



Republic of the Philippines
Department of Education

OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND INSTRUCTION

006079

DEPARTMENT OF EDUCATION
RECEIVED
 RECORDS SECTION

AUG 12 2021

TIME: 11:00

JOINT MEMORANDUM
DM-OUCI-2021-210

OFFICE OF THE DIRECTOR IV		Signature
Date and Time Received	8/12/21 2:00	<i>[Signature]</i>
Date and Time Received	13 AUG 2021	Signature
		<i>[Signature]</i>

FOR : REGIONAL DIRECTORS

ATTENTION : Chief, Finance Division
 Chief, Curriculum and Learning Management Division
 Schools Division Superintendents
 Learning Resource Education Program Supervisors
 Division Accountants
 Division Budget Officers

FROM : *[Signature]*
DIOSDADO M. SAN ANTONIO
 Undersecretary for Curriculum and Instruction

[Signature]
ANNALYN M. SEVILLA
 Undersecretary for Finance

SUBJECT : DATA VALIDATION AND VERIFICATION OF ONLINE AND OFFLINE ADDITIONAL INFORMATION ON THE SUMMARY OF EXPENDITURE REPORTS

DATE : June 4, 2021

We would like to express our appreciation to all regional and division offices for submitting the additional information on the Summary of Expenditures (SOE) as required by DO 18 s. 2020 to account expenditures charged against the downloaded funds for the provision of learning resources in FY 2020.

To ensure the accuracy and reliability of the submitted report which shall be submitted to relevant agencies of the national government including the Congress and Senate, we are subjecting the submitted SOE for further validation and verification. Attached as Annex A are the instructions to facilitate the collection of correct information.

Please note that we are **prioritizing the submission of the utilization and accomplishments of Funds under Bayanihan I, II and Other funds downloaded in FY 2020**. However, we are providing as well relevant information on the downloaded funds this FY 2021 under Flexible Learning Options to prepare your office for the next round of required report.

Due to the urgency of submitting the report to COA and Congress, may we request for the submission of these reports through encoding in the following link listed per region as provided in the Annex B on or before 12:00 noon of June 16, 2021.

For immediate appropriate action.

Annex A: Reminders and Instructions in Filling out and Validating the SOE

1. Responsible Person/s in the Preparation of SOE

Fields	Responsible Person
Filling out of physical Accomplishments Target, Number of Procured, Delivered SLMs, Activity Sheets, Tablets and USBs and Other LRs or other activities charged against the Fund (by Division)	Division Learning Resource Education Program Supervisor
Filling out of obligations and disbursements for each category (by Division)	Division Accountant Division Budget Officer
Review of overall obligations and disbursements (overall Region)	Chief, Finance Division
Monitoring of Completion of SOEs	Chief, Curriculum Learning and Management Division Regional Learning Resource Education Program Supervisor
Approval of Submitted SOEs	Schools Division Superintendent Regional Director

2. Some reminders in filling out the validated SOE

Cut-off date of the report is June 11, 2021

- Total obligations should not be more than the allotment; likewise, total disbursements not be more than the total obligations.
- The unit of measurements for SLMs, Activity Sheets, and other learning resources must be indicated by individual copy/piece not the number of pages.
- The unit of measurement for tablets, USBs, and other digital storage is pieces.
- The “Remarks (specify other LRs or other items procured and/or other activities charged against this Fund)” includes ALL other expenses charged against the fund (e.g., delivery cost if not included in the procurement cost).
- Per OUF-OUCI 2020-358 dated November 23, 2020, funds under BA II shall be used for specifically for Printing and delivery of Self-Learning Modules in accordance with Section 10, paragraph (n) of Republic Act No. 11494, otherwise known as the “Bayanihan to Recover as One Act,” hence reports that include procurement of tablets and digital devices under this fund should be reviewed.
- Check the total number of learning resources produced/procured versus total obligations which will result in very high or very low unit cost per LR.
- Please ensure that all columns are completed/filled out. Put “zero” if there is nothing to report.

ANNEX B: SUMMARY OF EXPENDITURES: Google Sheet Links

Region	URL
I	https://drive.google.com/drive/u/0/folders/1Mei1OLCL2tcaJj89kZuFuWCX8jctOpnm
II	https://drive.google.com/drive/u/0/folders/1SwwlGMRNLXIWHuA8sQ7pbKvSAPZKe_FR
III	https://drive.google.com/drive/u/0/folders/1QqMjAE3bYGaWgVLN8p4VeG3xUjmrpOJY
IV-A CALABARZON	https://drive.google.com/drive/u/0/folders/1fcvbA4AOOybd-vKni8SVQNAhiJF55taz
IV-B MIMAROPA	https://drive.google.com/drive/u/0/folders/19wl51FoZkmze5bclriSLFRz3Ib6rWLCr
V	https://drive.google.com/drive/u/0/folders/1hlStEhS2zLiI977Wk1Ojpn-h0XQnwq0
VI	https://drive.google.com/drive/u/0/folders/1A5_z4PDAQbxXVCnyPCgz5VXOc_P_o11
VII	https://drive.google.com/drive/u/0/folders/13LQ2-cgOmXMx6RRH-Jc_3ijIVlwLxiJI
VIII	https://drive.google.com/drive/u/0/folders/1b0yknxcJ_G12Ogw3vua_OERxEzxwzyUF
IX	https://drive.google.com/drive/u/0/folders/1xlrkKdIlRd6tp5Mj5YiiNZVOWMkiAvC5
X	https://drive.google.com/drive/u/0/folders/1etddjwTvuNgNcYM1BFpenSRRjBNS8hO-
XI	https://drive.google.com/drive/u/0/folders/14Byqs_6VCXZLJ_nM8nM49GiEOUKKMRV6
XII	https://drive.google.com/drive/u/0/folders/1TGT8VFGQ6OUXJLvWjeI7ggVzlmay-jY9
CAR	https://drive.google.com/drive/u/0/folders/1K-2u5WbAiQxBwIQSiN2JwGDTjd0nZJZ7
Caraga	https://drive.google.com/drive/u/0/folders/1iwwVyhqNbHkcEG9U_i3-NEOCRDRouHk
NCR	https://drive.google.com/drive/u/0/folders/1vDZOUxfah2Nq0Djzp6zXExBhMX_QZM3q