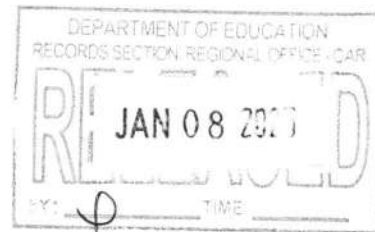




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION



08 Jan 2025

REGIONAL MEMORANDUM
No. **017-2025**

**DOWNLOADING OF PROGRAM SUPPORT FUNDS FOR THE PROCUREMENT
AND/OR REPRODUCTION OF ADDITIONAL LEARNING RESOURCES**

To: Assistant Regional Director
Schools Division Superintendents
All Others Concerned

1. The Department of Education – Cordillera Administrative Region (DepEd – CAR) through the Curriculum and Learning Management Division will be downloading program support funds for the Schools Division Offices for the procurement and/or reproduction of additional learning resources.
2. Enclosed with this Memorandum are Enclosure 1 which details the fund allocation for each Schools Division Office (SDO) and Enclosure 2 which presents the guidelines on the utilization of the fund.
3. For inquiries or clarifications, please contact Ms. Jennifer P. Ande, Chief Education Supervisor, CLMD at car.clmd@deped.gov.ph or through landline number (074) 4222-7096.
4. Immediate dissemination of and strict compliance with this Memorandum is desired.


ESTELA P. LEON-CARIÑO EdD, CESO III
Director IV / Regional Director

CLMD/JPA/nkm/ Downloading of PSF
01/08/2025



Address: DepEd-CAR Complex, Wangal, La Trinidad, Benguet, 2601

Telephone No: (074) 422 – 1318

Email Address: car@deped.gov.ph



DepEd Tayo Cordillera



<https://depedcar.ph>



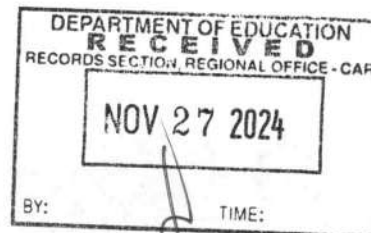
Enclosure 1 to RM 017.2025

FUND ALLOCATION PER SDO

<i>Schools Division Office</i>	<i>Amount</i>
Abra	P561, 544.00
Apayao	P555,000.00
Baguio	P555,000.00
Benguet	P650,000.00
Ifugao	P555,000.00
Kalinga	P555,000.00
Mt. Province	P555,000.00
Tabuk City	P555,000.00
TOTAL	P4,541,544.00

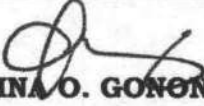


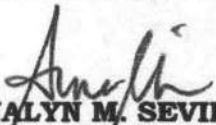
Republic of the Philippines
Department of Education



JOINT MEMORANDUM

FOR : **REGIONAL DIRECTORS**

FROM : **GINA O. GONONG** 
Undersecretary for Curriculum and Teaching

ANNALYN M. SEVILLA 
Undersecretary for Finance

SUBJECT : **UTILIZATION OF THE DIRECTLY RELEASED FY 2024 FLO-LRs FUND FOR THE PRODUCTION OR PROCUREMENT OF LEARNING ACTIVITY SHEETS**

DATE : **November 13, 2024**

This is in reference to the Joint Memorandum dated June 21, 2024, titled "Guidelines on the Utilization of the Directly Released Flexible Learning Options – Learning Resources (FLO-LRs) Fund to the Regional Offices (ROs) for the Fiscal Year (FY) 2024."

In view of the foregoing, please be advised that the **directly released Fiscal Year (FY) 2024 Flexible Learning Options – Learning Resources (FLO-LRs)** fund may be utilized for the **production or procurement and/or delivery of Learning Activity Sheets (LAS)/Worksheets**, in accordance with the Region's respective learning resource (LR) requirement.

This shall provide flexibility and ensure that learners shall have access to quality learning resources in case of circumstances that may hinder learning, such as but not limited to, poverty, geographical distance, natural disasters, and poor health conditions of learners. In view of this, LAS plays a crucial role in enhancing independent and self-paced learning, should classes be disrupted, and is essential in facilitating a flexible, systemized, and curriculum-aligned learning process, in consideration of DepEd's mandate to ensure that quality basic education shall remain accessible to all.

The utilization of said funds shall be guided by and in accordance with the above-mentioned Joint Memorandum only as to applicable provisions for the procurement/provision and delivery of learning resources and/or instructional materials, subject to existing budgeting, accounting, auditing, and procurement rules and regulations.

The minimum technical specifications to be followed and adopted for the procurement and/or production of LAS is attached hereto as **Annex A**.

Finally, the utilization of said funds for the above purpose shall likewise be reported in the Statement of Expenditure (SOE) template provided under Joint Memorandum No. DM. OUCI 2021-210, dated June 4, 2021. The responsible Officials indicated in the aforementioned Joint Memorandum to fill items, review, monitor, and approve said SOE are enjoined to observe timeliness and diligence in assuring that entries provided therein have been validated and are accurate.

Regions that have fully utilized their **Fiscal Year (FY) 2024 Flexible Learning Options - Learning Resources (FLO-LRs)** fund may submit any additional budget requests for the production or procurement and/or delivery of CVIF-DLP Learning Activity Sheets (LAS) for learners affected by disasters to the Office of the Secretary through Dir. Michael Cabauatan at michael.cabauatan@deped.gov.ph or through 09285547995.

For information and guidance.

BS/ha

Copy furnished:

ATTY. REVSEE A. ESCOBEDO
Undersecretary for Operations

MALCOLM S. GARMA
Assistant Secretary for Operations

Office of the Undersecretary for Curriculum and Teaching	
RECEIVED	
Date: <u>11-4-24</u>	Time: <u>2:45 PM</u>
DMS No.: _____	By: <u>cat</u>

CO-BRM-2024-11-1144

ANNEX A – Minimum Technical Specifications for Learning Activity Sheets

Size	Paper Requirement		Color		Binding
	Cover	Inside pages	Cover	Inside pages	
Options (depending on the content): a. Short (8.5 x 11in) b. A4 (8.27 x 11.69in) c. Legal (8.5 x 14in)	Optional (depending on quantity of pages)	Option A: Bondpaper at least 50gsm Option B: Newsprint at least 48gsm Option C: Bookpaper at least 40gsm Option D: Mimeograph paper Option E: Any paper quality with lesser cost than the above-listed options where learners can write/copy answers in the LAS	Option A: One color (black only) Option B: Full color/one color	Black only	Optional (depending on quantity of pages)



Republic of the Philippines
Department of Education

JOINT MEMORANDUM

FOR : **BENJAMIN D. PARAGAS**
Regional Director, DepEd Region II

RONNIE S. MALLARI
Officer-in-Charge
Office of the Regional Director, DepEd Region III

ALBERTO T. ESCOBARTE
Regional Director, DepEd Region IVA

GILBERT T. SADSAD
Regional Director, DepEd Region V

ESTELA L. CARIÑO
Regional Director, DepEd Region CAR

FROM : **GINA O. GONONG**
Undersecretary for Curriculum and Teaching

ANNALYN M. SEVILLA
Undersecretary for Finance

SUBJECT : **DOWNLOADING OF PROGRAM SUPPORT FUNDS (PSF) TO
DEPARTMENT OF EDUCATION REGIONAL OFFICES FOR
THE PROCUREMENT AND/OR REPRODUCTION OF
ADDITIONAL LEARNING RESOURCES**

DATE : **November 20, 2024**

This Memorandum is issued to establish the guidelines on the release and utilization of additional **Fiscal Year (FY) 2024 Flexible Learning Options - Learning Resources (FLO-LRs) Fund** amounting to **One Hundred Forty-One Million Four Hundred Four Thousand Eight Hundred Eight Pesos (P141,404,808.00)** only. Attached hereto as **Annex A** is the allocation per region.

The utilization of these funds shall follow the guidelines outlined in DepEd Order (DO) No. 21, s. 2019, known as the "Policy Guidelines on the K to 12 Basic Education Program." Additionally, only the applicable provisions of the following Memoranda shall be observed concerning the procurement, provision, and delivery of learning resources and instructional materials:

Memorandum	Subject	Main Purpose
Joint Memorandum (JM) dated November 13, 2024	Revised Technical Specifications for the Procurement of Tablets	Provides information and clarification on the new technical specifications to be adopted and followed in the procurement of tablets.
Joint Memorandum (JM) dated June 21, 2024	Guidelines on the Utilization of the Directly Released Flexible Learning Options – Learning Resources (FLO-LRs) Fund to the Regional Offices for the Fiscal Year (FY) 2024	Establishes and sets the parameters for the standards, technical specifications, basis of allocation, downloading procedures, utilization, and liquidation of the directly released FY 2024 FLO-LRs fund for the provision and/or procurement of learning resources for both regular and ADM learners
Joint Memorandum No. DM OUCI 2021-210 dated June 4, 2021.	Data Validation and Verification of Online and Offline Additional Information on the Summary of Expenditure Reports	The utilization of the fund shall be reported in the Statement of Expenditure (SOE) template provided under this Joint Memorandum

Due to Typhoon Kristine and other recent typhoons, these funds are allocated to support the procurement and/or reproduction of additional learning resources, such as but not limited to, Learning Activity Sheets (LAS) for learners affected by disasters, devices, equipment, and other allowable expenditures under the above-listed Memoranda and other subsequent issuances related thereto, subject to existing budgeting, accounting, auditing, and procurement rules and regulations.

For the effective monitoring and evaluation of Bureau of Learning Resources (BLR) funds, the utilization shall be reported using the Statement of Expenditure (SOE) template specified in Joint Memorandum No. DM. OUCI 2021-210, dated June 4, 2021.

Officials responsible for completing these templates are strongly encouraged to adhere to strict timeliness and thoroughness in ensuring that all entries are accurately validated and correctly reflected.

Should there be queries and/or clarifications, please contact the BLR via email at blr.od@deped.gov.ph.

For information and guidance.

Enclosures:

Joint Memorandum dated November 13, 2024

Joint Memorandum dated June 21, 2024

Joint Memorandum No. DM OUCI 2021-210