



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

July 25, 2025

REGIONAL MEMORANDUM

CLMD-2025- 885

**GUIDELINES ON THE UTILIZATION OF THE ASEAN-UNESCO INFORMATION
DRIVE PROGRAM SUPPORT FUNDS**

To: Schools Division Superintendent } Maasin City Division
CID Chief
Araling Panlipunan Supervisor
All Others Concerned

1. Attached is Memorandum CO-EPS No. 02-146 re: Guidelines on the Utilization of the ASEAN-UNESCO Information Drive Program Support Funds dated February 10, 2025 from Office of the Assistant Secretary for External Partnerships International and Government Cooperation.
2. This Office, through the Curriculum and Learning Management Division, directs the Maasin City Division, through the Araling Panlipunan Supervisor to submit Program/Activity Design Proposal based on the guidelines as stated in the memorandum on or before August 22, 2025 via email address: **clmd.region8@deped.gov.ph** cc. **margie.balledo@deped.gov.ph**.
3. Immediate dissemination of and compliance with this Memorandum are desired.


EVELYN R. FETALVERO, CESO III
Regional Director

Enclosure: As Stated

Reference: As Stated

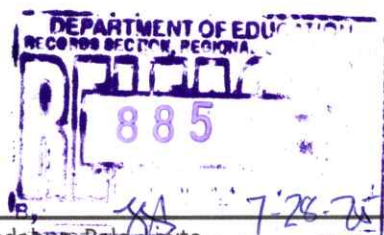
To be indicated in the Perpetual Index under the following subjects:

GUIDELINES

SUPPORT FUNDS

UTILIZATION

CLMD-MSB



Address: Government Center, Candahug, Palo, Leyte
Telephone No.: (053) 832-5738
Email Address: region8@deped.gov.ph
Website: region8.deped.gov.ph

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Enclosure No. 1 to Regional Memorandum No. _____ s. 2025

AUTHOR:
ACTIVITY:
I. OBJECTIVES:
II. POSSIBLE IMPACT:
III. MONITORING AND EVALUATION:

IV. IMPLEMENTATION SCHEDULE:			
A. Activity Title:			
A.1. Dates of Conduct:		A.2. Duration of Activity:	
A.3. Venue/Platform:		A.4. Target Participants:	
A.5. Objectives:			
Budgetary and Resource Requirement:			
A.6.			
Particulars	Qty.	Unit Cost	Total Cost
		-	
OVERALL TOTAL			

Prepared by:

Verified by:

EPS, Araling Panlipunan

Date:

Chief, CID

Date:

Noted by:

MARGIE SARMIENTO-BALLEDO

EPS-CLMD/Focal Person

GERTRUDES C. MABUTIN, EdD

OIC-Chief CLMD

Recommending Approval as to Purpose:

RONELO AL K. FIRMO, CESO V

Assistant Regional Director

APPROVED:

EVELYN R. FETALVERO, CESO III
 Regional Director



Republic of the Philippines

DEPARTMENT OF EDUCATION

RECEIVED

RECORDS SECTION REGIONAL OFFICE NO. VIII

Department of Education

DATE: 7-24-25

OFFICE OF THE ASSISTANT SECRETARY FOR EXTERNAL PARTNERSHIPS
INTERNATIONAL AND GOVERNMENT COOPERATION

RECEIVED

TIME: 01:07

CO-EPS No. 02-146 s. 2025

ICO-A-DM-0042-020425

MEMORANDUM

TO : ALL REGIONAL DIRECTORS

OFFICE OF THE DIRECTOR III

Date and Time Received: 7/24/25

Signature: [Signature]

THROUGH : MALCOLM S. GARMAN
Officer in Charge, United Nations Office for Operations

FROM : GEORGINA ANN HERNANDEZ YANG
Assistant Secretary

SUBJECT : GUIDELINES ON THE UTILIZATION OF THE ASEAN - UNESCO
INFORMATION DRIVE PROGRAM SUPPORT FUNDS

DATE : February 10, 2025

Background:

The Association of Southeast Asian Nations (ASEAN) and the United Nations (UN) are two regional and international organizations that serve as a platform for the Philippines to pursue its development and security agenda through diplomacy and cooperation or partnership with other states. As a Member State of both platforms, the Philippines is also expected to fulfill commitments to the two organizations as stated in their respective Charters.

The International Cooperation Office (ICO) annually downloads the ASEAN-UNESCO Information Drive Funds to the Regional Offices of the Department of Education to encourage our counterparts in the field to conduct initiatives to promote and raise awareness on the ASEAN and the UN, including the UN Educational, Scientific, and Cultural Organization (UNESCO), and the SDGs. As we draw closer to the Philippine Chairmanship of ASEAN in 2026, and the deadline for the achievement of the UN Sustainable Development Goals in 2030, the ICO is committed to raise awareness on ASEAN and the UN to create a community where global citizenship, peace, cultural appreciation, civic consciousness, and collaborative initiatives will thrive.

Last year, the ICO downloaded the ASEAN - UNESCO Information Drive Program Support Funds (PSF) to the following eligible regions:

Category I (Recipients of PhP 300,000)

- National Capital Region
- Region I
- Region II

Category II (Recipients of PhP 150,000)

- CAR
- Region VIII

- Region III
- Region IV-B
- Region V
- Region XI

Clear Statement of Request and Recommended Action:

In preparation for the downloading of the ASEAN - UNESCO Information Drive PSF for 2025, the ICO respectfully transmits the **Guidelines on the Utilization of the ASEAN – UNESCO Information Drive Program Support Funds** for the reference of Regional Offices eligible for automatic downloading this year.

A call for reports and proposals will be conducted by the ICO in the coming weeks to facilitate monitoring and evaluation and in a bid to increase the number of regions eligible for receiving the ASEAN – UNESCO Information Drive PSF.

For appropriate action.

Attachment:

Guidelines on the Utilization of the ASEAN – UNESCO Information Drive Program Support Funds



Republic of the Philippines

Department of Education

OFFICE OF THE ASSISTANT SECRETARY FOR EXTERNAL PARTNERSHIPS
INTERNATIONAL AND GOVERNMENT COOPERATION

GUIDELINES ON THE UTILIZATION OF THE DOWNLOADED FUNDS FOR THE ASEAN AND UNESCO INFORMATION DRIVE 2025

The following guidelines are hereby issued to eligible regions for the utilization of downloaded funds for the ASEAN and UNESCO Information Drive:

1. The RO is respectfully requested to conduct activities that shall raise awareness about the Association of Southeast Asian Nations (ASEAN) and United Nations Educational, Scientific and Cultural Organization (UNESCO) among learners and DepEd's teaching and non-teaching personnel. The total financial allocation depends on the Category under which the RO falls under, to be divided between activities for ASEAN and UNESCO. The RO that fall under Category I will receive PHP150,000 while ROs falling under Category II will receive PHP 100,000.
2. The distribution of funds from the RO to the Schools Division Offices (SDO) shall be at the discretion of the Regional Director. However, it is encouraged that areas with a known low level of awareness about ASEAN and UN be given priority. The International Cooperation Office of the Department of Education will provide technical assistance if necessary to ensure successful conduct of activities on ASEAN and UNESCO.
3. ROs (and SDOs) in coordination with the International Cooperation Office are encouraged to conduct at least one (1) activity at the local level that follows the themes set for the ASEAN Month and UN Day by the Department of Education. An official issuance on this matter will be disseminated at least two (2) months before the ASEAN Month and UN Day culmination date.
4. The funds shall be utilized by the Curriculum and Learning Management Division (CLMD) in the conduct of the activities, to ensure that the endeavor's substantive aspects are aligned with the learning competencies related to global citizenship, civic consciousness, and cultural appreciation.
5. Below are examples of activities that may be conducted using the downloaded funds:
 - a. Production and distribution of IEC materials on ASEAN and UN duly reviewed by the Curriculum and Learning Management Division of the Regional Office
 - b. Learning and engagement caravans
 - c. ASEAN/UNESCO knowledge advancement for teachers

- d. Writeshop/Workshop on crafting ASEAN/UNESCO resources/materials for learners and teachers
- e. Output-based activities that tap the multiple intelligences of the participants (art, music, writing, essay, debate, spoken poetry, etc.)
- f. Cultural exhibit
- g. Other relevant activities that may be deemed appropriate by the Regional Director

6. The downloaded funds may be used for the following:

- a. Rental of equipment and/or venue
- b. Meals
- c. Transportation
- d. Board and lodging
- e. Other expenses related to the conduct of the activity/ies
- f. Printing/production of materials

7. For ROs and SDOs who plan to develop and create IEC materials on ASEAN and UNESCO, consultation **must** be conducted with the ICO prior to production and/or publication to validate the substance and content of the materials.

8. All expenses incurred in the activities are subject to usual auditing and accounting rules and regulations.

9. For monitoring and evaluation, a consolidated report of the activities conducted must be sent to the International Cooperation Office by email at ico@deped.gov.ph cc: Ms. Maribeth S. Chua (maribeth.chua@deped.gov.ph) and Ms. Hanna Patricia M. Cortes (hanna.cortes@deped.gov.ph) within the first quarter of the following year. The reporting template is enclosed.

For appropriate action. Thank you very much.