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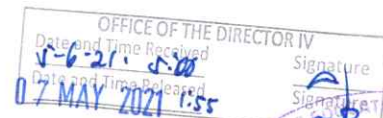
Republic of the Philippines
Department of Education



DepEd ORDER
No. **016**, s. 2021

CREATION OF THE PROGRAM MANAGEMENT OFFICE (PMO) IN THE DEPARTMENT OF EDUCATION – CENTRAL OFFICE FOR FINANCE PROCESSES RELATIVE TO GOVERNMENT ASSISTANCE AND SUBSIDIES PROGRAMS

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Public and Private Elementary and Secondary School Heads
All Others Concerned



1. The Department of Education (DepEd) issues the enclosed policy titled **Creation of the Program Management Office (PMO) in the Department of Education – Central Office for Finance Processes Relative to Government Assistance and Subsidies (GAS) Programs**, which shall handle all financial transactions of all GAS-related programs, activities and projects.
2. All provisions of existing DepEd Orders and other issuances inconsistent with this Order are rescinded, repealed, revised and/or modified accordingly.
3. This Order shall take effect immediately upon its approval, issuance, and publication online at www.deped.gov.ph and its filing with the University of the Philippines-Office of the National Administrative Register (UP-ONAR).
4. For inquiries, please contact the **Office of the Undersecretary for Finance** through email at usec.financebpm@deped.gov.ph or at telephone number (02) 8633-9432.
5. Immediate dissemination of and strict compliance with this Order is directed.



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LEONOR MAGTOLIS BRIONES
Secretary

Encl.: As stated
Reference: None
To be indicated in the Perpetual Index under the following subjects:

BASIC EDUCATION	POLICY
FINANCE	PROGRAMS
LEARNERS	TEACHERS

MCDJ/SMMA/APA/MPC, DQ Creation of the PMO for the GASTPE in DepEd CO
0085 – March 15, 2021

ORD 9-14
5-6-21

(Enclosure to DepEd Order No. 016, s. 2021)

**CREATION OF THE PROGRAM MANAGEMENT OFFICE (PMO)
IN THE DEPARTMENT OF EDUCATION – CENTRAL OFFICE FOR FINANCE
PROCESSES RELATIVE TO GOVERNMENT ASSISTANCE AND SUBSIDIES
PROGRAMS**

I. RATIONALE

The Government Assistance and Subsidies-Program Management Office (GAS-PMO) will assist the GASTPE Program Team and the GASTPE Composite Team in implementing the Government Assistance and Subsidies programs of the Department through timely processing of any financial-related transactions. Initially, this Office aims to ensure the timely implementation of the Bayanihan 2 for Basic Education (BBE) Program. After this, the GAS-PMO will provide assistance to the GASTPE Program Team in efficiently processing all financial-related transactions for the regular GASTPE programs.

This Office is also created based on the following legal bases:

- A. Republic Act (RA) No. 11494, otherwise known as the “Bayanihan to Recover as One Act” or Bayanihan Act 2, was promulgated on September 11, 2020, in cognizance of the adverse impact of the COVID-19 Pandemic on the Philippine economy and society. The Bayanihan Act 2 provides for COVID-19 response and recovery interventions such as mechanisms to further reduce the impact of COVID-19 on the socio-economic well-being of Filipinos through the provision of assistance, subsidies, allowances, and other forms of socio-economic relief.

- B. Section 4(n) of the Bayanihan Act 2 mandates the provision of subsidies and allowances to qualified students in private and public elementary and secondary education whose families are now facing financial difficulties brought about by work stoppage and closure of establishments due to the Community Quarantine (CQ), and who are also not part of the *Listahanan* of the Department of Social Welfare and Development (DSWD) nor covered under the Education Service Contracting (ESC) Program or the Senior High School Voucher Program (SHS VP) as provided in RA Nos. 8545 and 10533, respectively.

This subsection of RA 11494 also provides that education subsidies and allowances granted shall be released directly to the private basic education schools for the purpose of applying the subsidy for unpaid tuition in School Year (SY) 2019-2020 or for payment of tuition fee for SY 2020-2021.

To implement RA No. 11494, the Office of the Executive Secretary issued a memorandum dated October 23, 2020, containing the Implementing Guidelines of RA No. 11494. This RA with the Implementing Guidelines was uploaded in the Official Gazette on November 03, 2020. Under Item M of said Memo of the Office of the Executive Secretary, the Secretary of the Department of Education (DepEd), within their mandate, shall formulate guidelines and implement the relevant sections of RA No. 11494. By the same token, Section 8.4.3 of the



Guidelines provides that DepEd shall issue separate eligibility rules consistent with Section 7 of the same.

- C. Lastly, DepEd Order No. 16, s. 2016 on March 21, 2016 entitled "**Creation of the Interim Project Management Office (PMO) for the Government Assistance to Students and Teachers in Private Education (GASTPE) Effective School Year 2015 - 2016**" which ensured the smooth and streamlined implementation of the Program, particularly on the correspondences and pending disbursements for GASTPE, payrolls, and requests for payments, amongst other functions.

Thus, DepEd issues this Order in recognition of the need to strengthen consistency and continuous improvement thereof.

II. SCOPE OF THE POLICY

The GAS-PMO shall be operationalized to support the different GAS Programs and the officials, offices, and personnel designated to manage them, such as the GASTPE Composite Team and the Private Education Office.

III. POLICY STATEMENT

Therefore, DepEd, as the institutional owner and regulator of the Bayanihan 2 for Basic Education (BBE) Program under RA No. 11494, shall establish a Program Management Office (PMO). It shall be under the leadership of the GASTPE Composite Team with routine control and supervision of the Offices of the Undersecretary for Finance and Assistant Secretary for Finance.

DepEd shall formulate policies relative to the Program, and through the PMO, ensure the prompt release of the entitlements of qualified students (and through BBE-participating schools if applicable), and oversee and evaluate the implementation of the BBE.

IV. FRAMEWORK/PROCEDURES/STANDARDS

- A. The approved PMO organizational structure and processes are presented as an Annex to this Order.
- B. Said Offices may engage Consultancy, Contract of Service (CoS) and or designate/reassign personnel to form part of the PMO. Expenses to be incurred in the creation of the PMO and its operations, including but not limited to salaries, transportation, communication, and supplies, may be charged against pooled savings of the DepEd – Central Office's General and Administrative Services – Maintenance and Other Operating Expenses (CO – GAS MOOE) subject to existing auditing, accounting, budgeting, and procurement rules and regulations.
- C. The PMO shall be under the leadership of the GASTPE Composite Team with routine control and supervision of the Offices of the Undersecretary for Finance and Assistant Secretary for Finance.



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D. The issuance covers the operationalization of the following functions:

- a. Ensure that validation, approval, billing, and payment processes of the BBE and GAS programs are implemented in accordance with the DepEd policies and guidelines;
- b. Facilitate the implementation of delivery action plans for and optimize the processing of GAS-related financial transactions through streamlined processing system, dedicated team to answer financial-related matters and concerns, and ensure that Service Level Agreements are met in processing payments;
- c. Provide periodic reporting on finance-related transactions, such as budget utilization, downloading of funds, and cash programming, to aid the decision-makers in coming up with informed decisions;
- d. Prepare and update data analytics of finance-related transactions for monitoring and evaluation of GAS programs;
- e. Constantly monitor the availability of allotment, obligation and disbursement of subsidies/allowances/other payments as well as the implementation of mechanisms to support the Private Education Office in handling follow-ups/queries from schools, parents, teachers, etc.;
- f. Coordinate with the concerned DepEd program teams, implementing units (IUs), and partners, such as the Private Education Assistance Committee (PEAC), involved in the BBE and GAS programs;
- g. Submit all documentary requirements to Finance Service units to support processing of the release, obligation, and disbursement of funds (downloading of funds and payments); and
- h. Identify and apply good practices across all programs and operations by establishing a Department-wide Delivery Community of Practice.

V. MONITORING AND EVALUATION

The GAS-PMO shall continuously gather feedback on the implementation of this DepEd Order from all concerned internal and external stakeholders, which shall serve as the basis for policy and implementation enhancement. GAS-PMO will submit status and accomplishment reports to the GASTPE Composite Team and GASTPE Program Team on a monthly basis or as needed to aid the decision-makers, especially on the policy side, as to report program performance and adherence to GASTPE Program's objective and performance indicators.

VI. REFERENCES

- Republic Act (RA) No. 11494, otherwise known as the "Bayanihan to Recover as One Act."
- DepEd Order No. 16, s. 2016 entitled "Creation of the Interim Project Management Office (PMO) for the Government Assistance to Students and Teachers in Private Education (GASTPE) Effective School Year 2015 - 2016."



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Figure 1: PMO Organizational Structure

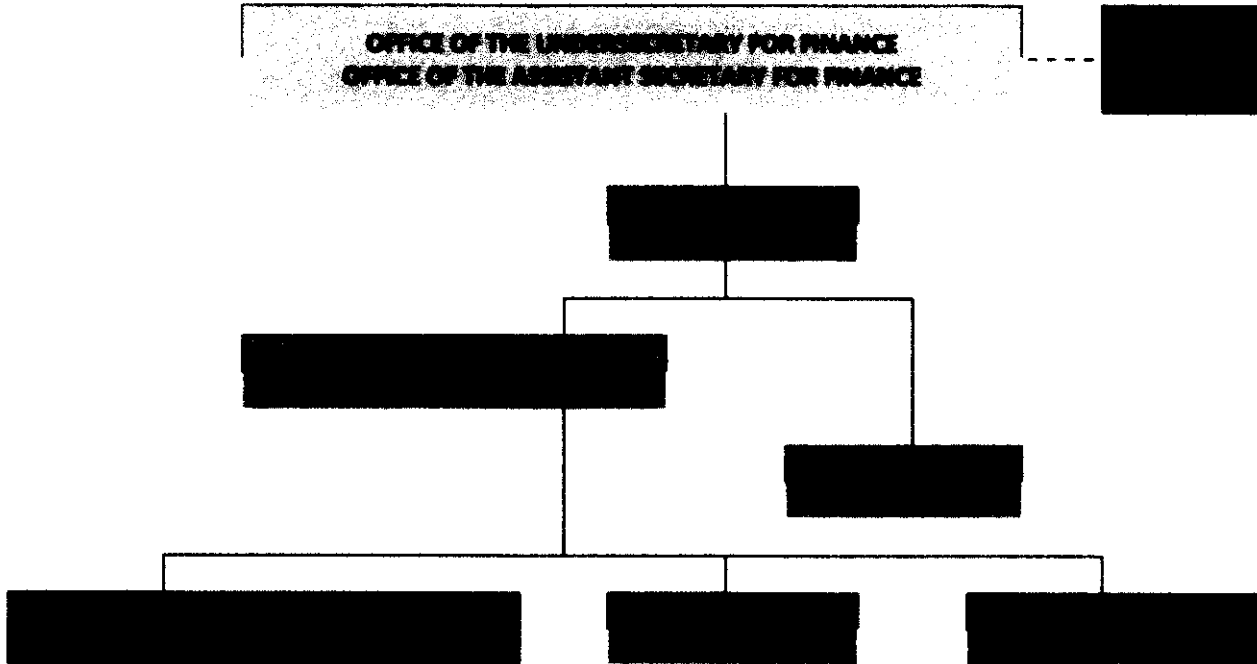
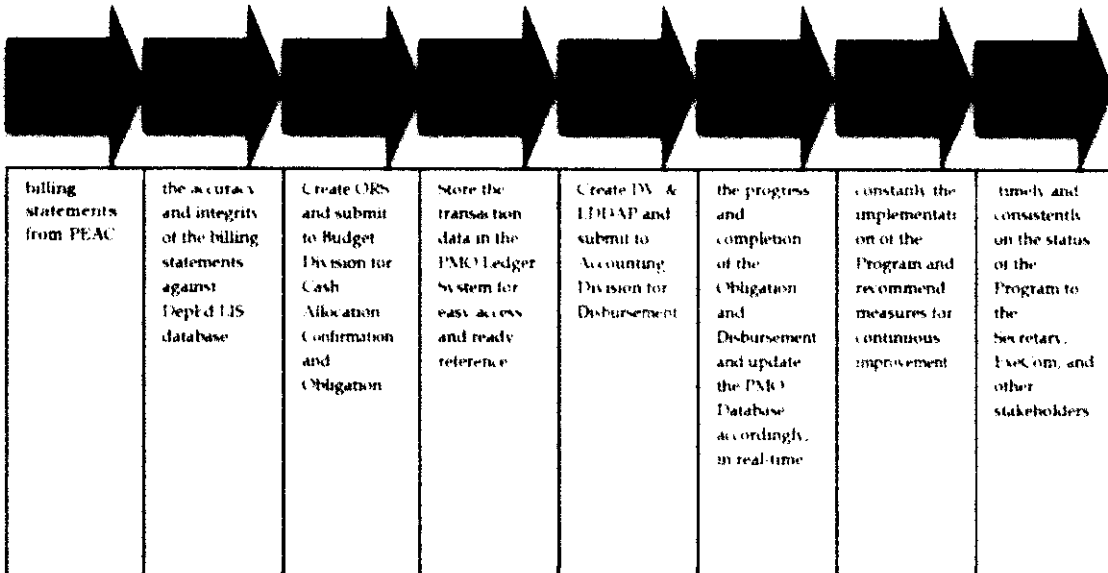


Figure 2: PMO Process



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