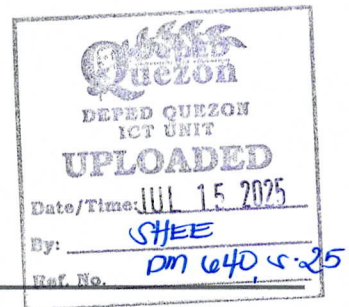




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



14 July 2025

**DIVISION MEMORANDUM**

DM No. 640, s. 2025

**CONDUCT OF ORIENTATION FOR THE PROGRAM SUPPORT FUND FOR THE  
ALTERNATIVE DELIVERY MODE (RURAL FARM SCHOOL)**

**To:** Assistant Schools Division Superintendents  
Division Chiefs  
Education Program Supervisors  
Public Schools District Supervisors  
School Heads of Rural Farm Schools  
All Others Concerned

1. In pursuance to Memorandum DM-CT-2024-030 titled, "Guidelines on the Utilization and Reporting of the Program Support Funds for the Alternative Delivery Mode for Fiscal Year 2024", this Office through Curriculum and Implementatin Division announces the conduct of orientation for procurement guidelines in compliance for the release of ADM-RFS Funds to concerned schools.
2. The online orientation will be conducted on July 21, 2025, at 1:00 p.m. Participants of this orientation are Public School District Supervisors, School Heads, School BAC Chairman, BAC Members, Administrative Officers, RFS School Coordinators, TLE Coordinators of Lamon Bay School of Fisheries, Castañas National High School, Abuyon National High School, Mapulot National High School, Emilio V. Quizon National High School, Alabat Island National High School, Mamala National High School and Dagatan National High School. Meeting Link will be forwarded an hour before the orientation.
3. In view of the scheduled attendance of teachers at the orientation, all classes are advised to proceed with the learning sessions using the provided Modules and Activity Sheets to ensure uninterrupted instruction and sustained learner engagement.

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
Trunkline #: (042) 784-0366, (042) 784-0164,  
(042) 784-0391, (042) 784-0321



Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE

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4. Attached is copy of Memorandum DM-CT-2024-030 for complete details of the guidelines.
5. For more information, please contact EPS Carmen H. Macatugob through [carmen.macatugob@deped.gov.ph](mailto:carmen.macatugob@deped.gov.ph).
6. Immediate dissemination of this Memorandum is desired.

  
**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent 

cid-ims-chn 07/14/2025

DEPEDQUEZON-TM-SDS-04-009-003

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Republic of the Philippines  
**Department of Education**

OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING

**MEMORANDUM**  
**DM-CT-2024-070**

**TO :** REGIONAL DIRECTORS

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

**SUBJECT :** GUIDELINES ON THE UTILIZATION AND REPORTING OF  
THE PROGRAM SUPPORT FUNDS FOR THE ALTERNATIVE  
DELIVERY MODE FOR FISCAL YEAR 2024

**DATE :** January 29, 2024

In support of the Department of Education's (DepEd) commitment to ensuring equal access for all learners at risk of dropping out of basic education, all DepEd Regional Offices (ROs) shall receive the Program Support Funds (PSF) for Alternative Delivery Mode for Fiscal Year (FY) 2024 through the issuance of the Sub-Allotment Release Order (Sub-ARO) or direct release to the Regional Office from the Department of Budget Management (DBM).

The PSF shall be used to cover programs, activities, and projects to support the implementation of the ADM. The ROs may further download the fund to their respective Schools Division Offices (SDOs) which shall be utilized until December 31, 2024.

See the attached Annexes for the following information:

- Annex 1 – Guidelines on the Release, Utilization, Monitoring, and Reporting of the Program Support Funds for Alternative Delivery Mode
- Annex 2 – Breakdown of the Allocation of Funds per Region
- Annex 3 – Quarterly Report Template

The Central Office, through the Bureau of Learning Delivery (BLD) shall regularly monitor the program implementation and fund utilization by the ROs through Program Implementation Review (PIR) and through the submission of quarterly fund utilization report.

The Regional Education Program Supervisor in charge of the ADM shall submit the Quarterly Fund Utilization Report, duly signed by the Curriculum and Learning Management Division Chief, Budget Officer and Regional Director, every last Friday of each quarter through [bld.od@deped.gov.ph](mailto:bld.od@deped.gov.ph) and [adm@bld.deped.gov.ph](mailto:adm@bld.deped.gov.ph)

Copy-furnished:

**ATTY. REVSEE A. ESCOBEDO**, Undersecretary for Operations

1/F Bonifacio Building, DepEd Complex, Meralco Avenue, Pasig City  
Direct Line: (632) 8633-7202/8687-4146 E-mail: [ouct@deped.gov.ph](mailto:ouct@deped.gov.ph)

1



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**IMPLEMENTING GUIDELINES ON THE RELEASE, UTILIZATION,  
MONITORING, AND REPORTING OF THE PROGRAM SUPPORT FUNDS  
FOR THE ALTERNATIVE DELIVERY MODE (ADM)**

**I. RATIONALE**

The Philippine Constitution states that “The State shall protect and promote the right of all citizens to quality education at all levels, and shall take appropriate steps to make such education accessible to all<sup>1</sup> and that “The State shall maintain, and support a complete, adequate and integrated system of education relevant to the needs of the people and society.<sup>2</sup>

To fulfill this Constitutional mandate and as part of its commitment, the Department of Education’s (DepEd) ensures that learners at risk of dropping out of school shall have equal learning opportunities to continue and finish the appropriate key stages through continuously strengthening the Alternative Delivery Mode (ADM) implementation as one of the Flexible Learning Options (FLO) through the issuance of DepEd Order No. 21 s. 2019 *Policy Guidelines on the K to 12 Basic Education Program, Annex 3: Flexible Learning Options: ADM and ALS* and DepEd Order No. 001 s. 2022, *Revised Policy Guidelines on Homeschooling Program*.

DepEd shall guarantee that alternative delivery modes such as Modified In-School Off-School Approach (MISOSA), Instructional Management by Parents, Community, and Teachers (IMPACT), Open High School Program (OHSP), Night High School, Rural Farm Schools, Homeschooling, ADM during Education in Emergencies and School Initiated Intervention shall be available and accessible in all public elementary and secondary schools.

These Implementing Guidelines are intended to provide Regions, Schools Division Offices, and elementary and secondary schools, with directions and guidance on the release, and utilization of the program support funds to support the different activities related to the implementation, monitoring, and and management of the ADM program, and on the release, utilization, and reporting of the Program Support Funds for the Alternative Delivery Mode.

**II. SCOPE**

These guidelines shall establish the rules for the release, utilization, monitoring, and reporting of the Program Support Funds (PSF) for the Alternative Delivery Mode (ADM) charged against the Flexible Learning Options Fund- Alternative Delivery Mode to support the implementation of the ADM’s program, activities and projects at the DepEd Regional Offices and Division levels for Calendar Year 2024 and years thereafter unless repealed and/or rescinded.

**III. DEFINITION OF TERMS**

For these guidelines, the following terms are operationally defined.

- a. **Alternative Delivery Mode (ADM)** refers to the nontraditional education program recognized by the Department of Education (DepEd) which applies a flexible learning philosophy and a curricular delivery program

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<sup>1</sup> Article XIV, Sec 1, 1987 Philippine Constitution

<sup>2</sup> Article XIV, Sec 2, 1987 Philippine Constitution



that includes non-formal and informal sources of knowledge and skills. An alternative delivery mode may include the use of facilitator-aided and interactive self-instructional print and audio-based learning materials, videotapes, face-to-face structured learning groups, semi-structured and unstructured discussions, one-on-one tutorials, study groups and self-learning groups, demonstration sessions, home visits, mentoring, and remediation.<sup>3</sup>

- b. **Flexible Learning Options (FLO)** is a menu of possible learning interventions and pathways responsive to learners' needs, context, circumstances, and diversity. It allows for variations in the organization, approaches, and teaching and learning modalities. It is helpful for learners who are at risk of dropping out, children and youth who are out of school, adults who failed to finish basic education, learners with special needs, learners with extreme difficulty in accessing schools, or those who attend overpopulated schools, and learners in an emergency.<sup>4</sup>
- c. **Homeschooling** is one among the ADMs under the Flexible Learning Options of public and private elementary and secondary schools where the learner's education is managed by parents/guardians and happens primarily at home.<sup>5</sup>
- d. **Instructional Management by Parents, Community, and Teachers (IMPACT)** is a school-based modality available for elementary schools only. Schools that offer this learning option must group learners from varying grade levels into learning families, which consist of 50 to 60 learners each. Teachers will function as instructional supervisors who will oversee the learning of the 1- 2 learning families. It allows three modes of learning such as Programmed Teaching, Peer Group Learning, and Self-Instruction.<sup>6</sup>
- e. **Modified In-School Off-School Approach (MISOSA).** This is the delivery mode that specifically caters to Grades 4, 5, and 6 classes with at least 50 learners. Learners are divided into two groups. During class hours, except on designated days for assessments, only the groups will be in school. While the other will be at another location near the school or will meet online through a platform prepared by the school, depending on the agreement set by the class. The in-school group will proceed with formal instruction facilitated by their regular school teachers, while the out-school group will have independent learning using the materials provided by the school, with the assistance of a para-teacher or learning facilitator. The groups will switch arrangements periodically (e.g. a week, or a month), depending on the agreed time between the learners and the teacher. The two groups shall meet together for assessment and for enrichment.<sup>7</sup>
- f. **Night High School** aims to provide opportunities to high school learners to finish basic education through evening classes. The program is intended for high school learners, of legal age, who are working.<sup>8</sup>

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<sup>3</sup> Section 3 (a), Republic Act No. 10618

<sup>4</sup> Annex 3 (1) of DepEd Order No. 21 s. 2019

<sup>5</sup> III. of DepEd Order No. 01 s. 2022(III. 4, DO 01, s. 2022)

<sup>6</sup> B. 13, Annex 3 of DepEd Order no. 21 s. 2019

<sup>7</sup> C. 19, Annex 3 of DepEd Order 21 s. 2019

<sup>8</sup> D. 23, Annex 3 of DepEd Order No. 21 s. 2019

- g. **Open High School Program (OHSP)** is an alternative mode of delivering secondary education that puts a premium on an independent, self-paced, and flexible study to reach learners who are unable to start or complete secondary education due to limited time, geographical inaccessibility of schools, physical impairment, financial difficulties, and/or social or family problems.<sup>9</sup>
- h. **Rural Farm Schools** refers to a parallel learning system and an alternative delivery mode of secondary education. It provides for facilitative and experiential learning on the core subjects of the secondary education curriculum with a focus on agri fisheries, designed to address the needs of children in rural, agricultural, or fishing communities.<sup>10</sup>
- i. **School Initiated Intervention** is one of the strategic components of the Drop Out Reduction Program (DORP). It is an intervention developed by the school itself to address specific dropout problems unique to their learners.<sup>11</sup>
- j. **Self-Learning Module (SLM) or Alternative Delivery Mode Module** is a self-contained, self-instructional, self-paced, interactive learning resource for public schools intended for learning a specific topic or lesson where the learner interacts actively with the instructional material rather than reading the material passively. SLM become an ideal learning resource and therefore a priority in remote or distance learning where a teacher is unable to provide constant instructional supervision and guidance in a classroom setting. SLMs have been used by DepEd for its ADMs during disasters or in situation where learners have difficulty for daily school attendance.<sup>12</sup>

#### IV. POLICY STATEMENT

The DepEd, as part of its commitment to the MATATAG agenda, particularly on taking steps to accelerate the delivery of basic education facilities and services and on taking good care of the learners at risk by promoting his well-being, inclusive education, and a positive learning environment through ADM implementation to ensure that all Filipino elementary and secondary learners enrolled in the formal system but are at risk of dropping out of school, those with special learning needs, learners with poor medical condition, learners with extreme difficulty to access schools or attending overpopulated and those in emergency situations, such as victims of calamity and disasters, learners who obligations and/or death in the family, pregnant learners who are of school- age, secondary learners who are working at day time but are of legal age, learners with household errands and obligations that hinder them from reguallry attebndibnf school, learners who are involved in curricular and co-curriculum activities such as but not limited to the participants of the National Schools Press Conference, National Festival of Talents, Palarong Pambasa, shall have equal learning opportunities to complete basic education, hereby adopts the implementing guidelines on the release, utilization, and liquidation of the Program Support Funds to ADM to support all ADM programs, activities, and projects in the Regional and Divisional levels.

<sup>9</sup> E. 24, Annex 3 of DepEd Order No. 21 s. 2019

<sup>10</sup> Sec 3B of RA No. 10618

<sup>11</sup> School's Initiative Intervention, July 2008, Department of Education, Bureau of Secondary Education

<sup>12</sup> DepEd Order 18 s. 2020



## V. PROCEDURE

### Allocation and Use of Program Support Funds

- 1) All Regions shall receive the Program Support Funds (PSF) to be charged against the Flexible Learning Options –Alternative Delivery Mode. Please see Annex for the Regional Allocation of the Program Support Fund.
- 2) The Program Support Fund shall be released to the Regional Offices through the issuance of the Sub-Allotment Release Order (SARO).

The ROs shall submit the Regional ADM Work and Financial Plan to the Planning Service, Planning and Programming Division, Central Office for approval.

The ROs, in turn, may further download the funds to all Schools Division Offices based on the number of ADM implementing schools authorized to offer ADMs as stipulated in Annex 3 of DO 21 s. 2019,<sup>13</sup> and DO 001 s. 2022 and as indicated in the attached Annex. The SDO shall submit the Division ADM Work and Financial Plan (WFP) for approval by the Region.

- 3) The PSF shall be used for the following :

#### **Current Funds**

- a) Orientation of key stakeholders from the Schools Division Offices to ensure that all ADMs such as MISOSA, IMPACT, Open High School Programs, Homeschooling, Rural Farm Schools, and School-Initiated Intervention, implementation of ADM during Education in Emergencies, are available in all public elementary and secondary schools throughout the year. These oriented SDO Leaders shall be responsible for the orientation of all school heads in their respective divisions;
- b) Conduct of the ADM activities to be managed by the Regional Office such as Orientation on the implementation of the different ADMs, orientation on the administration, interpretation, and utilization of the Independent Learning Readiness Test, implementation of ADM during Education in Emergencies, and Program Implementation Review;
- c) Orientation of school heads and other key stakeholders prioritizing high and medium risks schools for the implementation of ADM during the Education in Emergencies;
- d) production of video lessons for Grades 1, 4, and 7 for the identified Regions to be managed by DepEd Teaches/Mentors identified by the CLMD Chief. A separate memo shall be issued for this purpose;
- e) The payment of miscellaneous or incidental expenses during the conduct of the enclosed ADM activities to be managed by the Regional Offices and any Regional/Division initiated ADM-related activities such but not limited to orientation, workshops, benchmarking, and conferences:
  - f.1. supplies and materials at standard cost;
  - f.2. meals of the participants, resource persons, and management team as prescribed in DepEd Order No. 2, s. 2018 entitled as

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<sup>13</sup> 5. All public elementary and secondary schools shall be ready to offer ADMs for all types of learners whenever the need arises.

Guidelines on the Allocation of Funds for Venue, Meals, Snacks,  
and Room Accommodation for Official Activities Organized and  
Conducted by the Department of Education.

- f) Other expenses in support of the abovementioned activities initiated by the Central, Regional, and Schools Division Offices may also be charged against this fund, provided that the expenses are below the capitalization threshold for a semi-expendable property;
- g) support to ADM implementing schools authorized to offer ADMs as stipulated in Annex 3 of DO 21 s. 2019, <sup>14</sup> and DO 001 s. 2022;
- h) Travel expenses of the official participants to ADM-related activities conducted by the Bureau of Learning Delivery, Regional office, or SDOs as indicated in the enclosed Allocation List; and

**CONTINUING FUNDS**

- a) additional support to ADM implementing schools authorized to offer ADMs as stipulated in Annex 3 of DO 21 s. 2019, <sup>15</sup> and DO 001 s. 2022;
- b) printing of the Independent Learning Readiness Test to be used during the regional training on its administration, interpretation, and utilization;
- c) printing of the Independent Learning Readiness Test to be used during the validation phase for selected Regions and Schools Division office;
- d) additional travel expenses of the official participants to ADM-related activities conducted by the Bureau of Learning Delivery, Regional office, or SDOs as indicated in the enclosed Allocation List; and
- e) Other expenses in support of the activities initiated by the Central, Regional, and Schools Division Offices may also be charged against this fund, provided that the expenses are below the capitalization threshold for a semi-expendable property.

Furthermore, the PSF may be used for the payment of miscellaneous or incidental expenses in the conduct of the following:

- a. Mapping of public elementary and secondary learners at risk of dropping out in the different learning modalities such as MISOSA, IMPACT, Homeschooling, Open High School System (Program), Rural Farm Schools, Night Schools, and School-Initiated Intervention;
- b. Developing school-initiated intervention for learners at risk;
- c. Monitoring the implementation of the different ADMs and School Initiated Interventions;
- g. Conduct of the ADM activities aligned to the ADM Roadmap and Regional Strategic Plan; and
- h. benchmarking activities and other activities related to the

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<sup>14</sup> 5. All public elementary and secondary schools shall be ready to offer ADMs for all types of learners whenever the need arises.

<sup>15</sup> 5. All public elementary and secondary schools shall be ready to offer ADMs for all types of learners whenever the need arises.



implementation of the ADM.

The ineligible expenses are:

1. purchase of capital outlay items (e.g., equipment);
2. the payment of subscriptions (internet connection, cable TV, satellite TV, subscription, and reading materials); and
3. hiring of contractual or casual employees, whose salaries and other compensation benefits shall be charged against Personnel Services allocations.

All eligible expenses shall be charged to Flexible Learning Options Fund, subject to the existing budgeting, accounting, and auditing rules and regulations.

#### **VI. ROLES AND RESPONSIBILITIES AT EACH GOVERNANCE LEVEL**

Central Office (CO) through the Bureau of Learning Delivery shall:

- a. formulates policies relevant to the implementation of the ADM including guidelines on the release, utilization, monitoring, and reporting of its program support funds;
- b. provides technical assistance to regional offices with regards to the release, utilization, monitoring, and reporting of its program support funds
- c. monitors and reports at the national level on the release, and utilization of its program support funds.

Regional Office (RO) through the Curriculum and Learning Management Division and Budget Division shall:

- a. implements policies relevant to the implementation of the ADM including guidelines on the release, utilization, monitoring, and reporting of its program support funds;
- b. provides technical assistance to the Schools Division Offices with regard to the release, utilization, monitoring, and reporting of its program support funds
- c. monitors and reports at the regional level on the release, utilization, monitoring, and reporting of its program support funds.

Regional Directors shall be responsible for approving requests from the Region Office and Schools Division Offices on the utilization of any excess ADM Program Support Funds charged against the FLO-ADM Funds, provided that it shall be utilized for any ADM-related activity.

Schools Division Office (SDO) through the Curriculum Implementation Division and Budget Division shall:

- a. implements policies relevant to the implementation of the ADM including guidelines on the release, utilization, monitoring, and reporting of its program support funds;
- b. provides technical assistance to the ADM implementing schools with regards to the release, utilization, monitoring and reporting of its program support funds;
- c. monitors and reports at the division level the release, utilization,

monitoring, and reporting of its program support funds.

## **VI. MONITORING AND EVALUATION**

Through the Bureau of Learning Delivery, the Central Office shall conduct regular monitoring of the ADM program implementation, ADM policy review to capture issues and concerns on the implementation and management of the program, fund utilization of the Region through Program Implementation Review in coordination with the ADM regional focal person as part of its mandated functions and responsibilities.

ADM regional focal person shall submit to the Bureau of Learning Delivery-Office of the Director a consolidated quarterly report on the utilization of the PSF charged against the FLO-ADM funds, a status report on the ADM implementation, issues and concerns on the implementation of the ADM policies duly signed by the Regional Director.

Please see the content and templates of the reports to be submitted as Annex 3.

ADM division focal person shall submit to the Regional Office - Office of the Regional Director a consolidated quarterly report on the utilization of the PSF charged against the FLO-ADM funds, a status report on the ADM implementation, issues and concerns on the implementation of the ADM policies duly signed by the Schools Division Superintendent.

## **VII. EFFECTIVITY**

These Guidelines shall take effect immediately upon issuance and publication on the DepEd website and shall remain effective and in force until revoked, repealed, or superseded by relevant law, rules, and regulations, or new issuances of the Department.

All decrees, orders, instructions, rules, regulations, or parts thereof which are inconsistent with this Department Order are hereby repealed or modified accordingly.

If any of the provisions of these Implementing Guidelines is found by a court or competent jurisdiction to be void or unenforceable, in whole or in part, such provision shall be deemed deleted from these Implementing Guidelines but the remaining provisions thereof shall remain in full force and effect.

## **References**

DepEd Order No. 2 s 2018 (*Guidelines on the Allocation of Funds for Venue, Meals, Snacks, and Room Accommodation for Official Activities Organized and Conducted by the Department of Education*)

DepEd Order No. 21 s. 2019 (*Policy Guidelines for K to 12 Basic Education Program*)

DepEd Order No. 12 s 2020 (*Adoption of the Basic Education Learning Continuity Plan for SY 2020-2021 in Light of the Covid-19 Public Health Emergency*)




DepEd Order No. 18 s 2020 (*Policy Guidelines for the Provision of Learning Resources in the Implementation of the Basic Education Learning Continuity Plan*)

DO No. 34, s. 2022 (*School Calendar and Activities for SY 2022-2023*)

**PROGRAM SUPPORT FUND BUDGET ALLOCATION REGION**

	Production of Video Lessons for Grades 1, 4, and 7 for ADM in EIE	RO- Managed Activities	Support to ADM Implementing Schools	Budget for any ADM-related activity to be conducted by the Region	TEV for CO-Managed Activities	Grand Total Of PSF
Region 1	150,000.00	1,347,000.00	1,648,000.00	1,004,920.00	67,440.00	4,217,360.00
Region 2	-	867,000.00	1,344,000.00	1,372,420.00	103,440.00	3,686,860.00
Region 3	-	1,923,000.00	1,712,000.00	1,036,520.00	61,440.00	4,732,960.00
CALABARZON	150,000.00	2,211,000.00	1,080,000.00	815,820.00	55,440.00	4,312,260.00
MIMAROPA	-	675,000.00	1,216,000.00	1,450,220.00	115,440.00	3,456,660.00
Region 5	150,000.00	1,251,000.00	3,936,000.00	1,250,820.00	127,440.00	6,715,260.00
CAR	-	771,000.00	2,360,000.00	1,259,520.00	69,840.00	4,460,360.00
NCR	3	1,539,000.00	1,000,000.00	1,062,400.00	51,600.00	3,653,000.00
Region 6	150,000.00	2,019,000.00	1,800,000.00	1,492,620.00	169,440.00	5,631,060.00
Region 7	150,000.00	1,923,000.00	4,064,000.00	1,189,320.00	169,440.00	7,495,760.00
Region 8	-	1,251,000.00	1,960,000.00	1,537,620.00	169,440.00	4,918,060.00
Region 9	150,000.00	771,000.00	1,624,000.00	1,513,120.00	181,440.00	4,239,560.00
Region 10	-	1,347,000.00	1,584,000.00	1,567,720.00	181,440.00	4,680,160.00
Region 11	150,000.00	1,059,000.00	1,456,000.00	1,465,420.00	181,440.00	4,311,860.00
Region 12	150,000.00	771,000.00	1,512,000.00	1,537,320.00	181,440.00	4,151,760.00
CARAGA	150,000.00	1,155,000.00	3,384,000.00	1,473,720.00	181,440.00	6,344,160.00
						<b>77,007,100.00</b>

Prepared

  
ANGELIKA D. JABINES  
Senior Education Program Specialist

  
ROSALINA D. WILLANEZA  
Chief Education Program Specialist


Approved

  
LEILA B. AREOLA  
Director IV



**BUDGET ALLOCATION PER REGION PER RO-MANAGED ACTIVITY**  
**REGIONAL ADM PROGRAM IMPLEMENTATION REVIEW**

	Number of SDO	Number of Pax/SDO	Number of days	Board and Lodging		TEV		Supplies		Administrative Cost		Total
Region 1	14	3	3	1,500.00	189,000.00	500.00	21,000.00	300.00	12,600.00	1,000.00	14,000.00	236,600.00
Region 2	9	3	3	1,500.00	121,500.00	500.00	13,500.00	300.00	8,100.00	1,000.00	9,000.00	152,100.00
Region 3	20	3	3	1,500.00	270,000.00	500.00	30,000.00	300.00	18,000.00	1,000.00	20,000.00	338,000.00
CALABARZON	23	3	3	1,500.00	310,500.00	500.00	34,500.00	300.00	20,700.00	1,000.00	23,000.00	388,700.00
MIMAROPA	7	3	3	1,500.00	94,500.00	500.00	10,500.00	300.00	6,300.00	1,000.00	7,000.00	118,300.00
Region 5	13	3	3	1,500.00	175,500.00	500.00	19,500.00	300.00	11,700.00	1,000.00	13,000.00	219,700.00
CAR	8	3	3	1,500.00	108,000.00	500.00	12,000.00	300.00	7,200.00	1,000.00	8,000.00	135,200.00
NCR	16	3	3	1,500.00	216,000.00	500.00	24,000.00	300.00	14,400.00	1,000.00	16,000.00	270,400.00
Region 6	21	3	3	1,500.00	283,500.00	500.00	31,500.00	300.00	18,900.00	1,000.00	21,000.00	354,900.00
Region 7	20	3	3	1,500.00	270,000.00	500.00	30,000.00	300.00	18,000.00	1,000.00	20,000.00	338,000.00
Region 8	13	3	3	1,500.00	175,500.00	500.00	19,500.00	300.00	11,700.00	1,000.00	13,000.00	219,700.00
Region 9	8	3	3	1,500.00	108,000.00	500.00	12,000.00	300.00	7,200.00	1,000.00	8,000.00	135,200.00
Region 10	14	3	3	1,500.00	189,000.00	500.00	21,000.00	300.00	12,600.00	1,000.00	14,000.00	236,600.00
Region 11	11	3	3	1,500.00	148,500.00	500.00	16,500.00	300.00	9,900.00	1,000.00	11,000.00	185,900.00
Region 12	8	3	3	1,500.00	108,000.00	500.00	12,000.00	300.00	7,200.00	1,000.00	8,000.00	135,200.00
CARAGA	12	3	3	1,500.00	162,000.00	500.00	18,000.00	300.00	10,800.00	1,000.00	12,000.00	202,800.00

Prepared  
  
**ANGELIKA D. JABINES**  
 Senior Education Program Specialist

Noted  
  
**ROSALINA J. VILLANEZA**  
 Chief Education Program Specialist

Approved  
  
**LEILA B. PAREOLA**  
 Director IV



**BUDGET ALLOCATION PER REGION PER FOR RO-MANAGED ACTIVITY**  
**ORIENTATION CUM PLANNING ON THE ADMINISTRATION, INTERPRETATION AND UTILIZATION OF THE INDEPENDENT LEARNING READINESS TEST**

	Number of SDO	Number of Pax/SDO	Number of days	Board and Lodging		TEV		Supplies		Administrative Cost		Total
Region 1	14	4	4	1,500.00	336,000.00	500.00	28,000.00	300.00	16,800.00	1,000.00	14,000.00	394,800.00
Region 2	9	4	4	1,500.00	216,000.00	500.00	18,000.00	300.00	10,800.00	1,000.00	9,000.00	253,800.00
Region 3	20	4	4	1,500.00	480,000.00	500.00	40,000.00	300.00	24,000.00	1,000.00	20,000.00	564,000.00
CALABARZON	23	4	4	1,500.00	552,000.00	500.00	46,000.00	300.00	27,600.00	1,000.00	23,000.00	648,600.00
MIMAROPA	7	4	4	1,500.00	168,000.00	500.00	14,000.00	300.00	8,400.00	1,000.00	7,000.00	197,400.00
Region 5	13	4	4	1,500.00	312,000.00	500.00	26,000.00	300.00	15,600.00	1,000.00	13,000.00	366,600.00
CAR	8	4	4	1,500.00	192,000.00	500.00	16,000.00	300.00	9,600.00	1,000.00	8,000.00	225,600.00
NCR	16	4	4	1,500.00	384,000.00	500.00	32,000.00	300.00	19,200.00	1,000.00	16,000.00	451,200.00
Region 6	21	4	4	1,500.00	504,000.00	500.00	42,000.00	300.00	25,200.00	1,000.00	21,000.00	592,200.00
Region 7	20	4	4	1,500.00	480,000.00	500.00	40,000.00	300.00	24,000.00	1,000.00	20,000.00	564,000.00
Region 8	13	4	4	1,500.00	312,000.00	500.00	26,000.00	300.00	15,600.00	1,000.00	13,000.00	366,600.00
Region 9	8	4	4	1,500.00	192,000.00	500.00	16,000.00	300.00	9,600.00	1,000.00	8,000.00	225,600.00
Region 10	14	4	4	1,500.00	336,000.00	500.00	28,000.00	300.00	16,800.00	1,000.00	14,000.00	394,800.00
Region 11	11	4	4	1,500.00	264,000.00	500.00	22,000.00	300.00	13,200.00	1,000.00	11,000.00	310,200.00
Region 12	8	4	4	1,500.00	192,000.00	500.00	16,000.00	300.00	9,600.00	1,000.00	8,000.00	225,600.00
CARAGA	12	4	4	1,500.00	288,000.00	500.00	24,000.00	300.00	14,400.00	1,000.00	12,000.00	338,400.00

Prepared

  
**ANGELICA D. JABINES**  
 Senior Education Program Specialist

Noted

  
**ROSALINA J. VILLANEZA**  
 Chief Education Program Specialist


Approved

  
**LELLA B. AREOLA**  
 Director IV



**BUDGET ALLOCATION PER REGION PER FOR RO-MANAGED ACTIVITY  
ORIENTATION CUM PLANNING ON THE IMPLEMENTATION OF THE ALTERNATIVE DELIVERY MODE**

	Number of SDO	Number of Pax/SDO	Number of days	Board and Lodging		TEV		Supplies		Administrative Cost		Total
Region 1	14	5	4	1,500.00	420,000.00	500.00	35,000.00	300.00	21,000.00	1,000.00	14,000.00	490,000.00
Region 2	9	5	4	1,500.00	270,000.00	500.00	22,500.00	300.00	13,500.00	1,000.00	9,000.00	315,000.00
Region 3	20	5	4	1,500.00	600,000.00	500.00	50,000.00	300.00	30,000.00	1,000.00	20,000.00	700,000.00
CALABARZON	23	5	4	1,500.00	690,000.00	500.00	57,500.00	300.00	34,500.00	1,000.00	23,000.00	805,000.00
MIMAROPA	7	5	4	1,500.00	210,000.00	500.00	17,500.00	300.00	10,500.00	1,000.00	7,000.00	245,000.00
Region 5	13	5	4	1,500.00	390,000.00	500.00	32,500.00	300.00	19,500.00	1,000.00	13,000.00	455,000.00
CAR	8	5	4	1,500.00	240,000.00	500.00	20,000.00	300.00	12,000.00	1,000.00	8,000.00	280,000.00
NCR	16	5	4	1,500.00	480,000.00	500.00	40,000.00	300.00	24,000.00	1,000.00	16,000.00	560,000.00
Region 6	21	5	4	1,500.00	630,000.00	500.00	52,500.00	300.00	31,500.00	1,000.00	21,000.00	735,000.00
Region 7	20	5	4	1,500.00	600,000.00	500.00	50,000.00	300.00	30,000.00	1,000.00	20,000.00	700,000.00
Region 8	13	5	4	1,500.00	390,000.00	500.00	32,500.00	300.00	19,500.00	1,000.00	13,000.00	455,000.00
Region 9	8	5	4	1,500.00	240,000.00	500.00	20,000.00	300.00	12,000.00	1,000.00	8,000.00	280,000.00
Region 10	14	5	4	1,500.00	420,000.00	500.00	35,000.00	300.00	21,000.00	1,000.00	14,000.00	490,000.00
Region 11	11	5	4	1,500.00	330,000.00	500.00	27,500.00	300.00	16,500.00	1,000.00	11,000.00	385,000.00
Region 12	8	5	4	1,500.00	240,000.00	500.00	20,000.00	300.00	12,000.00	1,000.00	8,000.00	280,000.00
CARAGA	12	5	4	1,500.00	360,000.00	500.00	30,000.00	300.00	18,000.00	1,000.00	12,000.00	420,000.00

Prepared  
  
 ANGELINA D. JABINES  
 Senior Education Program Specialist

Noted  
  
 ROSALINA G. VILLANEZA  
 Chief Education Program Specialist


Approved  
  
 LELIA F. AREOLA  
 Director IV

**BUDGET ALLOCATION PER REGION PER FOR CO-MANAGED ACTIVITY  
TRAVEL EXPENSE FUND**

Region	Travel Fund/pax	Workshop on the Validation of the ADM Policies-One-Stop-School cum ADM Handbook (IMPACT, RFS, OHSP, ADM in EIE)		Orientation cum Planning Workshop on the Administration, Interpretation and Utilization of the ILRT	
Region 1	5,620.00	6	33,720.00	6	33,720.00
Region 2	8,620.00	6	51,720.00	6	51,720.00
Region 3	5,120.00	6	30,720.00	6	30,720.00
CALABARZON	4,620.00	6	27,720.00	6	27,720.00
MIMAROPA	9,620.00	6	57,720.00	6	57,720.00
Region 5	10,620.00	6	63,720.00	6	63,720.00
CAR	5,820.00	6	34,920.00	6	34,920.00
NCR	4,300.00	6	25,800.00	6	25,800.00
Region 6	14,120.00	6	84,720.00	6	84,720.00
Region 7	14,120.00	6	84,720.00	6	84,720.00
Region 8	14,120.00	6	84,720.00	6	84,720.00
Region 9	15,120.00	6	90,720.00	6	90,720.00
Region 10	15,120.00	6	90,720.00	6	90,720.00
Region 11	15,120.00	6	90,720.00	6	90,720.00
Region 12	15,120.00	6	90,720.00	6	90,720.00
CARAGA	15,120.00	6	90,720.00	6	90,720.00

Prepared

Noted

  
ANGELIKA D. JABINES  
Senior Education Program Specialist

  
ROSALINA J. VILLANEZA  
Chief Education Program Specialist

Approved

  
LEILA P. AREOLA  
Director IV



REGION \_\_\_\_\_  
 QUARTER \_\_\_\_\_

**PHYSICAL ACCOMPLISHMENT**

Committed Output	MATATAG Tagging	Annual	Physical	Accomplishment as to Q ____	*Status (Not Yet Started, Ongoing, Completed, Rescheduled, Terminated)	Reasons for over/ underperformance
	(If applicable)	Physical	Target			
CURRENT FUND		Target	for Q ____	Actual	%	

Committed Output	MATATAG Tagging	Annual	Physical	Accomplishment as to Q ____	*Status (Not Yet Started, Ongoing, Completed, Rescheduled, Terminated)	Reasons for over/ underperformance
	(If applicable)	Physical	Target			
CONTINUING FUND		Target	for Q ____	Actual	%	

PREPARED

NOTED

APPROVED

Regional ADM Focal Person

CLMD Chief

Regional Director

REGION

## Highlights and Good Practices

[illegible]

PREPARED

NOTED

APPROVED

Regional ADM Focal Person

CLMD Chief

Regional Director



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## ADM Over-All Assessment

[illegible]

76-100 %

51-75 %

26-50 %

0-25 %

PREPARED

NOTED

APPROVED

Regional ADM Focal Person

CLMD Chief  
Budget Officer

Regional Director

REGION \_\_\_\_\_  
QUARTER \_\_\_\_\_

**EXPLANATION FOR UNDER/OVER ACHIEVEMENT**

**Reason for Under/Over Achievement**

\_\_\_\_\_

**Reason for Low Financial Obligation**

\_\_\_\_\_

**Reason for Low Financial Disbursement**

\_\_\_\_\_

\_\_\_\_\_

**PREPARED**

**NOTED**

**APPROVED**

Regional ADM Focal Person

CLMD Chief

Regional Director



REGION \_\_\_\_\_  
QUARTER \_\_\_\_\_

**Issues and Concerns**

Expected Output	Reasons for Delay			Action taken or to be taken
	Operational Issue	Policy Issue	Issues that are needing management decisions and recommendations	

PREPARED	NOTED	APPROVED
Regional ADM Focal Person	CLMD Chief	Regional Director

REGION \_\_\_\_\_  
QUARTER \_\_\_\_\_

**Catch-Up Plan**

Output Indicators (with Backlog)	Physical Target (Backlog)	Reasons for Delay	Action Plan	Person-in-Charge	Target date of Completion

PREPARED                      NOTED                      APPROVED  
Regional ADM Focal Person                      CLMD Chief                      Regional Director