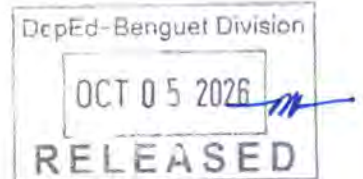




Republic of the Philippines
Department of Education
 Cordillera Administrative Region
Schools Division of Benguet



24 September 2026

DIVISION MEMORANDUM

No. 409, s.2026

**DOWNLOADING OF KAAGAPAY PROGRAM SUPPORT FUND (SPF) TO
 THE KAAGPAY PROGRAM PILOT SCHOOLS**

TO: Assistant Schools Division Superintendent
 CID and SGOD Chiefs
 Public Schools District Supervisors/Public Schools District In-charge
 Elementary School Heads
 All Others Concerned

1. In support of the implementation of program titled **Kaagapay- Empowering the School Community for Values Formation, Learning Support, and Bullying Prevention**, a total amount of **Seventy-Nine Thousand, Five Hundred Pesos (P 79,500.00)** from the Program Support Fund (PSF) shall be downloaded to the following Kaagapay Program pilot schools in the Schools Division of Benguet.

School & District	Amount for printing/ reproduction of tool kit and IEC materials	Amount Capacity Building of Parents on the Kaagapay Prog.	Total Amount
Camp 30 ES, Atok	P 2,300.00	P 3,000.00	P 5,300.00
Ampusongan ES, Bakun	P 2,300.00	P 3,000.00	P 5,300.00
Loo NHS, Buguias	P 2,300.00	P 3,000.00	P 5,300.00
Ambangeg NHS, Bokod	P 2,300.00	P 3,000.00	P 5,300.00
Ucab ES, Itogon I	P 2,300.00	P 3,000.00	P 5,300.00
Virac IS, Itogon II	P 2,300.00	P 3,000.00	P 5,300.00
Adaoay NHS, Kabayan	P 2,300.00	P 3,000.00	P 5,300.00
Kapangan Central NHS, Kapangan	P 2,300.00	P 3,000.00	P 5,300.00
Kibungan NHS, Kibungan	P 2,300.00	P 3,000.00	P 5,300.00
Balili NHS, Mankayan	P 2,300.00	P 3,000.00	P 5,300.00
La Trinidad CS, La Trinidad	P 2,300.00	P 3,000.00	P 5,300.00
Puguis ES, La Trinidad	P 2,300.00	P 3,000.00	P 5,300.00
Jose Gonzales ES, Sablan	P 2,300.00	P 3,000.00	P 5,300.00
Evelio Javier NHS, Tuba	P 2,300.00	P 3,000.00	P 5,300.00
Tublay School of Home Industries, Tublay	P 2,300.00	P 3,000.00	P 5,300.00
Total	P34,500	P45,000	P79, 500

2. The downloaded funds shall be utilized for the following purposes:
 - a. printing/reproduction of the Kaagapay Program Toolkit and Information, Education, and Communication (IEC) materials; and
 - b. conduct of capacity-building activities for parents/guardians on the Kaagapay Program and strengthening collaboration between parents/guardians and educators in supporting learner rights, protection, values formation, learning support, and well-being.
3. The School Heads of the Kaagapay Program Pilot schools shall ensure the proper efficient, and authorized utilization of the downloaded funds in accordance with existing, budgeting accounting, auditing, and procurement rules and regulations. They shall prepare **the corresponding Work and Financial Plan (WFP) and School Operating Budget (SOB)** based on their allocations.
4. The WFP and SOB shall be submitted to the Division Office, through the Kaagapay Program Focal Person, for review, monitoring, and consolidation on or before **October 12, 2026, prior to implementation and approval**, as applicable.
5. Pilot schools shall ensure that all expenditures are aligned with the approved purposes and supported by complete and appropriate documentation. They shall likewise submit the required financial and program accomplishment reports in accordance with existing Division Office, accounting, and auditing requirements.
6. To ensure a common understanding of the Kaagapay Program and provide technical guidance to the pilot schools, an On-Site orientation on the Kaagapay Program and Strengthening Collaboration Between Parents and Educators on Learner Rights and Protection shall be conducted on October 12, 2026. A separate memorandum shall be issued to provide the details and specific arrangements for the activity.
7. For inquiries, please contact **Aladin M. Dobinto**, Chief Education Supervisor of the Curriculum Implementation Division (CID), through email at aladin.dobinto@deped.gov.ph, or **Erlinda C. Quinuan**, SDO Kaagapay Program Focal Person, at erlinda.quinuan@deped.gov.ph.
8. Immediate and wide dissemination of this Memorandum is desired.

sgd

CARMEL F. MERIS

OIC - Schools Division Superintendent