

OFFICE OF THE DIRECTOR IV
Date received: 11 NOV 2021 10:29
11 NOV 2021 1:46
Signature
Signature

008748





Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY

DEPARTMENT OF EDUCATION
RECEIVED
RECORDS SECTION REGIONAL OFFICE NO. VIII
NOV 11 2021
BY: [Signature] TIME: 8:45

JOINT MEMORANDUM
OUCOS-OUF-2021-001

TO : Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
School Division Superintendents
School Heads/Principals from Selected Pilot Schools
All Others Concerned

FROM : 
ANNALYN M. SEVILLA
Undersecretary for Finance


ATTY. NEPOMUCENO A. MALALUAN
Undersecretary and Chief of Staff

SUBJECT : GUIDELINES IN THE UTILIZATION OF SUPPLEMENTAL FUNDS TO
SUPPORT THE PILOT IMPLEMENTATION OF LIMITED FACE-TO-
FACE CLASSES

DATE : October 30, 2021

This memorandum is issued to establish the guidelines on the release and utilization of the supplemental funds to be downloaded for the pilot implementation of Limited Face to Face Classes.

A. Background and Rationale

With the President's approval of the implementation of the Pilot Face-to-Face classes on September 20, 2021, the Department of Education (DepEd) with the Department of Health (DOH) issued the Joint Memorandum Circular No. 1 s. 2021 on the *Operational Guidelines on the Implementation of*

OKD email 11/10/21

Limited Face-to-Face Learning Modality (Annex A) which provides guidance on the mechanism and standards for the resumption of classes. To further detail the role of DepEd in the pilot study, DepEd issued DepEd Memorandum No. 71, s. 2021 on *Preparations for the Pilot Face-to-Face, Expansion, and Transition to the New Normal* containing the School Safety Assessment Tool (SSAT), list of schools initially identified by the DOH, and other preparatory provisions.

The implementation of the pilot face-to-face classes is within the Shared Responsibility Framework in the JMC No.1 s. 2021 which has the common elements: a) Health and Safety of Learners, b) Learning Opportunities, c) School Operations, and d) Engagement of the Entire Society illustrated below:

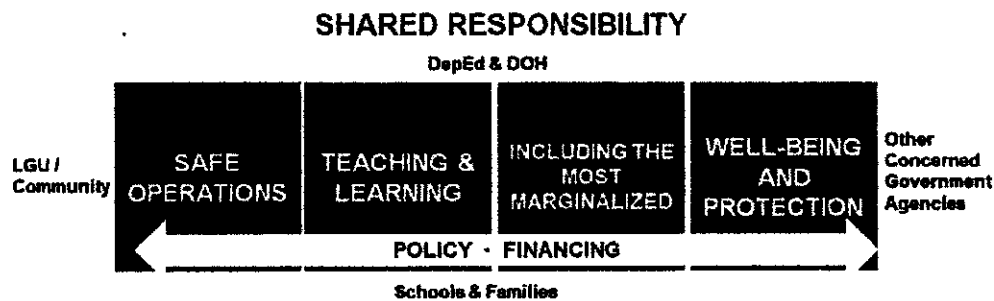


Figure 1. Based on UNESCO-UNICEF - World Bank Framework for Reopening Schools and DepEd Shared Responsibility Principle

In support of the implementation of the Pilot Implementation of Face-to-Face classes, the DepEd shall provide supplemental funds to the pilot schools. This is in line with the implementation of the Department’s Basic Education Learning Continuity Plan (BE-LCP) issued through DepEd Order No. 12, s. 2020 which contains provision on Financing on Section E Operationalization of the BE-LCP. This memorandum also aligns with DepEd Order No. 14, s. 2020 on *Guidelines on the Required Health Standards in Basic Education Offices and Schools (Annex B)*.

B. Coverage/Beneficiaries

The pilot implementation of Face-to-Face classes will commence on November 15, 2021 and shall reach its conclusion on January 31, 2022. The pilot implementation of limited face-to-face classes shall be comprised of public and private schools. The identified schools must have the Local Government Units’ (LGUs) concurrence, be located in low-risk areas (Level 2) and pass the School Safety Assessment Tool (SSAT). Learners from Kinder to Grade 3 for elementary and Grade 12 for Senior High School (Laboratory) shall be the target learners.

In line with this, attached is the list of pilot public schools (see *Annex C*) who will participate in the pilot Face to Face that will require additional funds to ensure the safe return of the learners,

personnel, and other stakeholders to schools, and ensure smooth implementation of the pilot Face to Face implementation. Said requirements will be a shared responsibility of DepEd, DOH, the Department of Interior and Local Government (DILG), and other relevant stakeholders.

C. Objective/Purpose of the Fund

To augment the School Maintenance and Other Operating Expenses (MOOE) and support the Pilot study, the Department of Education will release supplemental funds per participating public school as a support fund to cover the financial requirements of specific provisions under the following issuances:

1. DepEd and DOH Joint Memorandum Circular No. 01, series of 2021 dated September 27, 2021 (*Annex A*); and
2. DepEd Department Order No. 14, series of 2021 dated June 25, 2020 entitled Guidelines on the Required Health Standards in Basic Education Offices and Schools (*Annex B*)

D. Eligible Expenses

The provisions under C.1 and C.2 (issuances mentioned above) will serve as guide and listing as to the eligible expenses that can be charged to the downloaded supplemental funds covered by this memo.

E. Non-Eligible Activities and Expenses

1. Procurement of capital outlay items or any item costing P15,000.00 and above;
2. Hiring of Contract of Service/Job Order; and
3. Usual expenses charged to School MOOE such as payment of utilities based on DepEd Order 008, series of 2019

F. Release of Funds

To facilitate the release and utilization of the funds, the Central Office shall send through email an advance copy of the signed Sub-Allotment Release Orders to the concerned Regional and Schools Division Office Budget Officers.

The Regional Directors, Schools Division Superintendents, and concerned School Heads shall ensure that the expenses charged against the specific allocation for the pilot study are in accordance with the following existing policies and guidelines:

1. If release of funds from the SDOs shall be in a form of cash advance, relevant provisions of DO No. 29 s. 2019 (Procedural Guidelines on the Management of Cash Advances for School Maintenance and Other Operating Expenses and Program Funds of Non-

Implementing Units Pursuant to CO, DBM, and DepEd Joint Circular No. 2019-1) shall be observed.

2. The cash advance shall be subject to the rules and regulations on the granting, utilization, and liquidation of cash advances as provided for under Commission on Audit (COA) Circular No. 97-002 dated February 10, 1997, as amended by COA Circular No. 2006-005 July 13, 2006.
3. The downloaded funds shall be liquidated/ reported by the receiving school in accordance with accounting rules and regulations and shall submit its report to its respective School Division Offices for review, recording and consolidation. The consolidated report shall then be endorsed to the concerned Regional Office and onward submission to the Central Office.

All resources generated from both the available annual programmed appropriations and those that may be sourced from other means (i.e. Special Education Fund, Brigada Eskwela contributions, Alumni Associations contributions/donations, Bilateral or Multilateral support, etc.) may be used or tapped by the Regional and School Division Offices, and selected piloted schools in addition to this downloaded supplemental budget.

G. Monitoring and Evaluation

A monitoring and evaluation mechanism for the implementation and utilization of the resources shall be developed following the approval of this memorandum. A separate issuance on this matter shall be issued by the DepEd - Central Office.

For inquiries and clarifications, please contact Planning Service at ps.od@deped.gov.ph and/or the Office of the Undersecretary for Finance at usec.financebpm@deped.gov.ph.

For information and guidance.

Noted:


LEONOR MAGTOLIS BRIONES
Secretary

Enclosures:

- Annex A - DepEd and DOH Joint Memorandum Circular No. 01, series of 2021 dated September 27, 2021*
- Annex B - DepEd Department Order No. 14, series of 2021 dated June 25, 2020 entitled Guidelines on the Required Health Standards in Basic Education Offices and Schools*
- Annex C - List of School Division Offices and Recipient Schools and their respective allocations*

Annex C. List of Pilot Schools of Face to Face Classes and Allocation per School

REGION	NO. OF SCHOOLS PER REGION	SCHOOLS DIVISION OFFICE	SCHOOL NAME	SCHOOL ID	ALLOCATION (In Php)
I	10	Ilocos Norte	1 Dumalneg Elementary School	100050	100,000
		Alaminos City	2 Longos Elementary School	107998	100,000
		Ilocos Norte	3 San Isidro Elementary School	100055	100,000
		Ilocos Norte	4 Dumalneg National High School	300017	100,000
		Ilocos Norte	5 Cacafean Elementary School	100143	100,000
		Ilocos Norte	6 Godogod Elementary School	150011	100,000
		Ilocos Norte	7 Buanga Elementary School	100237	100,000
		Ilocos Norte	8 Bibica Primary School	100236	100,000
		Ilocos Norte	9 Alao-ao Elementary School	100044	100,000
		Ilocos Norte	10 Paddagan Elementary School	100054	100,000
			Sub-total, Region I		1,000,000
III	10	Zambales	11 San Marcelino National High School	301030	100,000
		Zambales	12 Burgos Elementary School	160523	100,000
		Zambales	13 Owaog-Nebloc Elementary School	101788	100,000
		Zambales	14 Moraza Elementary School	281505	100,000
		Zambales	15 Belbel Elementary School	281504	100,000
		Zambales	16 Maguisquis Integrated School	500479	100,000
		Zambales	17 Nacolcol Integrated School	501223	100,000
		Zambales	18 Palis Integrated School	281503	100,000
		Zambales	19 Baliwet Elementary School	106943	100,000
		Zambales	20 Banawen Elementary School	160520	100,000
			Sub-total, Region III		1,000,000
IV-A	5	Quezon	21 Lagmak Elementary School	108709	100,000
		Quezon	22 Lumutan Elementary School	108711	100,000
		Quezon	23 Dinigman Elementary School	108707	100,000
		Quezon	24 Pablo D. Maringas National High School	301315	100,000
		Quezon	25 Tamulaya Elementary School	109050	100,000
			Sub-total, Region IV-A		500,000
V	9	Masbate City	26 Sinalongan Elementary School	113711	100,000
		Masbate City	27 Gutusan Elementary School	231501	100,000
		Masbate	28 Mary Perpetua E. Brioso National High School	309908	100,000
		Ligao City	29 Tandarura ES	111830	100,000
		Ligao City	30 Balanac Elementary School	111837	100,000
		Sorsogon City	31 Buenavista Elementary School	114525	100,000
		Ligao City	32 Malama Elementary School (Bagacay Extension)	231008	100,000
		Ligao City	33 Tupas Elementary School	111833	100,000
		Ligao City	34 Tiongson ES	111832	100,000
			Sub-total, Region V		900,000
VI	3	Antique	35 Mayabay Elementary School	178516	100,000
		Antique	36 Igsoro Integrated School	502199	100,000
		Aklan	37 Lasema Integrated School	501182	100,000
			Sub-total, Region VI		300,000
VII	8	Cebu Province	38 Basak Elementary School	119604	100,000
		Cebu Province	39 Mahanlud Elementary School	119444	100,000
		Cebu Province	40 Cabagdaan Elementary School	119021	100,000
		Cebu Province	41 Luyongbaybay Elementary School	187017	100,000
		Cebu Province	42 Cañang-Marcelo Luna National High School	312426	100,000
		Cebu Province	43 Busay National High School	302926	100,000
		Cebu Province	44 Pilar National High School	303073	100,000
		Bogo City	45 Siocon Elementary School	119113	100,000
			Sub-total, Region VII		800,000
VIII	10	Leyte	46 Palo I Central School	121743	100,000
		Leyte	47 Bato Central School	121061	100,000
		Leyte	48 Dolho Elementary School	121064	100,000
		Calbayog City	49 Dawo Integrated School	500674	100,000
		Calbayog City	50 Macatingog Integrated School	500239	100,000
		Calbayog City	51 Macawat Elementary School	124068	100,000
		Calbayog City	52 Pilar National Agricultural High School	303648	100,000
		Samar (Western)	53 Motiong Central Elementary School	123642	100,000
		Samar (Western)	54 San Sebastian Central Elementary School	123721	100,000
		Samar (Western)	55 Clarencio Calagos Memorial School of Fisheries	303599	100,000
			Sub-total, Region VIII		1,000,000

Annex C. List of Pilot Schools of Face to Face Classes and Allocation per School

REGION	NO. OF SCHOOLS PER REGION	SCHOOLS DIVISION OFFICE	SCHOOL NAME	SCHOOL ID	ALLOCATION (in Php)
IX	8	Zamboanga Sibugay	56 Siloh Elementary School	125839	100,000
		Zamboanga Sibugay	57 San Vicente Elementary School	125777	100,000
		Pagadian City	58 Manga National High School	303904	100,000
		Pagadian City	59 Manga Elementary School	126065	100,000
		Pagadian City	60 Lala Elementary School	126073	100,000
		Zamboanga del Sur	61 Sominot National High School	303817	100,000
		Zamboanga del Sur	62 Kumalarang National High School	303784	100,000
		Zamboanga del Sur	63 Guipos National High School	303778	100,000
		Sub-total, Region IX			800,000
X	10	Lanao del Norte	64 Dalama Central Elementary School	126977	100,000
		Lanao del Norte	65 Babalaya Elementary School	126938	100,000
		Lanao del Norte	66 Napo Elementary School	127096	100,000
		Lanao del Norte	67 Masibay Integrated School	501600	100,000
		Lanao del Norte	68 Tambacon Integrated School	500431	100,000
		Lanao del Norte	69 Marcela T. Mabanta National High School	304011	100,000
		Bukidnon	70 Bagalangit Elementary School	126621	100,000
		Bukidnon	71 Ocasion Elementary School	126787	100,000
		El Salvador City	72 San Francisco de Asis Elementary School	127669	100,000
		Bukidnon	73 Camp 14 Elementary School	126514	100,000
		Sub-total, Region X			1,000,000
XI	8	Davao de Oro	74 Jacinto Elementary School - Lower Penansalan Extension	204008	100,000
		Davao de Oro	75 Maugat Elementary School	204021	100,000
		Davao de Oro	76 Manurigao Integrated School - Digaynon Extension	500533	100,000
		Davao de Oro	77 Maubog Elementary School - Parasan Extension	128550	100,000
		Davao Del Sur	78 Tacub Elementary School	128919	100,000
		Davao Del Sur	79 Nodilla Elementary School	128912	100,000
		Davao Del Sur	80 Clib Primary School	205018	100,000
		Davao de Oro	81 Bares ES - Pagsabangan Extension	128523	100,000
		Sub-total, Region XI			800,000
XII	5	Kidapawan City	82 Paco National High School	304668	100,000
		North Cotabato	83 Bato Elementary School	130108	100,000
		Koronadal City	84 Nelmda Elementary School	131411	100,000
		South Cotabato	85 Ned National High School	304551	100,000
		General Santos City	86 Aspang Elementary School	131292	100,000
		Sub-total, Region XII			500,000
XIII	14	Siargao	87 Sapao National High School (JHS w/SHS)	304785	100,000
		Surigao City	88 Nonoc National High School	304804	100,000
		Surigao City	89 San Jose Elementary School	132259	100,000
		Surigao del Norte	90 Cawilan National High School	317810	100,000
		Surigao del Norte	91 Lakandula National High School	304838	100,000
		Surigao del Norte	92 Lasicam-Perral National High School	317804	100,000
		Surigao del Norte	93 Balite National High School	304814	100,000
		Surigao del Norte	94 Alegria Stand Alone Senior High School	340416	100,000
		Surigao City	95 Capalayan National High School	304802	100,000
		Surigao City	96 Sugbay Elementary School	132260	100,000
		Siargao	97 Anajawan Elementary School	132145	100,000
		Siargao	98 Dao Primary School	132151	100,000
		Siargao	99 Mabuhay Elementary School	132189	100,000
		Siargao	100 Cabawa Elementary School	132124	100,000
		Sub-total, Region XIII			1,400,000
		Grand Total			10,000,000

List of Schools as of Nov. 8, 2021, edited Nov. 9, 2021 Bam