



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

May 30, 2025

REGIONAL MEMORANDUM

No. **607** s. 2025

**SUBMISSION OF REPORTS ON THE SPECIAL CURRICULAR PROGRAMS-
PROGRAM SUPPORT FUNDS (SCP-PSF) FOR SY 2024-2025**

To: Schools Division Superintendents
All Others Concerned

1. In reference to DepEd Memorandum DM-CT-2025-146 dated May 22, 2025, this Office, through the Curriculum and Learning Management Division (CLMD), calls for Submission of Reports on the Special Curricular Programs-Program Support Funds (SCP-PSF) for School Year 2024-2025 for implementing SCPs' Schools Division Offices (SDOs) as reference for future SCP-PSF allocations on or before **June 14, 2025**.

2. To ensure accurate form completion, the following instructions shall be observed:

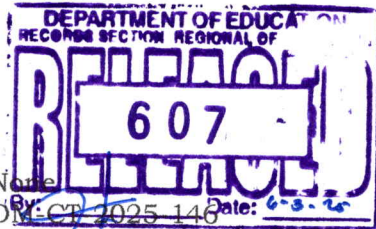
- All submitted forms must bear the approval and signature of the office head.
- Submit all signed forms in PDF format, along with the corresponding Word/Excel files, adhering to the following file naming syntax as shown on the table below:

Governance Level	Syntax
Division	RO_SDO_FormCode_Date (month/day/year) e.g. RONCR_Baybay City_ME001_05302025
School	RO_SDO_School_FormCode_Date (month/day/year) e.g. RONCR_BaybayCity_BaybayNHS_ME001_05302025

Form/Data	Form Code	School Year	Source of Data
SCP M&E Form 1 (Financial Monitoring)	ME001	SY 2024-2025	School and SDO
SCP-PSF Narrative Report	NR001	SY 2024-2025	School and SDO
Management Information System (MIS) Form 1 (Number of SCP Learners)	MIS001	SY 2023-2024 SY2024-2025 (complete data of two consecutive school years)	SDO and Region
Management Information System (MIS) Form 2 (List of SCP Recognized Schools)	MIS002	SY2024-2025	SDO and Region
Management Information System (MIS) Form 2A (List of SCP Recognized Schools- Recipient of SCP PSF)	MIS002A	SY2024-2025	SDO and Region
Management Information System (MIS) Form 2B Non- Recognized Schools (Recipient of SCP-PSF)	MIS002B	SY 2024-2025	SDO and Region

Management Information System (MIS) Form 2C Recognized Schools (Non-Recipient of SCP-PSF)	MIS002C	SY 2023-2024 SY2024-2025 (complete data of two consecutive school years)	SDO and Region
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3. The report templates for SCP-PSF could be access at **<https://tinyurl.com/SCP-PSF-Report-Templates>**. Should the given link couldn't be accessed, assistance from Regional Focal Person for each SCP is expected.
4. The concerned Division SCP focal person shall upload the required reports at **<https://tinyurl.com/SCP-PSF-Reports>**. The folder's file name shall correspond to the region and division (e.g. Region VIII_SDO Baybay City).
5. Immediate dissemination and compliance of this Memorandum are desired.




EVELYN R. FETALVERO, CESO III
 Regional Director

Enclosure: None

Reference: DMECT 2025-146

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

REPORTS

SPECIAL CURRICULAR PROGRAMS

CLMD-NPJ



Republic of the Philippines
Department of Education

OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING

DEPARTMENT OF EDUCATION
RECEIVED
RECORDS SECTION REGIONAL OFFICE NO. VIII
DATE: 5-29-25
TRACKING #: 5234 TIME: 9:46
SIGNATURE: [Signature]

MEMORANDUM
DM-CT-2025-1442

TO : REGIONAL DIRECTORS

FROM : 
GINA O. GONONG
Undersecretary for Curriculum and Teaching

SUBJECT : SUBMISSION OF REPORTS ON THE SPECIAL CURRICULAR PROGRAMS-PROGRAM SUPPORT FUNDS (SCP-PSF) FOR SY 2024-2025

DATE : May 22, 2025

OFFICE OF THE DIRECTOR III
Date and Time Received: 5/29/25
Signature: [Signature] sim

The Department of Education, through the Bureau of Curriculum Development, has released the Special Curricular Programs-Program Support Funds (SCP-PSF) for School Year 2024-2025. These funds are intended to strengthen the operational efficiency of all recognized SCP elementary and secondary schools by augmenting their Maintenance and Other Operating Expenses (MOOE). Specifically, the SCP-PSF aims to improve access, quality, and operational efficiency of SCP programs and services through enhanced instructional and logistical support structures.

To ensure accountability and efficient and effective utilization of the SCP-PSF, **Regional Offices (ROs), Schools Division Offices (SDOs), and schools are requested to provide the following reports, which will be used as reference for future SCP-PSF allocations.**

Form/Data	Form Code	School Year	Source of Data
1. SCP M&E Form 1 (Financial Monitoring)	ME001	SY 2024-2025	School and SDO
2. SCP-PSF Narrative Report	NR001	SY 2024-2025	School and SDO
3. Management Information System (MIS) Form 1 (Number of SCP Learners)	MIS001	SY 2023-2024 SY 2024-2025 (complete data of two consecutive school years)	SDO and Region
4. Management Information System (MIS) Form 2 (List of SCP Recognized Schools)	MIS002	SY 2024-2025	SDO and Region
5. Management Information System (MIS) Form 2A (List of SCP Recognized Schools (Recipient of SCP-PSF))	MIS002A	SY 2024-2025	SDO and Region



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Form/Data	Form Code	School Year	Source of Data
6. Management Information System (MIS) Form 2B Non-Recognized Schools (Recipient of SCP-PSF)	MIS002B	SY 2024-2025	SDO and Region
7. Management Information System (MIS) Form 2C Recognized Schools (Non-Recipient of SCP-PSF)	MIS002C	SY 2023-2024 SY 2024-2025 (complete data of two consecutive school years)	SDO and Region

To ensure accurate form completion, please observe the following instructions:

1. Templates for SCP-PSF are available at the following link: <https://tinyurl.com/SCP-PSF-Report-Templates>. All submitted forms must bear the approval and signature of the office head.
2. Submit all signed forms in PDF format, along with the corresponding Word/Excel files, adhering to the following file naming syntax:

Governance Level	Syntax
Region	RO_FormCode_Date (month/day/year) e.g. RONCR_ME001_03202025
Division	RO_SDO_FormCode_Date (month/day/year) e.g. RONCR_QuezonCity_ME001_03202025
School	RO_SDO_School_FormCode_Date (month/day/year) e.g. RONCR_QuezonCity_SanFranciscoNHS_ME001_03202025

4. All required reports and forms must be submitted in a consolidated folder through the following link: <https://tinyurl.com/SCP-PSF-Reports>. The folder's file name should correspond to the region, for example, "Region I".
5. The submission deadline is **on or before June 14, 2025**.

In addition to this, ROs are requested to submit the name of the **Regional SCP Focal Person** through email to streamline communication regarding SCP-PSF and data management.

For the submission of documents and further clarifications, please email the **Bureau of Curriculum Development** at bcd@deped.gov.ph or Ma. Melissa D. Albino, Supervising Education Program Specialist, at ma.albino002@deped.gov.ph.

Immediate dissemination of this Memorandum is requested

Copy furnished:

OFFICE OF THE SECRETARY

MALCOLM S. GARMA, OIC-Undersecretary for Operations
EDSON BYRON K. SY, OIC-Undersecretary for Finance