



1191

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

September 18, 2025

REGIONAL MEMORANDUM

CLMD-2025 **1191**

**DOWNLOADING OF PROGRAM SUPPORT FUNDS IN THE CONDUCT OF
ASEAN-UNESCO INFORMATION DRIVE 2025**

To: Schools Division Superintendent } Maasin City Division
All Others Concerned

1. With reference to MEMORANDUM CO-EPS No.02-146 s. 2025, dated February 10, 2025 re: ASEAN-UNESCO Information Drive Program Support Funds, this Office, through the Curriculum and Learning Management Division (CLMD) shall download funds in the amount of One Hundred Thousand Pesos (P100,000.00) charged against OSEC-8-25-04275 to Maasin City Division.
2. The said program support funds shall be utilized for operational expenses in the conduct of Cultures in Harmony: An ASEAN-UNESCO Regional Celebration on October 9, 2025 at the Maasin City National High School, Maasin City.
3. To ensure transparency, accountability, and proper documentation, the host division, through the Araling Panlipunan Supervisor shall submit the Activity Documentation Report (ADR) through clmd.region8@deped.gov.ph cc. margie.balledo@deped.gov.ph within ten (10) working days after the conduct the activity.
4. Immediate dissemination of and compliance with this Memorandum are desired.



RONEL K. FIRMO CESO IV
Assistant Regional Director
Officer-In-Charge
Regional Director

Enclosure: None

Reference: As Stated

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

PROGRAM SUPPORT FUNDS
INFORMATION DRIVE
ASEAN-UNESCO

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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Republic of the Philippines
DEPARTMENT OF EDUCATION
Central Office

SUB-ALLOTMENT RELEASE ORDER
Fiscal Year 2025

9/16/25 3:38 pm
DEPARTMENT OF EDUCATION
RECEIVED
RECORDS SECTION REGIONAL OFFICE NO. VII
DATE: 9-16-25
TRACKING #: 9198 TIME: 3:38
SIGNATURE: [Signature]

PROGRAM/PROJECT/ACTIVITY NO./DESCRIPTION: PPA231 200000100007000 - Current Appropriations Building Partnerships and Linkages Program		REFERENCE: FY 2025 GAAO dated 01/01/2025	SUB-ALLOTMENT RELEASE ORDER NO. OSEC-8-25-04275
FUND CODE: 01101101		ORGANIZATION CODE: 070010100000	LEGAL BASIS: FY 2025 GAA R.A. No. 12116 (Current Appropriations)
PURPOSE: Transfer of funds for the Conduct of the 2025 Asean-Unesco Information Drive.		DATE: 09-Sep-25	FISCAL YEAR: FY 2025
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: 100,000.00
NOTE: The MOOE or CO allotment herein sub-allotted are valid for obligation until December 31, 2026.			

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.

Certification of Availability of Allotment:

9/16/25
CHOLITA F. TIONG
Chief Administrative Officer
Budget Division

Approval for Transfer/Downloading of Funds:

EDSON K. SY
ATTY. EDSON BYRON K. SY
Assistant Secretary for Finance
OIC, Office of the Undersecretary for Finance



Republic of the Philippines
Department of Education

AR No : AR-2025-CO-05036

DATE : August 15, 2025

FOR : **ATTY. FATIMA LIPP D. PANONTONGAN**
Undersecretary and Chief of Staff, Office of the Secretary

FROM : **GRACIELA E. MENDOZA**
Director IV, External Partnerships Service

SUBJECT : DOWNLOADING OF ASEAN-UNESCO INFORMATION DRIVE FUNDS 2025

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

PROGRAM SUPPORT FUNDS

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

Output Code	Output	Physical Target
OC-25-EPS-ICO-BPLP-2-003	Regional Offices provided with support funds for ASEAN and UNESCO Information Drive	16

ACTIVITY/IES TO BE REQUESTED:

Activity Code	Name of Activity
AC-25-EPS-ICO-BPLP-2-007	ASEAN and UNESCO Information Drive

ACTIVITY/IES WITH DOWNLOADING:

Category I (Receiving PHP 150,000)
- National Capital Region - 4268 -
- Region I
- Region II - 4269 -
- Region III - 4270 -
- Region IV - 4271 -
- Region V - 4272 -
- Region XI - 4273 -
Category II (Receiving PHP 100,000)
- CAR - 4274 -
- Region VIII - 4275

1,250,000.00 BGN 3419
AC-25-EPS-ICO-BPLP-2019
20000100007000
ALLOTMENT AVAILABLE

CHOLITA F. TIONG
Chief Administrative Officer
Budget Division IVB

ATTY. EDSON BYRON K. SY
Assistant Secretary for Finance
Officer-in-Charge
Office of the Undersecretary for Finance

FINANCIAL REQUIREMENTS:

Activity Code	Name of Activity	Amount
AC-25-EPS-ICO-BPLP-2-0 07	ASEAN and UNESCO Information Drive	1,250,000.00
Grand Total:		1,250,000.00

SOURCE OF FUNDS:

BPLP - 2025

ADMINISTRATIVE ARRANGEMENTS:

Downloading: Php1,250,000.00

Category I: Php1,050,000.00

Category II: Php200,000.00

ANNEXES:

1. Concept Note
2. Complete Staff Work (CSW)
3. Detailed Budget Estimates
4. Guidelines
5. Approved WFP

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



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



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:

RONALO 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: 9:07

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, Undersecretary 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



G/F Alonzo Building, DepEd Complex, Meralco Avenue, Pasig City

Telephone Nos.: OD (02) 86367563; ICO (02) 86376463; Local Partnerships (02) 83688637; (02) 83688639; Email address: odp@deped.gov.ph

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- 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.