



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

February 5, 2024

REGIONAL MEMORANDUM

No. **117**, s. 2024

REGIONAL POST CELEBRATION OF NATIONAL STUDENTS' DAY-CUM-ORIENTATION ON THE ROLE OF STUDENT LEADERS ON THE IMPLEMENTATION OF PROJECT KALINGA

To: Schools Division Superintendents
All Others Concerned

1. The Regional Post Celebration of the National Students Day-cum-Orientation on the Role of Student Leaders on the Implementation of Project KALINGA shall be conducted on February 7-8, 2024, at the MGrand Royale Resort Hotel, Catbalogan City.
2. This activity aims to:
 - a. ensure that participants gain comprehensive understanding of Project KALINGA, including its goals, strategies, and key components, fostering informed decision-making and strategic planning among student leaders;
 - b. develop practical leadership skills among students by providing hands-on training in project implementation, communication, and collaboration, equipping them with the necessary tools to effectively contribute to the success of Project KALINGA;
 - c. cultivate a positive and proactive attitude among student leaders towards their roles in the implementation of Project KALINGA, emphasizing the importance of dedication, accountability, and a collaborative mindset for the sustainable success of the initiative.
3. The participants to this activity are the following:

Regional Office	ESSD Chief Regional Learner Formation Program Focal Person Regional LRP Alternate Focal Person
Schools Division Office	13 DFSSLG Presidents 13 Learner Formation Program Focal Persons
TWG	Gye Lynne T. Godio Albert T. Barcoma Mercedita M. Abalos
Total	30 Participants

4. All the participants must be at the venue in the morning of February 7, 2024 for the registration. First meal shall be lunch of February 7, 2024, and last meal shall be lunch of February 8, 2024.
5. The meals and one night accommodation of the participants to this activity shall be charged to SARO OSEC-8-23-5683, which was downloaded to Catbalogan City Division while their transportation and other incidental expenses shall be charged to their respective MOOE/Local Fund/partnership fund, subject to the usual government rules on accounting and auditing procedures.
6. All queries relative to this Memorandum shall be addressed to the Regional Learner Formation Focal Person, Eden A. Dadap, at 0912-6063544 or at eden.dadap001@deped.gov.ph.
7. Immediate dissemination of and compliance with this Memorandum are desired.


EVELYN R. FETALVERO CESO IV
Regional Director 

Enclosures: As stated

References: As stated

To be indicated in the Perpetual Index under the following subjects:

LEARNER FORMATION

ORIENTATION

ESSD-SPPS-EAD



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Republic of the Philippines
DEPARTMENT OF EDUCATION
Central Office

SUB-ALLOTMENT RELEASE ORDER
Fiscal Year 2023

Handwritten notes: "Ad - copy", "KE", "10/29/2023 3:01 PM", and a circled "8"

PROGRAM/PROJECT/ACTIVITY NO./DESCRIPTION: PPA228 200000100006000 - Current Appropriations Learner Support Programs		REFERENCE: FY 2023 GAAA0 dated 01/03/2023	SUB-ALLOTMENT RELEASE ORDER NO. OSEC-8-23-5683
		LEGAL BASIS: Republic Act No. 11936 - FY 2023 GAA	DATE: 11-Oct-23
FUND CODE: 01101101	ORGANIZATION CODE: 070010100000		FISCAL YEAR: FY 2023
PURPOSE: Provision of Program Support Funds relative to the conduct of National Students' Day (NSD) 2023 Celebration.			
To: The Regional Director Regional Office - VIII Candahug, Palo, Leyte 070010300008			Region : 8
PARTICULARS		ALLOTMENT CLASS/ ACCOUNT CODE	AMOUNT AUTHORIZED
Subsidy to Operating Units		MOOE 5021408000	100,000.00
AMOUNT IN WORDS: *** One Hundred Thousand Pesos Only ***			Total: <u>100,000.00</u>
NOTE: The MOOE and CO allotment herein sub-allotted is valid for obligation until December 31, 2024.			

The above sub-allotments have been made available for expenditures of the Region/ Division/ School. It is your primary responsibility to keep expenditures within the limits of the amount sub-allotted. Pursuant to Section 41, Book VI of Executive Order No. 292, the incurrence of overdrafts is prohibited. Parties responsible for the incurrence of overdrafts shall be held personally liable therefor. It is understood that the allotments herein authorized shall be used solely for the purposes indicated and disbursements therefrom shall be made in accordance with existing budgeting, accounting and auditing rules and regulations.

CERTIFIED CORRECT:

CHOLITA F. TIONG
Chief Administrative Officer
Budget Division

APPROVED:

MICHAEL WESLEY T. POA
Undersecretary and Chief of Staff
OIC, Office of the Undersecretary for Finance

Republic of the Philippines
Department of Education
 BUREAU OF LEARNER SUPPORT SERVICES

To: Director, DepEd
 Division Office - Davao

From: **CHOLITA F. TIONG**
 Chief Administrative Officer
 Finance Service - Budget Division

Con: **RODOLFO JAMES F. CANJA**
 Project Development Officer IV
 Officer-in-Charge, Youth Formation Division

Subject: **REQUEST TO FACILITATE DOWNLOADING OF FUNDS VIA THE TRAINING EXPENSES ON THE CONDUCT OF THE ACTIVITY PROPOSAL ENTITLED NATIONAL STUDENTS' DAY 2023 CELEBRATION**

Date: **02 October 2023**

This memo requests your good Office for the facilitation of the release of funds to cover for the Training Expenses for the conduct of the Activity Proposal entitled **National Students' Day 2023 Celebration** with the following details below:

Item #	Particular	Amount to be Downloaded (PHP)
1	Regional Support Funds for the Schools Office of Davao Del Sur	70,000.00
2	Regional Support Funds for the Regional Office Proper - Region I - Ilocos Region	100,000.00
3	Regional Support Funds for the Regional Office Proper - Region V - Bicol Region	100,000.00
4	Regional Support Funds for the Regional Office Proper - Region VIII - Eastern Samar	100,000.00
5	Regional Support Funds for the Regional Office Proper - Region IX - Zamboanga Peninsula	100,000.00
	GRAND TOTAL	570,000.00

Attached are the approved Activity Request, Activity Proposal with Budget Estimate and Approved Downloading Request for ready reference.

Respectfully, yours for attention and appropriate action.



Republic of the Philippines
Department of Education

AR No. AR-1031-10-0-17

DATE: Nov 23, 2013

FOR: DEXTER K. SARBAN, RN, MD, MBA, MPM
Assistant Director For Operations

FROM: NENIE B. ESPANA-ALAMA, PhD
Director, Division Office of Learner Support Services

SUBJECT: ACTIVITY REQUEST: DOWNLOADING OF PSP FOR ACTIVITY PROPOSAL ENTITLED "NATIONAL STUDENTS' DAY (NSD) 2025 CELEBRATION"

NAME OF PROGRAM(S) / PROJECT(S):

PROGRAM DEVELOPMENT AND MANAGEMENT FOR LEARNER FORMATION PROGRAMS

OUTPUT(S) TO BE DOWNLOADED AND ITS CODE(S):

Output Code	Output	Physical Target
CO-23-BL-SP-004	Learner Formation Program Support Funds	2

ACTIVITY(S) TO BE REQUESTED:

Activity Code	Name of Activity
AC-23-BLSS-YFD-SP-025	Downloading of Program Support Funds to Field Initiator YFD-related PPAs

ACTIVITY/IES WITH DOWNLOADING:

DepEd Region XI - Schools Division Office of DAVAO DEL SUR - P. 720,000	 MICHAEL WASLEY T. PCA Undersecretary for Internal Staff, OIC-Office of the Undersecretary for Finance
DepEd Region XI - REGIONAL OFFICE PROPER - P. 100,000	
DepEd Region XI - REGIONAL OFFICE PROPER - P. 100,000	
DepEd Region XI - REGIONAL OFFICE PROPER - P. 100,000	
DepEd Region XI - REGIONAL OFFICE PROPER - P. 100,000	
TOTAL - P. 1,120,000	

FINANCIAL REQUIREMENTS:

Activity Code	Name of Activity	Amount
AC-25 BL 35 YFD-PP-025	Downloading of Program Support Forms to initiate YFD-related PPAs	1,078,000.00
Grant Total		1,078,000.00

SOURCE OF FUNDS:

LSP - 2023

ADMINISTRATIVE ARRANGEMENTS:

Activity: NATIONAL STUDENTS' DAY (NSD) 2023
Date: NSD PAPER: 14-17, 2023
Venue: Virtual and Onsite Region

ANNEXES:

1. Activity Proposals
2. Activity Budget/Program of Activities
3. List of Participants
4. Detailed Budget Estimates
5. Portion of the approved WFP where activities are stipulated

All expenses incurred in this activity is subject to usual accounting and auditing rules and regulations.

**GUIDELINES ON THE UTILIZATION OF PROGRAM SUPPORT FUNDS
FOR THE CONDUCT OF THE NATIONAL STUDENTS' DAY 2023 CELEBRATION**

I. Allocation of Fund Support

- A. The Regional Office of Regions I, V, VIII, and IX shall receive a total amount of **One Hundred Thousand Pesos (P100,000.00)** each, charged under the Learner Support Program (LSP) Funds. The said amount will be allocated to the pertinent activities for the National Students' Day (NSD) 2023 Celebration.
- B. Schools Division Office of Davao del Sur shall receive a total amount of **Seven Hundred Twenty Thousand Pesos (P720,000.00)**, charged under the Learner Support Program (LSP) Funds. The said amount will be allocated to the main event activities for the National Students' Day (NSD) 2023 Celebration.
- C. The funds will be released through the issuance of a Sub-Allotment Release Order (Sub-ARO) from the Central Office to the Regional Office of Region I, V, VIII, IX, and the Schools Division Office of Davao del Sur.

II. Allowable Expenses

- A. These guidelines shall apply to funds provided to the Regional Offices I, V, VIII, IX, and to the Schools Division Office of Davao del Sur with the following allowable expenses:
 1. Rentals for Venues (Board and Lodging) for Participants, TWGs, Resource Speakers, and DepEd Guests
 2. Supplies and materials for the whole conduct of the activity including collaterals needed (i.e., ID Lanyard, T-shirt, etc.);
 3. Reproduction of Information, Education, and Communication (IEC) materials related to the activity including venue set-up;
 4. Transportation expenses including gasoline expenses and expenses for the hiring of vehicles;
 5. Contingency to cover the payment of communication expenses, miscellaneous expenses, and incidental expenses on the conduct of the activities, such as communication expenses and other Maintenance and Other Operating Expenses (MOOE).
- III. Learner Support Program (LSP) funds are under the Maintenance and Other Operating Expenses (MOOE) allotment class. Therefore, the acquisition of equipments shall not exceed the amount of **Fifty Thousand Pesos (P50,000.00)** threshold approved by the Commission of Audit (COA) for individual assets

recognition of claims, property, and equipment as prescribed in the Government Accounting Manual (GAM).

IV. Monitoring and Evaluation

- A. For the purpose of monitoring of the utilization of the released amount, the Regional Offices and Schools Division Office of Education (SDO) shall submit a **Utilization Report** to the Regional Office which will then submit to the Central Office through the Accounting Division, copy furnished to the Office of the Undersecretary for Operations, Office of the Undersecretary for Finance, and BLSS-YFD.
- B. The utilization of this fund shall be subject to the standard accounting and auditing rules and regulations and the Government Procurement System Act (RA 9184).
- C. The Department of Education, Office of the Undersecretary for Operations, through the Bureau of Learner Support Service, Youth Formation Division (BLSS-YFD), in close coordination with the Education Support Services Division (ESSD) and the Schools Governance and Operations Division (SGOD), will monitor and evaluate the implementation of this policy to be consolidated by the Regional Youth Formation Coordinators through the Division Youth Formation Coordinators.

V. This memorandum shall take effect immediately upon its approval.