



DEPARTMENT OF EDUCATION  
Region X- Northern Mindanao  
**DIVISION OF MALAYBALAY CITY**  
Purok 6, Casisang, Malaybalay City

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**DIVISION MEMORANDUM**

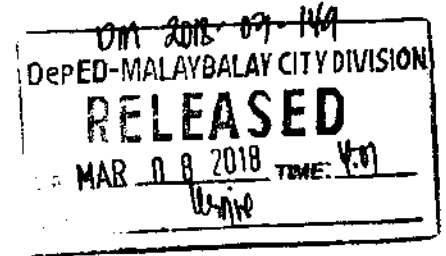
No. 149 s. 2018

TO : Chief Education Supervisors & Staff – SGOD & CID  
Public Elementary and Secondary School Heads  
All Others Concerned

FROM :   
**EDILBERTO L. OPLENARIA, CESO VI**  
Schools Division Superintendent

DATE : March 7, 2018

**SUBJECT : DIVISION PARTNERSHIP BUILDING AND LINKAGES ORIENTATION**



1. Pursuant to DepEd Order no. 7, s. 2018 re: **Guidelines on the Utilization of Program Support Funds for Partnership Building and Linkages for Fiscal Year 2018**, this Office requires all Elementary and Secondary School Heads and School Partnership Focal Persons (SPFP) to attend the aforementioned orientation on March 14, 2018 and March 15, 2018 at Bukidnon National High School-DOST Building, Malaybalay City.

**1<sup>st</sup> Batch - March 14, 2018 (7:30 AM-11:30 AM) - District I, II, III, IV, V**

**2<sup>nd</sup> Batch - March 15, 2018 (7:30 AM-11:30 AM) – District VI, VII, VIII, IX, X**

2. The School Partnership Focal Persons (SPFP) are required to prepare the data needed in Enclosure 1- *Resource Gap Analysis Tool*, Enclosure 2- *Stakeholders Analysis Tool* and Enclosure 3 – *Resource Mobilization Plan*.

3. For compliance and widest dissemination.

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**TO BE POSTED IN THE WEBSITE**









Republic of the Philippines  
**Department of Education**

15 FEB 2018

DepEd ORDER  
No. **07**, s. 2018

**GUIDELINES ON THE UTILIZATION OF PROGRAM SUPPORT FUNDS FOR PARTNERSHIP  
BUILDING AND LINKAGES FOR FISCAL YEAR 2018**

To: Undersecretaries  
Assistant Secretaries  
Bureau and Service Directors  
Directors of Services, Centers and Heads of Units  
Regional Directors  
Schools Division Superintendents  
All Others Concerned

1. The Department of Education (DepEd), through the External Partnerships Service (EPS), issues the enclosed **Guidelines on the Utilization of Program Support Funds for Partnership Building and Linkages for Fiscal Year 2018**. The guidelines are consistent with the thrust of DepEd to continuously engage the support of stakeholders to provide additional resources that will enhance the learning environment and expand learners' access to quality education in public schools and learning centers.

2. The issuance of the guidelines aims to facilitate and standardize utilization of financial subsidy or support funds to sustain and scale up partnership initiatives at the regional and schools division levels.

3. Non-compliance may result in the exclusion from the provision of financial subsidy for the succeeding fiscal years.

4. For more information, contact the External Partnerships Service (EPS), Department of Education (DepEd) Central Office, Ground Floor, Teodora Alonzo Building, DepEd Complex, Meralco Avenue, Pasig City at telephone nos. (02) 638-8637, (02) 638-8639, and (02) 637-6463 or email at [externalpartnerships@deped.gov.ph](mailto:externalpartnerships@deped.gov.ph).

5. Immediate dissemination of and strict compliance with this Order is directed.

  
**LEONOR MAGTOLIS BRIONES**  
Secretary

Encl: As stated  
Reference: DepEd Order No. 40, s. 2015  
To be indicated in the Perpetual Index  
under the following subjects:

FUNDS  
PARTNERSHIPS  
POLICY

APA/R-DQ-Guidelines on the Utilization of Program Support Funds for Partnership  
0094/January 30, 2018

(Enclosure to DepEd Order No. 07, s. 2018)

## **GUIDELINES FOR THE UTILIZATION OF PROGRAM SUPPORT FUNDS FOR PARTNERSHIP BUILDING AND LINKAGES FOR FISCAL YEAR 2018**

### **1. Rationale**

Consistent with the Department of Education's 10-Point Agenda (DepEd) to establish and sustain partnerships with stakeholders to provide quality basic education, DepEd has provided support funds to both Regional Offices (ROs) and Schools Division Offices (SDOs) to employ effective and efficient partnership building strategies. Through these guidelines, DepEd hopes to assist and enable field offices to properly utilize the allocated funds for all partnership-related activities.

### **2. Scope**

These guidelines shall provide the rules and regulations for downloading, utilization, liquidation, monitoring and evaluation, reporting, and overall management of program support funds at the ROs and SDOs.

These guidelines shall cover all DepEd ROs and SDOs in the implementation of partnership related programs and conduct of other partnership building activities for Fiscal Year 2018.

### **3. Definition of Terms**

For clarity of this policy, the following terms are defined:

**Partnership** - shall refer to the linkage or relationship established by DepEd Central Office (CO) or its ROs and SDOs or schools with other organizations to implement a work immersion program, teacher training, use of facilities, and donations that will benefit DepEd programs. Such partnerships may be formalized through a Memorandum of Agreement (MOA) or Memorandum of Understanding (MOU).

**Stakeholders** - shall refer to individuals or organizations that enter into agreement with any of the DepEd offices and/or schools to enable DepEd to strengthen its capability to deliver quality basic education. The stakeholders may be, but are not limited to, local government units (LGUs), national government agencies (NGAs), private institutions like private companies, cooperatives, socio-civic organizations, non-government or civil society organizations (NGOs/CSOs), faith-based organizations, higher education institutions (HEIs), technical vocational training institutions (TVTIs) both technical-vocational institutions (TVIs) and Technical Education and Skills Development Authority (TESDA) training institutions (TTIs), other training institutions, professional organizations, entrepreneurs, and private individuals who are willing to lend support to DepEd and its schools for the advancement of learning of the students.

**Private Stakeholders** - shall refer to private corporations/companies, business enterprises, corporate foundations, cooperatives, and private individuals.

**Government and Community Stakeholders** - shall refer to NGAs, GOCCs, LGUs, CSOs, and community stakeholders.

**International Stakeholders**- shall refer to international government organizations, international non-government organizations, including Association of Southeast Asian Nations (ASEAN), Asia-Pacific Economic Cooperation (APEC), United Nations (UN), Southeast Asian Minister of Education Organization (SEAMEO).

**Support Funds** - shall refer to funds allocated to assist/support the implementation of Adopt-A-School Programs, Local Stakeholders Convergence and Government and Community Partnerships.

**Brigada Eskwela Program** - shall refer to the schools' maintenance week program that engages the private sector, LGUs, NGOs, and communities to provide assistance and to generate resources for public schools before the school year starts.

**Adopt-a-School Program (ASP)** - shall refer to a program which allows private entities to assist a public school in a particular aspect of its educational program within an agreed period.

**Local Stakeholders Convergence (LSC)** - shall refer to convergence activities among stakeholders which help the schools to network and learn from other stakeholders in terms of establishing partnerships, program implementation, and other practices.

**Other Partnership Building Activities** - shall refer to activities and programs deemed necessary in partnership building.

**External Partnerships Service (EPS)** - shall refer to the Office in DepEd CO that caters external stakeholders and promotes activities and programs for partnership building.

**Education Support Services Division (ESSD)** - shall refer to the EPS counterpart in the Regional Offices.

**School Governance and Operations Division (SGOD)** - shall refer to the EPS counterpart in the Division Offices.

#### 4. Policy Statement

The Department of Education adheres to the importance of partnership building and linkages in the delivery of quality basic education especially in programs and projects necessarily involving the use of resources. This policy ensures the efficient release, utilization, and liquidation of the Program Support Funds for the Partnership Building and Linkages for FY 2018.

## 5. Fund Allocation, Release, Utilization, and Liquidation

### 5.1 Fund Allocation and Release

5.1.1 The Support Funds amounting to a total of **Sixty-Eight Million Twenty-Eight Thousand Eight Hundred Pesos (P 68,028,800.00)** shall be downloaded to the Regional Offices through the issuance of Sub-Allotment Release Order (Sub-ARO), with the breakdown as follows:

#### Regional Office (RO)

##### Education Support Service Division (ESSD)

Adopt-A-School Program	-	P 175,000.00
Local Stakeholders Convergence	-	P 85,000.00
Government and Community Partnerships-		<u>P 109,400.00</u>
<b>Total:</b>		<b>P 369,400.00</b>

#### Schools Division Office (SDO)

##### School Governance and Operations Division (SGOD)

Adopt-A-School Program	-	P 100,000.00
Local Stakeholders Convergence	-	P 85,000.00
Government and Community Partnerships-		<u>P 109,400.00</u>
<b>Total:</b>		<b>P 294,400.00</b>

The list of implementing regions and divisions with the corresponding allocation is contained in **Annex A**.

5.1.2 Upon receipt of the Sub-ARO, the implementing Divisions through the implementing Regions shall request the release of Notice of Cash Allocation (NCA) from the Department of Budget and Management (DBM).

### 5.2 Fund Utilization

5.2.1 The downloaded Support Funds shall be utilized on the following programs and activities:

#### a. Adopt-A-School Program (ASP)

The support funds for the ASP shall be utilized for the conduct of the following activities:

- a.1 ~~Orientation of school heads on ASP and Partnerships Building Strategies;~~
- a.2 ~~Brigada Eskwela implementation, monitoring, evaluation, and validation activities;~~
- a.3 ~~Brigada Eskwela Awards Program at the schools, divisions, and regional level;~~
- a.4 ~~Stakeholders' Forum and Partnership Appreciation Program~~ at either the schools, divisions or regional level;
- a.5 ~~Partnership building and planning activities~~ at the schools, divisions, and regional levels; and
- a.6 Other activities related to partnerships and external linkages.



**b. Local Stakeholders Convergence (LSC)**

The support fund for the LSC shall be utilized for the conduct of an activity wherein all stakeholders will convene for the following objectives:

**b.1 Discuss critical issues of basic education;**

- Report on the accomplishments of education, especially in ROs and SDOs;
- Review agencies partnership vis-a-vis its contributions to access, quality, and governance; and
- Discuss with stakeholders the current issues and challenges of basic education.

**b.2 Recognize the contributions of stakeholders, promote and strengthen commitment for better delivery of basic education services on access, quality, and governance; and**

**b.3 Formulate plan of action to address the gaps of current education status.**

Shown in **Annex B** is a sample Activity Design in organizing LSC which shall be done at the Regional and Division Levels.

**c. Government and Community Partnerships**

The support funds for Government and Community Partnerships shall be utilized for the conduct of partnership building and planning activities with ~~government and community stakeholders~~ such as ~~coordination meetings, Focus Group Discussion (FGD), Parents-Teachers Association (PTA) Forum,~~ Regional Development Council meetings, and other related activities at the schools, divisions, and regional levels.

**5.2.2 The conduct of the above-cited programs shall be utilized for the following:**

- a. Meals;**
- b. Rental Fees;**
- c. Supplies and materials;**
- d. Notarial Fee, Courier, Transportation Expenses and Delivery of Donations; and**
- e. Other miscellaneous expenses.**

**5.2.3 However, the following objects of expenditure shall not be allowed under the subsidy:**

- a. Personal Services such as salaries, overtime pay and honoraria;**
- b. Expenses such as utilities (water, electricity, internet connectivity, among others) funded from the regular Maintenance and Other Operating Expenses (MOOE);**
- c. Capital Outlay such as purchase of equipment and gadgets;**
- d. Hiring and payment of salaries of additional staff; and**

- e. International travels for conferences, workshops, seminars, benchmarking, sports events, competitions, study visits/tours, scholarships, fora, and meetings among others.

### **5.3 Liquidation and Accountability**

**5.3.1** The Work and Financial Plan (WFP) for the Program Support Funds shall be submitted by the Regional Offices – Education Support Service Division (RO-ESSD) and the Schools Division Offices – School Governance and Operations Division (SDO-SGOD) to the EPS, DepEd Central Office, Meralco Avenue, Pasig City within fifteen (15) working days upon receipt of the Sub-ARO. The format of the said report is provided in **Annex C**.

**5.3.2** The Physical and Financial Accomplishment Report, which reflect the activities undertaken throughout the year, shall be submitted by the Regional and Schools Division Offices concerned to the EPS **on or before December 15, 2018**. The format of the said report is provided in **Annex D**.

### **6. Effectivity**

This DepEd Order shall take effect immediately upon its approval. All existing DepEd Orders and Memoranda inconsistent with this policy are hereby deemed repealed, amended, or rescinded accordingly.

### **7. References**

National Expenditure Program  
GAA 2018  
R.A. 9155  
R.A. 10533  
R.A. 5547  
R.A. 8525  
COA Rules and Regulations  
Accounting Rules and Procedures  
D.O. 40, s. 2015