Note: technical specifications for SLM in landscape orientation
Paper Type Inside: Cover:	Uncoated paper (book paper) 70gsm Fold cote #10/self cover	
Color Inside: Cover:	1 Color/4 colors, if any 4 Colors/1 color with UV coating	
Binding	Saddle Stitch	

2. For in-house/by administration

Number of pages	32
Size	8.27" x 10.69" (A4 - Portrait) 10.69" x 8.27" (A4 - Landscape)
Paper Type	
Inside :	Uncoated paper (book paper) 70 gsm
Cover :	Self cover
Color	
Inside :	1 color (black and white)
Cover :	1 color (black and white)
Binding	Stapled (triple)