



November 19, 2013

DIVISION MEMORANDUM

No. **333** s. 2013

ESTABLISHING IP BASELINE DATA CUM RESEARCH

To: Education Program Supervisors
Elementary School Heads
This Division

Deped-MALAYBALAY CITY DIVISION
RELEASED

Date: 11/21/13 Time: 4:33 PM
By: [Signature]

1. Pursuant to DepEd Order No. 62, s. 2011 re Adopting the Indigenous Peoples' Education Policy Framework which focuses on the IPs Rights-Based Approach that gives primary importance to the principles of participation, inclusion and empowerment and in consonance with the Education For All (EFA Goal), the Division of Malaybalay City will conduct a **2-Day Consultation for Establishing IP Baseline Data Cum Research** on November 25-26, 2013. (venue to be announced later)

2. The activity aims to orient and mobilize the school heads, mandatory IP representatives, barangay captains, and PTA presidents of communities with the highest number of IP learners on Indigenous Peoples' Education Policy Framework o DepEd Order No.62 s. 2011. Furthermore, the stakeholders are expected to make a commitment of support to Indigenous Peoples Education Program.

3. Participants of the training are the following:

	School	School Head	IP Man-Rep	Barangay Captain	TOTAL
1	Cabarcanan Elementary Sch	1	1	1	3
2	Can-ayan Integrated School	1	1	1	3
3	Dalwangan Elementary Sch	1	1	1	3
4	Kalasungay Central School	1	1	1	3
5	Kulaman Elementary School	1	1	1	3
6	Kibalabag Elem. School	1	1	1	3
7	Manalog Elementary School	-	1	1	2
8	Manulo Elementary School	1	1	1	3
9	Patpat Elementary School	1	1	1	3
TOTAL		8	9	9	26

4. Facilitators of the training are: 1) Teofilo Oduy, 2) Sonny Rojas, 3) Mary Fe Gumagao, and the Division IPed TWG.

5. Expenses incurred for the activity will be charged to IPed Funds subject to usual accounting and auditing rules and regulations.

6. Immediate dissemination of this Memorandum is highly enjoined.

[Signature]
EDILBERTO L. OPLENARIA
Schools Division Superintendent



Department of Education
Region X- Northern Mindanao
DIVISION OF MALAYBALAY CITY
Corner Don Carlos-Guingona Sts., Malaybalay City



Proposal Division Indigenous People (IP) Activity Plan

Title of Activity:	Division Indigenous (IP) Implementation
Grant Basis:	DepED Order No.26 re Implementing Guidelines on the Allocation and Utilization of the Indigenous Peoples (IPEd) Program Support Fund
Schedule :	September -December 2013
Venue:	Division of Malaybalay City
<p>Rationale / Purpose of the Activities This set of activities is an initial response to several development thrusts at hand to advance IP education, particularly in Malaybalay City :</p> <ul style="list-style-type: none"> (i) promote advocacy and partnership (ii) establish baseline and situational analysis; (iii) develop the capacity of IP implementers. 	
Objectives:	Outputs
At the end of the set of activities, advocates/IP implementers shall have :	
1. Articulated the DepED Order No.62 otherwise known as the Adoption of the National IP Education Policy Framework ;	Organized and oriented Division TWG with IP tribal leaders as advisers : *Chairman : <i>SDS Edilberto L. Oplenaria</i> *Members: IP Focal Person: <i>Josie D. Zamora</i> Administrative Officer: <i>Jutchel L. Nayra DPA</i> Planning Officer: <i>Paul J. Arias</i> Accountant: <i>Rhysa Cyle C. Rosalejos</i> Disbursing Officer: <i>Rufelia Limbengco</i> SBM Coordinator: <i>Ralph T. Quirog</i> Private Schools Coordinator: <i>Ana Belen Muring Ph.D.</i> ALS Coordinator: <i>Jasmin Adriatico</i> Research Coordinator: <i>Rosie Salupado</i> Events Coordinator: <i>Lou Ann J. Cultura</i> EPS in Science: <i>Analy L. Ocier</i> EPS in Filipino: <i>Maria Concepcion Reyes</i> EPS in TLE: <i>Luis S. Alajar Jr.</i>
2. Identified those in-school children and adults in IP community	*Family Mapping through City MSS
3. Engaged with IPEd Program	* Attendance to meetings/conferences
4. Capacitated to teach the Indigenous Knowledge, Systems, and Practices (IKSPs)	*Proposed IKSPs instructional scheme from the IP Pilot school-community
5. Produced stories, poems, and action songs in Higaonon as advocacy materials	*big books, small books/booklets/pamphlets

SCHEDULE OF ACTIVITIES		
Activity No.	Date /Time	Topic /Activity
1.1	Nov 12 & 13, 2013	Orientation of Division Council and Division Promotional Staff Preparation of Advocacy Plan (1.1)
1.2 1.3	Nov 27, 2013 (Wed)	Advocacy and Partnership Procurement of Advocacy Materials and Conduct of Intensive Social Mobilization (1.3)
2A	Nov 18 & 19, 2013	Workshop for School Heads with PSDS, Div TWG, Tribal Leaders, etc. Establishing Baseline Data cum Research (2)
2B	Dec 6, 2013	Bench Marking at Bendum, Busdi, etc. (2) Establishing Baseline Data cum Research
3B&C	Nov 15-16, 22-23, 30, , 2013	Training of IP Teachers & Preparation of IMs (K toG3) (3) Capacity Building
3E	Dec 2013	Production of IMS created by teachers during the training workshop
3F	Nov 7-9, 2013	Cultural Presentation Cum Research of IP Songs, Dances, etc. (3F) Showcase of Dances, Songs, Games, etc.
ITEMIZED BUDGET AND PARTICIPANTS		

ACTIVITY 1.1

Title of Activity:	Orientation of Division Council and Division Promotional Staff
Grant Proposal Title/ IPEd Activity 1.1 :	Preparation of Advocacy Plan
Schedule:	November 12 & 13, 2013
Venue:	

ITEM OF EXPENDITURE	Unit Cost	No. of Units	No. of Days	Sub Total- GOA	Sub Total- GOP	Total Cost
Lunch	150	16	2	4,800.00		
Snacks (AM & PM)	100	16	2	3,200.00		
Polo-shirt	250	16		4,000.00		
TOTAL				12,000.00		

PARTICIPANTS				
No.	Name	Total	Male	Female
TECHNICAL WORKING GROUP:				
1	CHAIRMAN: Schools Division Superintendent	1	1	
2	VICE CHAIR: Division IP Focal Person	1		1
3	MEMBERS: Division Accountant	1		1
4	Division Planning Officer	1	1	
5	Division Administrative Officer	1		1
6	Division Disbursing Officer	1		1
7	Division SBM Coordinator	1	1	
8	Division Private Schools Coordinator	1		1
9	Division ALS Coordinator	1		1
10	Division Research Coordinator	1		1
11	Division Special Events Coordinator	1		1
12	Division Supply Officer	1		1
13	EPS in Science	1		1
14	EPS in Filipino	1		1
15	EPS in TLE	1	1	
OTHER PARTICIPANTS:				
	Support Staff	1	1	
TOTAL		16	5	

ACTIVITY 1.2 & 1.3

Title of Activity:	Advocacy and Partnership						
Grant Proposal Title/ IPEd Activity 1.2&1.3 :	Procurement of Advocacy Materials and Conduct of Intensive Social Mobilization/ Intensive Advocacy and Mobilization Dialog with internal and External Stakeholders/ & Procurement of Advocacy Materials						
Schedule:	November 27 , 2013 (Wednesday)						
Venue:							
	ITEM OF EXPENDITURE	Unit Cost	No. of Units	No. of Days	Sub Total- GOA	Sub Total- GOP	Total Cost
	Lunch	150	110	1	16,500.00		
	Snacks (AM & PM)	100	110	1	11,000.00	27,500.00	
	MATERIALS:						
	Record Book	70	2		140		
	Envelop expanded	11	20		220		
	paper brite	250	1		250		
	specialty paper	48	5		240		
	Manila paper	4	10		40		
	tarpaulin [back drop]	500	1		500		
	tarpaulin [entrance]	500	1		500		
	Sign pen	45	10		450		
	Pentel Pen	60	10		600.00		
	Cartolina (5 light colors)	8	30		240	3,180.00	
	Pangampo Items				1,000.00		
	Transportation				18,320.00		
	Honorarium (20 @ P1,000 each)				20,000.00		
	TOTAL						70,000.00
	ADVOCACY MATERIALS:						
	IP Tarpaulin	500	12		6,000.00		
	IP Book marks	10	200		2,000.00		
	D.O. 62 pamphlet	10	200		2,000.00		
					10,000.00	10,000.00	10,000.00
	PARTICIPANTS						
	No.	Name			Total	Male	Female
	Division IPEd Council:						
	1	CHAIRMAN: Schools Division Superintendent			1		
	2	CO-CHAIR: 2 ND District Congressional Representative			1		
	3	CO-CHAIR: City Mayor			1		
	4	CO- CHAIR: NCIP			1		
	5	MEMBERS: CSWD			1		
	6	CPDO			1		
	7	City SB Chair			1		
	8	City IP Chair			1		
	9	TEIs [BSU, SIC]			6		
	10	NGO			5		
	11	School Head			10		
	12	PTA			10		
	13	SGC			10		
	14	TRIBAL Leaders			20		
	15	DepEd City Division TWG			16		
	16	SUPPORT STAFF: Secretariat			7		
	17	Usherettes			8		
	18	Drivers			10		
		TOTAL			110		

ACTIVITY 2A

Title of Activity:	Workshop for School Heads with PSDS, Div TWG, Tribal Leaders, etc.					
Grant Proposal Title/ IPEd Activity 2 :	Establishing Baseline Data cum Research					
Schedule:	November 25 & 26, 2013					
Venue:						
ITEM OF EXPENDITURE	Unit Cost	No. of Units	No. of Days	Sub Total- GOA	Sub Total- GOP	Total Cost
Meals (B,L,S, Snacks)	550	40	2	44,000.00		
Lodging	200	40	12	8,000.00		
Transportation/				6,000.00		
Honorarium (2 @ P2,000 each)				4,000.00		
TOTAL				62,000.00		62,000.00
PARTICIPANTS				TOTAL	MALE	FEMALE
School heads				10		
PSDS				2		
DIVISION TWG				15		
Support staff				5		
Tribal leaders				8		
TOTAL				40		

ACTIVITY 2B

Title of Activity:	Bench Marking at Bendum, Busdi, etc.
Grant Proposal Title/ IPEd Activity 2 :	Establishing Baseline Data cum Research
Schedule:	December 6, 2013
Venue:	Apu Palamguwan

ITEM OF EXPENDITURE	Unit Cost	No. of Units	No. of Days	Sub Total- GOA	Sub Total- GOP	Total Cost
Transportation				P 64,000.00		
Honorarium (2 @ P2,000 each)				4,000.00		
TOTAL				68,000.00		68,000.00
PARTICIPANTS				TOTAL	MALE	FEMALE
School heads				10		
PSDS				2		
DIVISION TWG				15		
Support staff				5		
Tribal leaders				8		
TOTAL				40		

ACTIVITY 3 B & C

Title of Activity:	Training of IP Teachers & Preparation of IMs (K toG3)
Grant Proposal Title/ IPEd Activity 3 :	Capacity Building
Schedule:	November 15-16, 22-23 & 30, 2013
Venue:	

ITEM OF EXPENDITURE	Unit Cost	No. of Units	No. of Days	Sub Total-GOA	Sub Total-GOP	Total Cost
Breakfast (2)	150	50	2	15,000.00	Live in	
Lunch (5)	150	50	5	37,500.00		
Supper (2)	150	50	2	15,000.00		
Snacks(AM & PM)	100	50	5	25,000.00	92,500.00	
Lodging (Nov 15, 22)	200.00	50	2	20,000.00	112,500.00	
Polo-shirt	250.00	50		12,500.00		
Tarpaulin	500.00	1		500.00		
Envelop long expanded	11.00	50		550.00		
Ballpen	10.00	60		600.00		
Notebook (Steno)	25.00	50		1,250.00		
Lined Paper	30.00	10		300.00		
Book Paper A3	300.00	5		1,500.00		
Book Paper long	220.00	5		1,100.00		
Book paper short	210.00	5		1,050.00		
Paper Brite long	250.00	2		500.00		
Manila Paper	5	24		120.00		
Pentel Pen	60	10		600.00		
Crayons (Big)	100	10		1,000.00	21575.00	
TOTAL				134,075.00		
Transportation				22,925.00	Linabo hub	
Honorarium (5 @ P2,000 each)				10,000.00		
TOTAL				167,000.00		167,000.00
PARTICIPANTS				TOTAL	MALE	FEMALE
School heads				10		
PSDS				2		
IP Teachers				30		
Support staff				3		
TOTAL				40		

ACTIVITY 3F

Title of Activity:	Cultural Presentation Cum Research of IP Songs, Dances, etc.					
Grant Proposal Title/ IPEd Activity 3.F :	Showcase of Dances Songs, Games, etc.					
Schedule:	November 7-9, 2013					
Venue:	Impasug-ong, Bukidnon					
ITEM OF EXPENDITURE	Unit Cost	No. of Units	No. of Days	Sub Total-GOA	Sub Total-GOP	Total Cost
Breakfast (2), Lunch (3), Supper (2)	450	40	3	42,000.00	Live in	
Snacks (AM & PM)	100	40	3	12,000.00		
Polo-shirt	250	40		10,000.00		
Transportation				27,580.00		
Honorarium (5 at P1,000 each)				5,000.00		
TOTAL				84,580.00		84,580.00

PARTICIPANTS	TOTAL	MALE	FEMALE
School heads	5		
PSDS	2		
Teachers	10		
IP Participants	15		
Support staff	3		

SUMMARY OF ESTIMATED EXPENSES						
Activity No.	Item of Expenditure	Unit Cos	No. of Units	No. of Days	Sub-Total	TOTAL
1.1	Food	250.00	16	2	8,000.00	
	Polo-Shirt	250.00	16		4,000.00	12,000.00
1.2	Advocacy materials				10,000.00	10,000.00
1.3	Food	250.00	110	1	27,500.00	
	Materials				3,180.00	
	Pangampo materials				1,000.00	
	Transportation				18,320.00	
	Honorarium				20,000.00	70,000.00
2A	Food /	550.00	40	2	44,000.00	
	Lodging				8,000.00	
	Transportation				6,000.00	
	Honorarium				4,000.00	62,000.00
2B	Transportation				64,000.00	
	Honorarium				4,000.00	68,000.00
3A	Inter-Regional Conf., Regional Conf., Summer Retooling, Summer Retooling, National Conf.				50,000.00	50,000.00
3.B&C	Food	550.00	50	2	55,000.00	
	Lodging				10,000.00	
	Food	250.00		3	37,500.00	
	Materials				21,575.00	
	Transportation				22,925.00	
	Honorarium				10,000.00	167,000.00
3E	Production of materials				97,000.00	97,000.00
3F	Food	550.00	40	2	54,000.00	
	Polo Shirt	250.00	40		10,000.00	
	Transportation				15,580.00	
	Honorarium				5,000.00	84,580.00
						P620,580.00
	ALS				100,000.00	
						P720,580.00

Prepared by:

Josie D. Zamora
 JOSIE D. ZAMORA
 IP Focal Person

Fund Available:

Rhysa Cyle C. Rosalejos
 RHYSA CYLE C. ROSALEJOS, CPA
 Accountant II

OCT 24 2013

APPROVED:

Edilberto L. Oplenaria
 EDILBERTO L. OPLENARIA
 Schools Division Superintendent



IPED PROCUREMENT PLAN FOR C.Y. 2013

ITEM NO.	GENERAL DESCRIPTION	Unit of Issue	Qty	ESTIMATED BUDGET		SCHEDULE/MILESTONE OF ACTIVITIES												REMARKS					
				Unit Cost	Total Amount	nov 12-13		27-Nov		nov 25-26		6-Dec		15,16		22,23,30			nov 7-9				
						Act. 1.1	Act. 1.2	Act. 1.3	Act. 2A	Act. 2B	Act. 3A	Act B&C	Act 3F										
	Food:																						
1	meals	cover	1112	150	166,800.00	32	4,800.00			110	16,500.00	240.00	36,000.00										
2	snacks AM & PM	pack	842	100	59,200.00	32	3,200.00			110	11,000.00	80.00	8,000.00										
	Materials:																						
1	Record Book	pc	2	70	140					2	140												
2	Long expanded envelop	pc	70	11	770					20	220												
3	ballpen	pc	60	10	600																		
4	notebook steno	pc	50	25	1,250																		
5	Yellow Pad paper	pad	10	30	300																		
6	Book paper A3	rm	5	300	1,500																		
7	Book paper long	rm	5	220	1,100																		
8	book paper short	rm	5	210	1,050																		
9	crayons (big)	box	10	100	1,000																		
10	Paper brite long	rm	3	250	750					1	250												
11	specialty paper	pack	5	48	240					5	240												
12	manila paper	pc	40	4	160					10	40												
13	SIGN PEN black, blue, red	pc	10	45.00	450.00					10	450.00												
14	pentel pen	pc	20	60	1,200					10	600												
15	cartolina (5 light colors)	pc	30	8	240					30	240												
16	tarpaulin	pc	15	500	7,500					12	6,000	2	1,000										
17	polo shirt	pc	106	250	26,500	16	4,000																
18	pangampo items				1,000						1,000												
19	IP Book Marks	pc	10		2,000					200	2,000												
20	D.O. 62 pamphlets	pc	10		2,000					200	2,000												
1	Transportation:				126,830						18,320	6,000	64,000										
1	Honorarium:				43,000						20,000	4,000	4,000										
1	Attendance to IPed trainings:				50,000																		
1	Lodging:				28,000																		
1	Production of IMs:				97,000																		
1	ALS:				100,000																		
	Grand Total				720,580.00		120,000.00		10,000		70,000		62,000		68,000.00		50,000		167,000		845,800.00		197,000

Prepared by:

Josie D. Zamora
JOSIE D. ZAMORA
Division IP Focal Person

Reviewed by:

Rhysa Cyle C. Rosales
RHYSACYLE C. ROSALES
Accountant II

APPROVED:

Edilberto L. Oplenaria
EDILBERTO L. OPLENARIA
Schools Division Superintendent

OCT 24 2013