



Republic of the Philippines
Department of Education
 REGION X- NORTHERN MINDANAO
 DIVISION OF MALAYBALAY CITY

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 MALAYBALAY CITY DIVISION
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DIVISION MEMORANDUM

No. 366, s. 2021

TO : Assistant Schools Division Superintendent
 Chief Education Supervisors – SGOD and CID
 Public Elementary and Secondary School Heads
 All Others Concerned

FROM : **VICTORIA V. GAZO**
 Schools Division Superintendent

DATE : July 7, 2021

SUBJECT: **DISSEMINATION OF MEMORANDUM OU-LAPP NO. Q-267, S. 2021 RE: GUIDELINES ON THE UTILIZATION OF PROGRAM SUPPORT FUNDS FOR BUILDING PARTNERSHIP AND LINKAGES PROGRAM (BPLP) FOR FISCAL YEAR 2021**

For information and guidance, the Office hereby disseminates Memorandum OU-LAPP No. Q-267, s. 2021 re: Guidelines on the Utilization of Program Support Funds for Building Partnership and Linkages Program (BPLP) for Fiscal Year 2021.

For queries, you may contact Marsfith M. Mamawag, SEPS-Social Mobilization and Networking at 09178803864/09653159984.

TO BE POSTED IN THE WEBSITE



Purok 6, Casisang, Malaybalay City
 Telefax (088) 314-0094
 Email: Malaybalay.city@deped.gov.ph



Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY
Tanggapan ng Pangalawang Kalihim

MEMORANDUM

OU-LAPP No. Q-267, s.2021

TO : **REGIONAL DIRECTORS
SCHOOLS DIVISION/CITY SUPERINTENDENTS
REGIONAL/DIVISION PARTNERSHIP FOCAL PERSONS
ALL OTHERS CONCERNED**

FROM : 
TONISITO M.C. UMALI, Esq.
Undersecretary

SUBJECT : **GUIDELINES ON THE UTILIZATION OF PROGRAM SUPPORT
FUNDS FOR BUILDING PARTNERSHIP AND LINKAGES
PROGRAM (BPLP) FOR FISCAL YEAR 2021**

DATE : June 1, 2021

The implementation of programs, activities and projects (PAPs) at the Department of Education (DepEd) was severely affected by the situation brought about by the Coronavirus Disease 2019 (COVID-19). This includes adjustment in the utilization of funds for the activities charged against the Program Support Funds for Building Partnership and Linkages Program (PSF-BPLP) to ensure alignment of the PAPs in the implementation of DepEd's Basic Education Learning Continuity Plan (BE-LCP). Very recently, there are substantial discussions in the DepEd Executive Committee (ExeCom) and Management Committee (ManCom) levels to forego some traditional activities that involve face-to-face interaction and instead channel these to activities that will directly have an impact on learning and/or will ensure effective and efficient implementation of the BE-LCP (e.g., the printing of Self-Learning Modules). Also, with the Mandanas Ruling where DepEd's budget is expected to decrease compared to the previous year's budget (due to the increased share of the local government units through an increase in their Internal Revenue Allotment allocation), **there is indeed a compelling need to reassess the use of DepEd's funds vis-à-vis its PAPs to implement BE-LCP.**

In view of the foregoing considerations and in relation to the DepEd issuance on the implementation of the BE-LCP detailed in DepEd Order (DO) No. 12, s. 2020 titled "Adoption of the Basic Education Learning Continuity Plan for School Year 2020-2021 in light of the COVID-19 Public Health Emergency" and related issuances from the Inter-Agency Task Force on Emerging Infectious Diseases (IATF-EID), the guidelines for the **purposive utilization of PSF-BPLP for Fiscal Year 2021 on clearly identified PAPs that will have a clear and direct impact on learning** are hereby enumerated as follows:

I. BUILDING PARTNERSHIP AND LINKAGES PROGRAMS

The External Partnerships Service (EPS) shall download Program Support Funds (PSF) to the Regional Offices (ROs) which include the PSF for Schools Division Offices (SDOs) in support to the conduct of the following programs which shall be charged against the 2021 Building Partnership and Linkages Program (BPLP) Current Funds¹:

1. Adopt-a-School (ASP) Program

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

- 1.1. *Brigada Eskwela* Program and Partnership Appreciation Program
 - 1.1.1. *Brigada Eskwela* implementation and monitoring activities (virtual and/or limited face to face); and
 - 1.1.2. *Brigada Eskwela* Best Implementing School Awards
- 1.2. *Brigada Pagbasa* – a national movement for reading in the context of partnerships that aims to bring together all education champions and supporters to contribute and help Filipino children how to read.

Shown in **Annex A** are the proposed activities and program design on conducting the *Brigada Pagbasa* at the Regional, Division and School level for proper guidance.

2. Local Stakeholders Convergence (LSC)

The LSC support funds shall be utilized **specifically** for the conduct of the following activity(ies):

- 2.1. LSC for Parents-Teachers Association (PTA) Engagement to include the discussion on the following:
 - 2.1.1. Important roles of parents and teachers
 - 2.1.1.1. on blended learning facilitation, assessment and monitoring
 - 2.1.1.2. on preparation for the limited face-to-face learning
 - 2.1.2. PTA policy development
 - 2.1.3. PTA policy updates (e.g. policies adopted to address learning continuity etc.)
 - 2.1.4. Understanding the PTA Roles for Blended Learning
 - 2.1.4.1. proposed programs for PTA are Parents Tutorials, Mobile Tutorials among others
 - 2.1.5. Teachers Assessment Roles for Learning

Shown in **Annex B** is the proposed LSC for PTA Engagement for guidance.

¹ A BPLP Orientation Activity shall be held within three weeks from the time of the issuance of this guidelines. This activity shall include, among others, an orientation on the utilization of PSF and the implementation arrangements of *Brigada Eskwela*, *Brigada Pagbasa*, LSC for PTA Engagements, LSC for *Brigada Pagbasa* advocacy, LGU Forum and National Partners Tutorials Program on Reading/English, Science and Math.

- 2.2. LSC for *Brigada Pagbasa* Advocacy (for specific activities, please see **Annex A**)
 - 2.2.1. Mobilization of the community for *Brigada Pagbasa*;
 - 2.2.2. Orientation of volunteer learning facilitators; and
 - 2.2.3. Printing of advocacy materials and purchase of other materials to implement *Brigada Pagbasa*;

Based on the 2020 LSC Utilization Report received by the EPS, some of the Implementing Units (IUs) in the ROs and SDOs used the LSC funds for other purposes. Considering this and the EPS Framework on the utilization of PSF for PAPs that will have a clear and direct impact on learning as above articulated, **we reiterate the compliance of the IUs to submit the LSC Activity Design**, schedule of conduct of LSC and the Activity Report to the EPS as basis that the LSC fund was utilized for the said purpose. Shown in **Annex C** is a proposed Activity Design in organizing a Local Stakeholders Convergence which shall be done at the Regional and Division Levels for guidance.

3. Government and Community Partnerships Management (GCPM)

The GCPM support funds shall be utilized **specifically** for the conduct of the following activities for partnership building and planning activities with **government and community stakeholders**:

- 3.1. Local Government Unit (LGU) Forum to include the discussion on the following:
 - 3.1.1. LGU Support to Basic Education (e.g., support to non-readers; absence of learning facilitators and technology infrastructure among others);
 - 3.1.2. Special Education Funds (SEF) Utilization Monitoring and Assessment
 - 3.1.3. Development of local policies to support basic education, especially for Early Grade Learners (EGL); and
 - 3.1.4. Preparation of the "State of Local Education" as a Transition Report for the Newly-Elected Officials for 2022

Shown in **Annex D** is the proposed LGU Forum Activity Design for guidance.

- 3.2. **National Partners Tutorials Program on Reading/English, Science and Math** to include the following activities:
 - 3.2.1. Mobilization of Stakeholders with Programs for Tutorials
 - 3.2.2. Learning Assessment of Learners in Basic English, Science, Math
 - 3.2.3. Development of a Program Tutorials Using a National Volunteerism Approach and in coordination with the Philippine National Volunteer Service Coordinating Agency (PNVSCA);
 - 3.2.4. Advocacy for the Establishment of Help-Desks/Tutorial Hubs (either mobile or fixed) in all Schools

II. PRECAUTIONARY MEASURES ON THE CONDUCT OF PARTNERSHIP ENGAGEMENT ACTIVITIES

EPS is committed to continue performing its mandate in strengthening collaboration with partners through partnership activities and is cognizant of its responsibility to comply with the prevailing health protocols and precautionary measures in the implementation of its PAPs. In line with this, partnership engagement activities shall be compliant with the:

1. required health protocols and health monitoring system;
2. stringent social distancing measures;
3. quarantine rules and regulations; and
4. related issuances from the IATF, Local Government Units, DepEd, subsequent DepEd Task Force, Department of Health and national government issuances on COVID-19.

III. UTILIZATION OF PSF

1. The following are allowable expenses listed hereunder :

- 1.1. Communication Expenses

Partnership Focal Persons are allowed to **reimburse or liquidate communication expenses** relevant to partnership engagements and activities consistent with the guidelines stipulated in DepEd Order (DO) No. 17, s. 2019 titled "Guidelines on the Provision and Use of Official Mobile Phones, Postpaid Lines and Prepaid Loads." Said reimbursement of communication expenses shall require submission of the corresponding billing statements and/or official receipts and that the amount shall not exceed the allowable limit pursuant to DO No. 17, s. 2019.

- 1.2. Technology and Online Learning Support Expenses
- 1.3. Electronic and Distance Learning Gadgets
- 1.4. Health Protocol, Disinfection and Cleaning Supplies and Equipment
- 1.5. Training Expenses
- 1.6. Payment of Honoraria
- 1.7. Platform Development and Database Enhancement
- 1.8. Advocacy and Promotional Materials
- 1.9. Partnership Souvenirs/Token for Partners
- 1.10. Transportation Expenses
- 1.11. Other Miscellaneous Expenses

2. Considering that most of the above cited programs and activities may be conducted virtually or online, the PSF-BPLP shall also be allocated for the following expenses in relation to *Brigada Pagbasa* implementation:

- 2.1. Teachers' and Learners' Kits and other expenses for commonly used supplies and materials;
- 2.2. Printed supplemental learning materials/modules or textbooks for remote learning for the learners, teachers and parents; and
- 2.3. Other related expenses.

3. All expenses shall be subject to the Department's usual budgeting, accounting, auditing and procurement rules and regulations.

IV. SUBMISSION OF REPORTS

1. The documents submitted by the IUs from ROs and SDOs will be the basis of the EPS to verify that the downloaded PSF-BPLP were utilized for its intended purpose. With this, all IUs are required to submit the following reports:

- 1.1. Work and Financial Plan (WFP) for the downloaded PSF-BPLP

The signed WFP for PSF-BPLP shall be submitted by the Regional Offices – Education Support Services Division (ESSD) and the Schools Division Offices – School Governance and Operations Division (SGOD) to the EPS via email within **fifteen (15) working days** upon receipt of the Sub-Allotment Release Order (Sub-ARO).

- 1.2. Physical and Financial Accomplishment Report/Utilization Report for PSF-BPLP

The signed Physical and Financial Accomplishment or the Utilization Report for PSF-BPLP which reflects the activities undertaken throughout the year shall also be submitted by the IUs from ROs and SDOs to the EPS via email **on or before December 15, 2021**.

- 1.3. BPLP Activity Report

The conduct of BPLP shall be detailed in the Activity Report which will be submitted by the IUs from ROs and SDOs to the EPS via email **on or before December 15, 2021**. The report shall include the activity objectives, program flow, agreements and other essential information about the **activities on ASP, LSC and GCPM program implementation**.

2. The format of the above cited reports is provided in the attached **Annex E** for WFP and **Annex F** for Physical and Financial Accomplishment Report. **Utilization of Funds shall be reported per Program Support Fund component(ASP, LSC and GCPM) and not as a lumpsum amount**. The submission of the indicated documents and result of the EPS evaluation on the utilization of funds are prerequisites for the downloading of PSF for the next fiscal year.

V. DOWNLOADING OF PSF-BPLP

1. The process for the downloading of PSF-BPLP is as follows:

- 1.1. The PSF-BPLP shall be downloaded to the **Regional Offices** through the issuance of Sub-Allotment Release Order (Sub-ARO) which will be processed by the Budget Division at the DepEd – Central Office. The respective Regional Offices will immediately sub-allot the funds to their respective Schools Division Offices upon receipt of the Sub-ARO. An



amount of **Php 298,700.00** for the Regional Offices and **Php 258,700.00** for the Schools Division Offices are allotted as follows:

Programs/Projects	Regional Office Education Support Services Division (ESSD)	Schools Division Office School Governance and Operations Division (SGOD)
1. Adopt-a-School Program		
1.1. Brigada Eskwela and Partnership Appreciation	PhP 36,000.00	PhP 26,000.00
1.2. Brigada Pagbasa	PhP 94,000.00	PhP 74,000.00
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	PhP 130,000.00	PhP 100,000.00
2. Local Stakeholders Convergence		
2.1. LSC for PTA Engagement	PhP 15,000.00	PhP 15,000.00
2.2. LSC for Brigada Pagbasa Advocacy	PhP 70,000.00	PhP 60,000.00
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	PhP 85,000.00	PhP 75,000.00
3. Government and Community Partnerships Management		
3.1. LGU Forum	PhP 15,000.00	PhP 15,000.00
3.2. National Partners Tutorials Program on Reading/English, Science and Math	PhP 68,700.00	PhP 68,700.00
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	PhP 83,700.00	PhP 83,700.00
Total	PhP 298,700.00	PhP 258,700.00

- 1.2. The list of implementing regions and divisions with the corresponding allocation is contained in **Annex G** of this memorandum.



2. Pursuant to the Department of Budget and Management (DBM) issued National Budget Circular No. 583, entitled "*Guidelines on the Release of Funds for FY 2021*," dated 04 January 2021 particularly on Section 62 of the General Provisions (GP) of the FY 2021 General Appropriations Act (GAA) and the President's Veto Message, provides that **all appropriations authorized under the FY 2021 GAA shall be available for release, obligation and disbursement** for the purpose specified, and under the same General and Special Provisions of said GAA applicable thereto **until December 31, 2021**.

For any concern, kindly email externalpartnerships@deped.gov.ph.

For immediate dissemination and strict compliance.

Encl/s: as stated

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