



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

December 12, 2025

REGIONAL MEMORANDUM

No. **1671** s.2025

**DOWNLOADING OF THE PROGRAM SUPPORT FUNDS (PSF) FOR THE
CONSULTATIVE MEETINGS OF TRAINING ORIENTATIONS
FOR THE NATIONAL ASSESSMENTS AND VARIOUS
ASSESSMENT-RELATED EXPENSES**

To: Schools Division Superintendents
Division Testing Coordinators
Division Information Technology Officers
All Others Concerned

1. Pursuant to the DepEd Memorandum issued by the Bureau of Education Assessment dated August 1, 2025, titled "Guidelines on the Release and Utilization of Program Support Funds for the Consultative Meetings or Training Orientations for the National Assessments, and Various Assessment-Related Expenses", this office, through the Curriculum and Learning Management Division (CLMD), has downloaded a total amount of **Seven Hundred Thirteen Thousand Six Hundred Nine Pesos and Sixteen Centavos (₱ 713,609.16)** to the Schools Division Offices (SDOs), chargeable against OSEC-8-25-05383.
2. The funds downloaded to the SDOs shall be utilized for the conduct of Consultative Meetings or Training-Orientations, as well as to cover costs for various assessment-related Expenses.
3. Enclosure No. 1 of this Regional Memorandum presents the specific amount of downloaded funds for each division. All expenses incurred for allowable activities shall be subject to the existing rules and regulations of the Commission on Audit (COA).
4. Immediate dissemination of and strict compliance with this Memorandum are desired.

RONALO AL K. FIRMO, CESO IV
Assistant Regional Director
Officer-In-Charge
Office of the Regional Director

Enclosures: Enclosure 1 (Amount Downloaded to Each Division)
Enclosure 2 (Guidelines on the Release and Utilization of PSF for the Consultative Meetings or Training Orientations for the National Assessments, and Various Assessment-Related Expenses.

References: BEA Memorandum dated August 4, 2024

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

ALLOTMENT

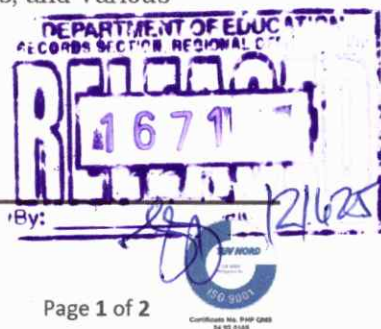
ASSESSMENT

TRAININGS

CLMD-GB



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Enclosure No. 1 to Regional Memorandum No. 1671 s. 2025

**DOWNLOADED PROGRAM SUPPORT FUNDS (PSF) AMOUNT FOR THE
CONSULTATIVE MEETINGS OF TRAINING ORIENTATIONS
FOR THE NATIONAL ASSESSMENTS AND VARIOUS
ASSESSMENT-RELATED EXPENSES**

Division	Program Support Funds to be Downloaded
Baybay City	23,574.96
Biliran	31,251.46
Borongan City	19,551.46
Calbayog City	30,919.96
Catbalogan City	24,725.46
Eastern Samar	65,745.42
Leyte	175,496.38
Maasin City	21,865.46
Northern Samar	98,081.38
Ormoc City	39,766.46
Samar	68,683.42
Southern Leyte	58,614.92
Tacloban City	55,332.42
Total	713609.16



Republic of the Philippines
Department of Education
OFFICE OF THE SECRETARY

MEMORANDUM
DM-OSEC-2025-08-

TO : **REGIONAL DIRECTORS**
SCHOOLS DIVISION SUPERINTENDENTS

ATTENTION : **REGIONAL TESTING COORDINATORS**
REGIONAL INFORMATION TECHNOLOGY OFFICERS
DIVISION TESTING COORDINATORS
DIVISION INFORMATION TECHNOLOGY OFFICERS

FROM : **ATTY. FATIMA LIPP D. PAMONTONGAN**
Undersecretary and Chief of Staff

SUBJECT : **Guidelines on the Release and Utilization of Program Support Funds for the Consultative Meetings or Training Orientations for the National Assessments, and Various Assessment-Related Expenses**

DATE : August 1, 2025

In line with the Department's NASBE Modernization Plan, the Bureau of Education Assessment (BEA) will download a total amount of **Twenty-Two Million Eighty-One Thousand Six-Hundred Fifty Pesos (Php 22,081,650.00)** as **Additional Program Support Funds (PSF)** under the **Maintenance and Other Operating Expenses (MOOE)** allotment class to the **16 DepEd Regional Offices (ROs)** to be distributed to the 217 Schools Division Offices (SDOs).

The PSFs will cover the following:

1. Purchase of supplies and materials (e.g., bond paper, ink cartridges, or master roll, and other related supplies for the said project);
2. Printing of answer sheets for the national, regional, and division-wide testing programs; and
3. Conduct of region/division-wide consultative meetings or orientation activities relative to the procurement and implementation of the digitized assessment package.

The regional offices (ROs) may opt to download the PSF to the SDOs within their jurisdictions to conduct division-specific consultative meetings or training orientations and purchase various assessment-related supplies and materials. The financial allocation list shall be provided to the field offices for their reference.

Estimated Unit Cost of Various Assessment-Related Expenses

The unit cost provided in this section is only a rough estimate; ROs/SDOs may deviate from the estimated unit cost as necessary, especially for the supplies and materials, and printing of answer sheets. Hence, the allocation for each expense item may be adjusted to accommodate the actual needs of the ROs/SDOs, provided that the total expenses do not exceed the amount reflected in the Sub-ARO.

A. Supplies and Materials

Particulars	Estimated Unit Cost
External Hard Drive, 1TB	3,014.96
Paper, Multipurpose A4/Folio	138.00
Ink Cartridge or Toner	5,700.00

B. Printing of Answer Sheet (AS)

Particulars	Estimated Unit Cost
Printing of Answer Sheet per page	3.25

Estimated Budget for the Conduct of Consultative Meetings and Training Orientations

The estimated budget for conducting consultative meetings and training orientations is based on DepEd Order No. 02, s. 2018 titled, Amendment to DepEd Order No. 15, s. 2017, Policy Guidelines on the Allocation of Funds for Venue, Meals, and Snacks, and Room Accommodation for Official Activities Organized and Conducted by the Department of Education.

Particulars	Estimated Unit Cost
Meal Expense	800 per head
Breakfast – 200 per head	
AM/PM Snack – 100 per head	
Lunch/Dinner – 400 per head	
Board and Lodging with Full Board Meals	1500 per head for DepEd Facilities
	2000 per head for Non-DepEd Facilities
Transportation Expenses plus per diem	2500 per head

The table below shows the number of target participants for the region/division-wide consultative meetings and training orientations. The selection of participants shall be based on the composition of the technical working group outlined in the project

proposal for the NASBE Modernization Plan. This includes the testing coordinator, information technology officers, monitoring and evaluation staff, data processing staff, and support staff from the region, division, and school levels of governance.

A. Target Participants for the Consultative Meetings or Training Orientations

Data Management Role	Regional Office	Schools Division Office	Basic Education Schools
Assessment Focal Persons	Regional Testing Coordinators (RTCs) Regional Information Technology Officer (RITO)	Division Testing Coordinator (DTC) Division Information Technology Officer (DITO)	
Data Manager	Education Program Supervisor for Mathematics Team Components: • Planning Officer • Monitoring and Evaluation Staff	Education Program Supervisor for Mathematics Team Components: • Planning Officer • Monitoring and Evaluation Staff	Monitoring and Evaluation Staff (2)
Logistics Coordinators		Division Testing Coordinator (DTC)	School Testing Coordinator (STC)
Data Processing Team		• Monitoring and Evaluation Staff • Planning Officer	• IT Staff • Monitoring and Evaluation Staff (2)
Support Staff			
Cluster 1		4	4
Cluster 2		3	3
Cluster 3		2	2

C. Basis for the Allocation of Participants

The cluster category shall determine the number of support staff to be recruited for each SDO. The cluster category was designed using the data from the 2023 National Achievement Test for Grade 12 (NATG12), which had the largest number of examinees reported for the national assessment.

Cluster No.	Divisions with Enrollees of:
1	10,001 and above
2	5001 to 10,000
3	5,000 and below

D. Summary of Participants based on Item A

Region	No. of SDO	No. of Schools	Conduct of Consultative Meetings or Training Orientations
1	14	794	202
2	9	483	129
3	21	1220	303
4A	23	1357	343
4B	7	392	107
5	13	941	191
6	21	903	299
7	20	1108	282
8	13	563	187
9	8	492	124
10	14	608	198
11	11	605	161
12	8	556	122
CARAGA	12	478	168
CAR	8	338	110
NCR	16	839	240
16	217	11,677	3198

The summary of participants and the breakdown of budgetary requirements per RO shall be provided.

Other Administrative Expenses

A uniform amount of Nine Thousand Eight Hundred Fifteen Pesos and 47/100 (PhP9,815.47) is included in the downloading of funds to the Regional Offices through Sub-AROs. This fund may be used to pay other administrative expenses for the planning and implementation of the NASBE Modernization Plan and additional human resources for logistics, technical, and administrative support during the conduct of the activity.

In relation to the additional human resources, it is understood that the contract shall end on December 31, 2026, as the funding source is valid only until the said date. The renewal of contracts for COS personnel hired under this funding source shall be subject to the availability of funds in the succeeding fiscal year.

Fund Validity

The PSF under the Maintenance and Other Operating Expenses (MOOE) allotment class is charged against the 2025 NASBE Current Funds, which are valid until **December 31, 2026**, pursuant to the National Budget Circular (NBC) No. 595 (Guidelines on the Release of Funds for Fiscal Year (FY) 2025) as indicated in the Sub-Allotment Release Order (Sub-ARO).

Any excess amount or resulting balances may be utilized for any other program/activity/project (P/A/P) related to the purpose of this issuance, subject to existing budgeting, accounting, auditing, and procurement laws, rules, and regulations. For this purpose, "related P/A/Ps" shall refer to those that contribute to a common particular outcome aligned with the objective of this issuance, specifically involving operational requirements or support services essential to program delivery. These may include the procurement of semi-expandable items, i.e., goods with a unit cost below the capitalization threshold, conduct of workshops and capacity-building activities, travel expenses, and other day-to-day operational needs directly supporting the program implementation.

The use of funds shall be in accordance with the existing procurement, budgeting, accounting, auditing, and procurement laws, rules, and regulations.

For clarifications about the guidelines, please contact **Ms. Armida R. Celeste**, Senior Education Program Specialist (armida.celeste@deped.gov.ph), or **Ms. Hershey Joy D. Reyes**, Education Program Specialist II (hershey.reyes@deped.gov.ph) of the **Bureau of Education Assessment - Education Assessment Division** at (02) 8631-2589 copied in bea.ead@deped.gov.ph.

Department of Education
Bureau of Education Assessment

Conduct of Consultative Meetings or Training Orientations for the National Assessments,
and Various Assessment-Related Expenses

Summary of Budget Estimate for the NASBE Modernization Plan

Region	No. of SDO	Conduct of Consultative Meetings or Training Orientations	Various Assessment-Related Expenses			Other Administrative Expenses	Total
			Supplies and Materials	Printing of Answer Sheets			
1	14	512,500.00	228,224.00	595,257.00		9,815.47	1,345,796.47
2	9	325,000.00	146,339.36	361,075.00		9,815.47	842,229.83
3	21	762,500.00	337,633.52	1,150,448.00		9,815.47	2,260,396.99
4A	23	857,500.00	426,163.12	1,460,608.50		9,815.47	2,754,087.09
4B	7	275,000.00	144,959.36	346,274.50		9,815.47	776,049.33
5	13	487,500.00	227,534.00	709,806.50		9,815.47	1,434,655.97
6	21	750,000.00	320,203.60	864,831.50		9,815.47	1,944,850.57
7	20	712,500.00	293,368.72	876,947.50		9,815.47	1,892,631.69
8	13	475,000.00	210,104.08	521,625.00		9,815.47	1,216,544.55
9	8	312,500.00	163,079.28	400,692.50		9,815.47	886,087.25
10	14	500,000.00	210,794.08	514,130.50		9,815.47	1,234,740.05
11	11	412,500.00	191,294.16	525,700.50		9,815.47	1,139,310.13
12	8	312,500.00	154,364.32	413,244.00		9,815.47	889,923.79
CARAGA	12	425,000.00	174,554.24	315,607.50		9,815.47	924,977.11
CAR	8	275,000.00	110,789.52	197,561.00		9,815.47	593,165.99
NCR	16	600,000.00	325,468.56	1,010,919.00		9,815.47	1,946,203.03
16 Ros	217 SDOs	7,995,000.00	3,664,873.92	10,264,728.50		157,047.52	22,081,649.94

Prepared by:

Recommending Approval:

Approved by:

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Island Grouping	Region	Div Code	Division	Cluster Reference and Category		External Hard Drive			Paper, Multipurpose A4/Folio			Ink Cartridge Toner			Grand Total
				Target Number of Examinees based on the 2022 NATG12 Data	Cluster	Unit Cost	Quantity	Total	Unit Cost	Quantity	Total	Unit Cost	Quantity	Total	
Visayas	VII	G12	Talisay City	2515	3	3,014.96	1	3,014.96	138.00	5	690.00	5,700.00	1	5,700.00	9,404.96
Visayas	VII	G13	Danao City	2443	3	3,014.96	1	3,014.96	138.00	5	690.00	5,700.00	1	5,700.00	9,404.96
Visayas	VII	G14	Bayawan City	2626	3	3,014.96	1	3,014.96	138.00	5	690.00	5,700.00	1	5,700.00	9,404.96
Visayas	VII	G15	Bais City	1504	3	3,014.96	1	3,014.96	138.00	5	690.00	5,700.00	1	5,700.00	9,404.96
Visayas	VII	G16	Guhulungan City	2072	3	3,014.96	1	3,014.96	138.00	5	690.00	5,700.00	1	5,700.00	9,404.96
Visayas	VII	G17	Bogo City	1712	3	3,014.96	1	3,014.96	138.00	5	690.00	5,700.00	1	5,700.00	9,404.96
Visayas	VII	G18	Carcar City	2591	3	3,014.96	1	3,014.96	138.00	5	690.00	5,700.00	1	5,700.00	9,404.96
Visayas	VII	G19	Naga City - R7	2057	3	3,014.96	1	3,014.96	138.00	5	690.00	5,700.00	1	5,700.00	9,404.96
Visayas	VII	G20	Canlaon City	939	3	3,014.96	1	3,014.96	138.00	5	690.00	5,700.00	1	5,700.00	9,404.96
Visayas	VIII		(Regional Office)												
Visayas	VIII	H01	Biliran	3361	3	3,014.96	1	3,014.96	138.00	5	690.00	5,700.00	1	5,700.00	9,404.96
Visayas	VIII	H02	Calbayog City	3310	3	3,014.96	1	3,014.96	138.00	5	690.00	5,700.00	1	5,700.00	9,404.96
Visayas	VIII	H03	Eastern Samar	7327	2	3,014.96	2	6,029.92	138.00	5	690.00	5,700.00	2	11,400.00	18,119.92
Visayas	VIII	H04	Leyte	22871	1	3,014.96	3	9,044.88	138.00	5	690.00	5,700.00	3	17,100.00	26,834.88
Visayas	VIII	H05	Northern Samar	10961	1	3,014.96	3	9,044.88	138.00	5	690.00	5,700.00	3	17,100.00	26,834.88
Visayas	VIII	H06	Ormoc City	4671	3	3,014.96	1	3,014.96	138.00	5	690.00	5,700.00	1	5,700.00	9,404.96
Visayas	VIII	H07	Samar (Western)	7779	2	3,014.96	2	6,029.92	138.00	5	690.00	5,700.00	2	11,400.00	18,119.92
Visayas	VIII	H08	Southern Leyte	6230	2	3,014.96	2	6,029.92	138.00	5	690.00	5,700.00	2	11,400.00	18,119.92
Visayas	VIII	H09	Tacloban City	5725	2	3,014.96	2	6,029.92	138.00	5	690.00	5,700.00	2	11,400.00	18,119.92
Visayas	VIII	H10	Maasin City	1917	3	3,014.96	1	3,014.96	138.00	5	690.00	5,700.00	1	5,700.00	9,404.96
Visayas	VIII	H11	Catbalogan City	2357	3	3,014.96	1	3,014.96	138.00	5	690.00	5,700.00	1	5,700.00	9,404.96
Visayas	VIII	H12	Borongan City	1561	3	3,014.96	1	3,014.96	138.00	5	690.00	5,700.00	1	5,700.00	9,404.96
Visayas	VIII	H13	Baybay City	2180	3	3,014.96	1	3,014.96	138.00	5	690.00	5,700.00	1	5,700.00	9,404.96
TOTAL PSF for VISAYAS Regional Offices (3)				348,216	132	171,852.72	90	271,346.40	7,866.00	285	39,330.00	324,900.00	90	513,000.00	823,676.40

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 Director IV

Island Grouping	Region	DivCode	Division	Target Num of Examinees based on the 2023 NATG12 Data	Cluster Category	Unit Cost	Subtotal	Frequency (field trial and main survey)	Grand Total
Visayas	VII	G10	Tanjay City	1917	3	3.25	6,230.25	2	12,460.50
Visayas	VII	G11	Tagbilaran City	2031	3	3.25	6,600.75	2	13,201.50
Visayas	VII	G12	Talisay City	2515	3	3.25	8,173.75	2	16,347.50
Visayas	VII	G13	Danao City	2443	3	3.25	7,939.75	2	15,879.50
Visayas	VII	G14	Bayawan City	2626	3	3.25	8,534.50	2	17,069.00
Visayas	VII	G15	Bais City	1504	3	3.25	4,888.00	2	9,776.00
Visayas	VII	G16	Guihulngan City	2072	3	3.25	6,734.00	2	13,468.00
Visayas	VII	G17	Bogo City	1712	3	3.25	5,564.00	2	11,128.00
Visayas	VII	G18	Carcar City	2591	3	3.25	8,420.75	2	16,841.50
Visayas	VII	G19	Naga City - R7	2057	3	3.25	6,685.25	2	13,370.50
Visayas	VII	G20	Carlaon City	939	3	3.25	3,051.75	2	6,103.50
Visayas	VIII		(Regional Office)						
Visayas	VIII	H01	Biliran	3361	3	3.25	10,923.25	2	21,846.50
Visayas	VIII	H02	Calbayog City	3310	3	3.25	10,757.50	2	21,515.00
Visayas	VIII	H03	Eastern Samar	7327	2	3.25	23,812.75	2	47,625.50
Visayas	VIII	H04	Leyte	22871	1	3.25	74,330.75	2	148,661.50
Visayas	VIII	H05	Northern Samar	10961	1	3.25	35,623.25	2	71,246.50
Visayas	VIII	H06	Ormoc City	4671	3	3.25	15,180.75	2	30,361.50
Visayas	VIII	H07	Samar (Western)	7779	2	3.25	25,281.75	2	50,563.50
Visayas	VIII	H08	Southern Leyte	6230	2	3.25	20,247.50	2	40,495.00
Visayas	VIII	H09	Tacloban City	5725	2	3.25	18,606.25	2	37,212.50
Visayas	VIII	H10	Maasin City	1917	3	3.25	6,230.25	2	12,460.50
Visayas	VIII	H11	Catbalogan City	2357	3	3.25	7,660.25	2	15,320.50
Visayas	VIII	H12	Borongan City	1561	3	3.25	5,073.25	2	10,146.50
Visayas	VIII	H13	Baybay City	2180	3	3.25	7,085.00	2	14,170.00
TOTAL PSF for VISAYAS Regional Offices (3)				348,216	132	175.50	1,131,702.00	2	2,263,404.00

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Department of Education
Bureau of Education Assessment

Conduct of Consultative Meetings or Training Orientations for the National Assessments,
and Various Assessment-Related Expenses

Budget Estimate for the Conduct of Consultative Meetings or Training Orientations for the NASBE Modernization Plan

Region	No. of SDO	No. of Participants	No. of Days based on OO OSEC-2025 167	SDO Representatives			Total
				Board and Lodging with Full Board Meals	Roundtrip Transpo	Meals for the Meeting	
1	14	205	1	1500	700	300	512,500.00
2	9	150	1	1500	700	300	325,000.00
3	21	305	1	1500	700	300	762,500.00
4A	23	343	1	1500	700	300	887,500.00
4B	7	110	1	1500	700	300	275,000.00
5	10	195	1	1500	700	300	487,500.00
6	21	300	1	1500	700	300	750,000.00
7	20	285	1	1500	700	300	712,500.00
8	13	190	1	1500	700	300	475,000.00
9	8	125	1	1500	700	300	212,500.00
10	13	200	1	1500	700	300	500,000.00
11	11	165	1	1500	700	300	412,500.00
12	8	125	1	1500	700	300	312,500.00
CARAGA	12	170	1	1500	700	300	425,000.00
CAR	8	110	1	1500	700	300	275,000.00
NCR	10	240	1	1500	700	300	625,000.00
16	217	3,198	1	1500	700	300	7,995,000.00

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