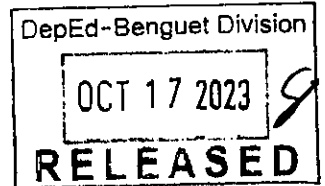




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
Schools Division of Benguet



September 6, 2023

DIVISION MEMORANDUM

No. 379 s. 2023

UTILIZATION AND DOWNLOADING OF PROGRAM SUPPORT FUND FOR THE IMPLEMENTATION OF ALTERNATIVE DELIVERY MODE (ADM) IN SDO BENGUET

To: Chief Education Supervisors, CID & SGOD
Education Program Supervisors
Public Schools District Supervisors & OIC-District Heads and
Elementary and Secondary School Heads

1. Per DepEd Order No. 001 s. 2022, Regional Memorandum No. 260 s. 2023, and Regional Memo. No. 284 s. 2023 re: downloading of Program Support Fund for the Implementation of Alternative Delivery Mode (ADM) to the SDOs, the Schools Division of Benguet received a total amount of **One Million Four Hundred Sixty Nine Thousand and Eight Hundred Fifty Four Pesos and Seventy Five Centavos (Php1,469,854.75)** under the current appropriations Flexible Learning Options (ADM) as Program Support Funds (PSF) to the implementing schools.

2. The allotment of funds is based on the number of schools and learners implementing Alternative Delivery Mode. The Program Support Fund shall be utilized per guidelines of utilization as follows:

- a. Orientation and Workshop on the Implementation of ADM
- b. Downloaded funds per List of Implementing Schools
- c. PSF eligible and ineligible expense
- d. Quarterly Report Template on ADM Utilization

3. Quarterly reports shall be accomplished by the schools and submitted five days after the end of every quarter.

4. All the identified ADM implementing schools shall utilize the downloaded ADM Program Support Fund for ADM implementation guided by enclosure no. 3, Eligible and ineligible expenses, subject to the usual auditing and accounting rules and regulations.

5. Immediate and widest dissemination of and compliance with this memorandum is directed.


SALLY L. BANAKEN – ULLALIM CESO V
School Division Superintendent

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PSF Eligible and Ineligible Expenses

The PSF shall be used for the payment of miscellaneous or incidental expenses in the conduct of the following:

School Activities:

1. Mapping and tracking of public elementary and secondary learners at risk of dropping out in the different ADMs, including learners in the homeschooling program.
2. Reproduction of learning materials relative to ADM implementation.

SDO Activities:

1. Monitoring and evaluation of the implementing of the different ADMs, i.e., Modified In-School Off-school Approach (MISOSA), Instructional Management by parents, Community, and Teacher (IMPACT), Open High School Program (OHSP), Night School, Homeschooling, Rural Farm School, Distance Education for SPED, and School-initiated Interventions.
2. Payment of miscellaneous or incidental expenses during the conduct of any ADM-related activities such as orientation, workshops, and conferences, including the following:
 - a. Supplies and materials at standard cost.
 - b. Meals of the participants, resource persons, and management team as prescribed in the DepEd Order No. 2, s. 2018 titled Guidelines on the Allocation of Funds for Venue, Meals, Snacks, and Room
7. Conduct of PIR, Evaluation, Validation and Recognition at the SDO level.
8. Other activities related to ADM implementation.

All eligible expenses shall be charged to Flexible Learning Options- Alternative Delivery Mode (FLO-ADM) funds consistent with existing budgeting, accounting, and auditing rules and regulations.

The ineligible expenses are:

1. Purchase of capital outlay items (e.g., equipment).
2. Payment for subscriptions (internet connection, cable TV, satellite TV, subscription, and reading materials).
3. Salary and compensation benefits of contractual or casual employees as these shall be charged against Personnel Service (PS) allocations

**Quarterly Report on the Utilization the Alternative Delivery Mode
Program Support Fund**

Region: CAR

SDO: Benguet

School: _____

Quarter: _____

I. ACCOMPLISHMENT: Utilization of Downloaded ADM PSF Implementation

Activity	Output	Objective	Physical Accomplishment		Financial Accomplishment	
			Target	Actual	Target	Actual

II. REASONS FOR UNDER-/OVER-ACHIEVEMENT BASED ON THE TARGETS

III. ISSUES AND CHALLENGES

IV. GOOD PRACTICES

V. CATCH-UP PLAN

VI. RECOMMENDATION

Prepared:

ADM Focal Person/Implementer

Approved:

School Head