

Republic of the Philippines

Department of Education

Region VII, Central Visayas

DIVISION OF CEBU PROVINCE

Sudlon, Lahug, Cebu City



July 23, 2013

DIVISION MEMORANDUM

No. 389, s. 2013

RAFI DEVELOPMENT FUND CALL FOR PROPOSALS FOR YEAR 2013

TO : OIC, Assistant Superintendents
Education Supervisors/Coordinators
District Supervisors/OICs
Elementary and Secondary School Heads

1. Attached is a copy of Regional Memorandum No. 400, s. 2013, dated July 2, 2013, announcing the RAFI Development Fund Call for Proposals for Year 2013, for the guidance and information of all concerned.
2. Immediate and wide dissemination of this Memorandum is desired.

ARDEN D. MONISIT, Ed. D.
Schools Division Superintendent

Telephone Numbers:

Schools Division Superintendent: (032) 255-6405
Asst. Schools Division Superintendent: (032) 4147457
Accounting Section: (032) 254-2632
Disbursing Section: (032) 255-4401

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REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
REGION VII, CENTRAL VISAYAS
Sudlon, Lahug, Cebu City



JUL 02 2013

REGIONAL MEMORANDUM
NO. 400, S. 2013

RAFI DEVELOPMENT FUND CALL FOR PROPOSALS FOR YEAR 2013

TO: All Schools Division/ City Superintendents
Officers-in-Charge of Regular and Interim Divisions
All Others Concerned

1. Attached is the letter of Anthony C. Dignadice, Executive Director, Ramon Aboitiz Foundation Inc. Education Development Unit, informing the DepEd of their commitment to support the education sector through RAFI which has available funds for education-related projects through the RAFI Development Fund Call for Proposals for the year 2013.
2. Further, the **RAFI Development Fund** is a grant facility that aims to provide opportunities to eligible partner institutions by making grants available for projects/interventions designed to uplift human dignity and facilitate community transformation. This year's call for project proposals seek to address issues related to **EDUCATION, specifically in early childhood and basic education**. Attached is the Call for Proposals Guidelines and Concept Application Form for your reference. Also, details of this call can be viewed and downloaded from the following link:
<http://rafi.org.ph/event/rafi-development-fund-call-proposals-2013/>
3. For further inquiries, one may get in touch with their program officer Mr. Jan Michael M. Oseo at telephone number (032) 418-7238 loc. 205 and email: jan.michael.oseo@rafi.org.ph
4. For information and dissemination.


CARMELITA T. DULANGON
Director III
Officer In-Charge

CTD/VGG/vvy

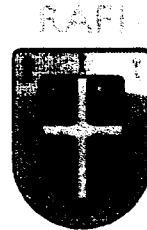
"Educating for a Strong Republic"

(RD's Office) Tel. nos.: 032-231-1433; 231-1309; 414-7399; Telefax 414-7325; (ARD's Office) Telefax: 032-255-4542;
Field Technical Assistance Division: 032-414-7324; Curriculum and Instruction Division: 032-414-7323; Quality Assurance and
Accountability Division: 032-414-4367; Resource Mobilization and Special Programs and Projects Division: 032-254-7062;
Budget and Finance Division: 032-256-2375; 253-8061; 414-7321; Payroll Service Unit: 032-414-7499;
Administrative Division: 032-414-7326; 255-1313; Planning, Policy and Research Division: 032-233-9030; 414-7065;
Legal Section: 032-414-7366; Cashier Section: 032-231-1071; Records Section: 032-233-4769;
Supply Section: 032-414-7322; Strive: 032-232-9925; 414-0263; Guardhouse: 032-231-2160
Email: www.deped_ro7@yahoo.com

---for DepEd Regional Office---

29 April 2013

DR. CARMELITA DULANGON
Regional Director
DepEd - 7



**RAMON ABOITIZ
FOUNDATION INC**

Dear Dr. Dulangon,

Greetings from Ramon Aboitiz Foundation Inc. (RAFI)!

As part of our commitment to support the education sector, we would like to inform you that RAFI is making available funds for education-related projects through the **RAFI Development Fund Call for Proposals for year 2013**.

The **RAFI Development Fund** is a grant facility that aims to provide opportunities to eligible partner institutions by making grants available for projects/interventions designed to uplift human dignity and facilitate community transformation. This year's call for project proposals seek to address issues related to **EDUCATION, specifically in early childhood and basic education**.

For RAFI to be able to reach-out and offer this grant opportunity to those who are into provision of education at the grassroots level, we would like to request your good office to help disseminate this information to your respective division and district offices. We are attaching herewith the Call for Proposals Guidelines and Concept Application Form for your reference. Also, details of this call can be viewed and downloaded from the following link:

<http://rafi.org.ph/event/rafi-development-fund-call-proposals-2013/>

For further inquiries, please don't hesitate to get in touch with our program officer Mr. Jan Michael M. Oseo at telephone number (032) 418-7234 loc. 205 and email: jan.michael.oseo@rafi.org.ph.

Thank you very much for your usual support and cooperation.

Sincerely yours,

Anthony G. Dignadice
Executive Director
RAFI-Education Development Unit

Encl.: as stated

2 - May

RD2013-9111





RAMON ABOITIZ
FOUNDATION INC

**RAMON ABOITIZ FOUNDATION, INC.
RAF DEVELOPMENT FUND GUIDELINES
CALL FOR PROPOSALS 2013**

I. RATIONALE

In its 46 years of existence in development work in the Visayas and Mindanao, the Ramon Aboitiz Foundation, Inc.'s (RAFI) vision has consistently been "Touching People, Shaping the Future". It has worked towards elevating lives through a comprehensive approach that champions best practices in community development.

In accordance with this mission, RAFI has established a Development Fund, which provides financial and technical support to programs/projects in its different Focus Areas so they may become effective interventions that uplift human dignity and lead to community transformation. This is a call for project proposals that seek to address issues related to EDUCATION, specifically in early childhood and basic education (see Areas of Intervention below).

All project proposals will go through a standard screening and evaluation procedure to determine the merits of the program and the credibility of the proponent. Duration of assistance is between 1-2 years, with a maximum support of P3 million per project or program.

II. OBJECTIVE

This Call for Proposals on Education is anchored on the broader goal of achieving functional literacy for every Filipino, by affording him the opportunity to acquire the basic learning competencies to think critically, make informed decisions, develop his potentials, and have the capacity to exercise his rights and duties as a citizen.

Specifically for this initiative, RAFI aims to improve the quality of education by contributing towards:

- Improving delivery and access to better learning opportunities,
- Enhancing capacities of educators and learners,
- Increasing availability of relevant educational tools and resources, and
- Increasing public awareness and community participation.

III. GEOGRAPHICAL FOCUS

Financial assistance and technical support to development programs/interventions shall be extended to qualified groups whose project will be implemented in cities and/or municipalities in Cebu.

IV. TARGET GROUP

Beneficiaries of projects/programs in early childhood education should be children from 0-8 years old and the adults and communities that surround them.

Beneficiaries of projects/programs in basic education should be learners, teachers and administrators in public schools, both elementary and secondary, including out-of-school youth, as well as the stakeholders within the school community.

V. AREAS OF INTERVENTION

Priority projects for the year 2013 must contribute to addressing needs and issues in early childhood and basic education, specifically by improving quality and access to education.

Areas of intervention for early childhood education include:

- Play and early childhood development
- Integrating local culture in the early childhood classroom
- Involving communities in early childhood education
- Developmentally appropriate practice

Areas of intervention for basic education include:

- Curriculum development/enhancement, integration and management
- Alternative Delivery Mode (ADM)
- Alternative Learning System (ALS)
- Technical and Vocational Education and Training
- Initiatives that support/enhance the K-12 implementation

VI. ELIGIBLE INTERVENTIONS AND ACTIVITIES

For a project to be eligible for funding, it must address the needs and issues identified above. Specific activities and interventions that will be funded should fall under one or more of the following categories:

Capacity building for teachers, students & community stakeholders	May include but is not limited to trainings, seminars, fora, conferences, workshops.
Advocacy	Activities designed to promote and support the priority areas of intervention.
Development and production of educational materials	Developmentally and culturally appropriate learning materials, tools, books (especially in Bisaya-Cebuano), journals, modules
Tools and Equipment	Tools that are essential for project implementation.
Manpower/human resources	Salaries, honoraria and allowances of staff and personnel directly involved in project implementation.

VII. PROPONENT'S ELIGIBILITY

For an organization to be eligible to avail RAFI's funding opportunities under any category, the proponent must have the qualifications enumerated below. Absence of any of the qualification shall automatically forfeit the institution/organization's opportunity to avail of assistance.

- A duly organized, registered/accredited non-profit or civil society organization (SEC and other appropriate accrediting agency), government or non-government organization, cooperative, social action center, community/people's organization, civic & faith-based organization, academic institution, and business association or network;
- Has existed for not less than 2 years with a functioning Board whose members are credible and respected in their own field of endeavor;
- Has a vision and mission that are clearly defined and translated in its implemented projects;
- Has the capability of managing and implementing the proposed project as proven by its track record and expertise;
- Has a sound and functional financial management system and has established credibility in managing grant funds;
- Has experience in implementing projects related to early childhood and/or basic education and has experience or partnerships with the Department of Education/ DSWD/ Local Government Units;
- Has direct responsibility in the preparation and management of the project and not as intermediary;
- Has not been convicted of any illegal or criminal acts such as fraud, corruption, professional misconduct, and such unlawful activities under existing laws of the Republic of the Philippines.

VIII. APPLICATION PROCESS

1. The process of application consists of submitting a preliminary project concept. Interested applicants are requested to complete an application form and submit the same through e-mail at jan.michael.oseo@rafi.org.ph, or mail or hand carry to the Ramon Aboitiz Foundation, Inc., 35 Lopez Jaena St., Cebu City. The Project Concept Application (PCA) Form can be downloaded from the website www.rafi.org.ph/callforproposals2013. Application forms are also available at the RAFI Information Desk.
2. Project Concept Application shall be evaluated and reviewed by the RAFI Screening and Review Team. Proponent of approved applications shall be notified by letter/email, and shall be invited to a grant conference to discuss the guidelines and requirements for the next steps in the application process.
3. After the conference, proponents shall be asked to submit the Full Project Proposal. Required forms and documents for the Full Proposal will be provided during the grant conference.

IX. SUBMISSION CUT-OFF DATES

Interested organizations may submit applications throughout the year. RAFI will have two (2) cycles for reviewing, evaluating and processing of grants. The cut-off dates for each cycle are July 31 for the 1st Cycle, and January 31 of the following year for the 2nd Cycle. Proposals received after the cut-off dates will be reviewed in the next cycle. Review and evaluation of applications will take 5-6 months.

X. EVALUATION CRITERIA

The concept applications will be assessed using the scorecard below. The scorecard is divided into 5 main criteria for evaluation with each criterion further divided into specific indicators. Each indicator will be given a score of 1 (adequate) or 0 (not adequate). Proposals will be ranked according to the outcome of the scores and the highest scores will be given priority.



**RAMON ABOITIZ
FOUNDATION INC**

35 Lopez Jaena St., (Parian), Cebu City Philippines
Tel # (032) 418-RAFI/ 418-7234 Fax No. (032) 418-7234 local 516
Website: www.rafi.org.ph; Email: rafimaster@rafi.org.ph

PROJECT CONCEPT APPLICATION FORM

Date of Application: _____ Reference No: _____
(to be filled up by RAFI upon receipt)

I. PROPONENT BASIC INFORMATION

Name of the Organization : _____
Type of Organization : _____
Complete Address : _____
Tel/Fax Numbers : _____
Email/Website : _____
Year Established : _____
Vision/Mission of the Org. : _____
Primary Beneficiaries : _____
Programs and Services Offered : _____
Geographical Focus : _____

Authorized Organizational Official (AOO)

Name: _____ Position: _____

Other Authorized Representatives in order of authority (at least 2)

Name: _____ Position: _____

Name: _____ Position: _____

II. PROJECT BASIC INFORMATION

Project Title : _____

Project Site/s : _____

Project Duration : _____

Primary and Direct Target Group (pls. check one (1) only)

Women Children Elderly Youth

Other sectors, please specify _____

Secondary Beneficiaries (you may check more than one (1) sector)

Women Children Elderly Youth

Other sectors, please specify _____

Total Project/Activity Cost : Php _____

Proponent's Counterpart : Php _____

Other Fund Sources : Php _____

AMOUNT Requested from RAFI: Php _____

III. Brief Project Concept (Please provide narrative information)

1. Rationale and Purpose

(What is the main purpose of the project? What specific issues or concerns in education will the project address?)

2. Expected Results

(What are the specific long-term and short-term goals and expected results of the project?)

3. Methodology

(What are the methods and strategies of implementation? What processes, innovative approaches or techniques will be undertaken? Describe the proposed management structure to implement the project.)

4. General Action Plan

(Provide a general description of the steps or activities to be undertaken in the project in order to achieve its goals and produce the results.)

5. Scope and Location

(Describe the project site—geographical location, physical characteristics, constituency, socio-economic profile, service infrastructure, etc. List the target groups and partners, and the direct and indirect beneficiaries. What are the reasons for selecting the site and target groups?)

IV. Attachments (Please label by number. Application will not be considered if any of these attachments are omitted or inadequately explained.)

1. Registration/Accreditation Certificates
2. Trend Sheet for the last 3 years or annual report.

Date Application Received: _____

Received by: _____

Note:

Please comply as follows:

1. Submit a computerized or typewritten concept paper in not more than 3 pages of long size bond paper (8.5" x 13")
2. Use Arial Font, 11 pt., 1.5 line spacing
3. *Margins: Top: 1.5";
Left/Right/Bottom: 1"*