



Republic of the Philippines  
**Department of Education**  
Region VII, Central Visayas  
**DIVISION OF CEBU PROVINCE**  
Sudlon, Lahug, Cebu City



September 11, 2013

Division Memorandum  
No. 506, s. 2013

**GUIDELINES ON THE UTILIZATION OF FINANCIAL ASSISTANCE TO SPECIAL  
SCIENCE ELEMENTARY SCHOOLS PROJECT**

To: OIC, Assistant Superintendents  
Education Supervisors / Coordinators  
District Supervisors / OICs  
Elementary School Heads  
SSES Implementing School Heads

1. Attached is DepEd ORDER No.35,s.2013 ,dated August 27 ,2013 , entitled, ” Guidelines on the Utilization of Financial Assistance To Special Science Elementary Schools Project .”
2. For the information and guidance of all concerned , dissemination and strict compliance with this Memorandum is desired.

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

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Republic of the Philippines  
**Department of Education**

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27 AUG 2013

DepEd O R D E R  
No. **35**, s. 2013

**GUIDELINES ON THE UTILIZATION OF FINANCIAL ASSISTANCE  
TO SPECIAL SCIENCE ELEMENTARY SCHOOLS PROJECT**

To: Undersecretaries  
Assistant Secretaries  
Bureau Directors  
Directors of Services, Centers and Heads of Units  
Regional Directors  
Schools Division/City Superintendents  
Heads, Public Elementary Schools

1. The Department of Education (DepEd), through the Bureau of Elementary Education (BEE), has been implementing the **Special Science Elementary School (SSES) Project** since 2007. This is an educational intervention designed to develop children who have keen interest and exceptional abilities in Science and Mathematics.

2. To support the operation of the project, DepEd started to download financial subsidies to the SSES-implementing schools in Fiscal Year 2008 to augment their regular Maintenance and Other Operating Expenses (MOOE) and to pursue innovations as reflected in their approved School Improvement Plans (SIPs). For this year, funds shall be downloaded to schools listed in Enclosure No. 1, subject to the guidelines on the availment, release, utilization, and liquidation thereof.

3. The financial subsidy of the schools implementing the SSES Project shall be utilized for the following purposes:

- a. Conduct of activities, such as investigatory projects, leadership training, workshop, educational visits, and participation in science-related activities, for pupil development and learning;
- b. Purchase of assessment materials (e.g., psychological tests) and payment for professional services of psychologists and psychometricians in the screening and identification of Grade 1 entrants;
- c. Capability building of teachers and school heads (SHs), and participation in conferences, trainings, seminars, and immersions in other science-related activities;
- d. Procurement of video materials, licensed software, reference books, and instructional materials in Science, Mathematics, and English as prescribed in DepEd Order Nos. 48, s. 2011 and 112, s. 2009; and
- e. Minor repairs and maintenance of devices/facilities such as science model apparatuses, scientific tools and equipment, among others.

4. The following objects of expenditure shall **not be allowed** under the subsidy:
  - a. Personal services such as salaries, overtime pay and honoraria;
  - b. Operational expenses such as utilities (water, electricity, janitorial and security services) funded from the regular MOOE; and
  - c. Capital Outlay such as the purchase of furniture and equipment (computers, science and math equipment and others), and major repairs of equipment and laboratories.
5. Upon release of the allotment by the Department of Budget and Management (DBM) to DepEd Central Office (CO), the Budget Division-Finance and Management Service shall issue the Sub-Allotment Release Order (Sub-ARO) to the schools with financial autonomy or to implementing units (IUs), and through the schools division offices for schools without fiscal autonomy. After the receipt of the Sub-ARO, the secondary IUs and the division offices (DOs) shall request from the concerned DBM Regional Offices (ROs) the corresponding cash requirements or Notice of Cash Allocation (NCA).
6. Management and disbursement of the funds, including the submission of quarterly physical and financial accomplishment reports on or before the third day of the first month of the succeeding quarter (April 3, July 3, October 3 and January 3) using the prescribed template in Enclosure No. 2 to the schools division/city office concerned, shall be the responsibility of the heads of the recipient schools, subject to the usual accounting and auditing rules and regulations.
7. The DO shall provide appropriate assistance, conduct quality assurance and monitoring of the program and integrate and submit the consolidated Physical and Financial Accomplishments using Enclosure No. 3 every fifth day of the month of the succeeding quarter (April 5, July 5, October 5 and January 5) to the RO concerned, copy furnished the BEE, DepEd CO through email address: [bee.sdd.2013@gmail.com](mailto:bee.sdd.2013@gmail.com) and Office of the Planning Service-Planning and Programming Division (OPS-PPD) through email address: [opsppd.deped@gmail.com](mailto:opsppd.deped@gmail.com), DepEd Complex, Meralco Avenue, Pasig City.
8. The RO shall conduct quality assurance and monitor pertinent DO activities and provide the latter with appropriate technical assistance.
9. To ensure the effective and efficient implementation of the project, an evaluation shall be conducted by a composite task force in coordination with the OPS.
10. All existing Orders and Memoranda inconsistent with this Order are rescinded. These guidelines shall remain in force and in effect, unless sooner repealed, amended, or rescinded.
11. For more information and inquiries, all concerned may contact the **Chief, Staff Development Division-Bureau of Elementary Education (SDD-BEE)**, 2<sup>nd</sup> Floor Bonifacio Building, DepEd Complex, Meralco Avenue, Pasig City at telephone no.: (02) 687-2948 or through email address: [bee.sdd.2013@gmail.com](mailto:bee.sdd.2013@gmail.com).
12. Immediate dissemination of and strict compliance with this Order is directed.

  
**BR. ARMIN A. LUISTRO FSC**  
Secretary

(Enclosure No. 1 to DepEd Order No. 35, s. 2013)

**LIST OF SSES IMPLEMENTING SCHOOLS**

| Region      | Division                | Regular Schools                           | Allocation          |                   |                     |
|-------------|-------------------------|---|---------------------|-------------------|---------------------|
|             |                         |   | Per GAA             | Additional*       | Total               |
| <b>I</b>    |                         |   | <b>2,100,000.00</b> | <b>379,155.00</b> | <b>2,479,155.00</b> |
| 1           | La Union                | Cantoria Elementary School                | 300,000.00          | 54,165.00         | 354,165.00          |
| 2           | San Fernando City       | San Fernando South Central School         | 300,000.00          | 54,165.00         | 354,165.00          |
| 3           | Batac City              | H. Valdez Mem. School                     | 300,000.00          | 54,165.00         | 354,165.00          |
| 4           | Candon City             | Candon South Central                      | 300,000.00          | 54,165.00         | 354,165.00          |
| 5           | Dagupan City            | Malued Central School                     | 300,000.00          | 54,165.00         | 354,165.00          |
| 6           | Pangasinan 1            | Lingayen Central                          | 300,000.00          | 54,165.00         | 354,165.00          |
| 7           | Laoag City              | Shamrock Elementary School                | 300,000.00          | 54,165.00         | 354,165.00          |
| <b>II</b>   |                         |   | <b>1,500,000.00</b> | <b>270,825.00</b> | <b>1,770,825.00</b> |
| 8           | Tuguegarao City         | Tuguegarao West Central School            | 300,000.00          | 54,165.00         | 354,165.00          |
| 9           | Isabela                 | Cabagan Central School                    | 300,000.00          | 54,165.00         | 354,165.00          |
| 10          | Cagayan                 | Enrile Central School                     | 300,000.00          | 54,165.00         | 354,165.00          |
| 11          | Cagayan                 | Malabbac Elementary School                | 300,000.00          | 54,165.00         | 354,165.00          |
| 12          | Santiago City           | Santiago West Central School              | 300,000.00          | 54,165.00         | 354,165.00          |
| <b>III</b>  |                         |   | <b>3,000,000.00</b> | <b>541,650.00</b> | <b>3,541,650.00</b> |
| 13          | Zambales                | Ilwas Elementary School                   | 300,000.00          | 54,165.00         | 354,165.00          |
| 14          | Pampanga                | Don Antonio Lee Chin Uan IS               | 300,000.00          | 54,165.00         | 354,165.00          |
| 15          | Nueva Ecija             | Talavera Central School                   | 300,000.00          | 54,165.00         | 354,165.00          |
| 16          | Bataan                  | Cabcaben Elementary School                | 300,000.00          | 54,165.00         | 354,165.00          |
| 17          | Angeles City            | Dr. Clemente Dayrit Sr. Elementary School | 300,000.00          | 54,165.00         | 354,165.00          |
| 18          | San Jose del Monte City | Tungkong Mangga ES                        | 300,000.00          | 54,165.00         | 354,165.00          |
| 19          | Balanga                 | Cupang Elementary School                  | 300,000.00          | 54,165.00         | 354,165.00          |
| 20          | Tarlac                  | Moncada North CES                         | 300,000.00          | 54,165.00         | 354,165.00          |
| 21          | Cabanatuan City         | Mayapyap Elementary School                | 300,000.00          | 54,165.00         | 354,165.00          |
| 22          | Gapan City              | Gapan North Central School                | 300,000.00          | 54,165.00         | 354,165.00          |
| <b>IV-A</b> |                         |   | <b>2,700,000.00</b> | <b>487,485.00</b> | <b>3,187,485.00</b> |
| 23          | Cavite                  | Trece Martirez Elementary School          | 300,000.00          | 54,165.00         | 354,165.00          |
| 24          | Cavite                  | Amadeo Elementary School                  | 300,000.00          | 54,165.00         | 354,165.00          |
| 25          | Laguna                  | F. Benitez Elementary School              | 300,000.00          | 54,165.00         | 354,165.00          |
| 26          | Batangas                | Lemery Pilot Elementary School            | 300,000.00          | 54,165.00         | 354,165.00          |
| 27          | Tanauan City            | Tanauan North Central Elementary School   | 300,000.00          | 54,165.00         | 354,165.00          |
| 28          | Lipa                    | Bagong Pook ES                            | 300,000.00          | 54,165.00         | 354,165.00          |
| 29          | Sta. Rosa               | Sta. Rosa Central E/S                     | 300,000.00          | 54,165.00         | 354,165.00          |
| 30          | Dasmariñas City         | Dasmariñas II Central School              | 300,000.00          | 54,165.00         | 354,165.00          |
| 31          | Quezon                  | Mauban North Central School               | 300,000.00          | 54,165.00         | 354,165.00          |

**LIST OF SSES IMPLEMENTING SCHOOLS**

| Region      | Division          | Regular Schools                 | Allocation          |                   |                     |
|-------------|-------------------|---------------------------------|---------------------|-------------------|---------------------|
|             |                   |                                 | Per GAA             | Additional*       | Total               |
| <b>IV-B</b> |                   |                                 | <b>1,500,000.00</b> | <b>270,825.00</b> | <b>1,770,825.00</b> |
| 32          | Oriental Mindoro  | Puerto Galera Elementary School | 300,000.00          | 54,165.00         | 354,165.00          |
| 33          | Calapan City      | Adriatico Memorial School       | 300,000.00          | 54,165.00         | 354,165.00          |
| 34          | Marinduque        | Gabaldon Elem. School           | 300,000.00          | 54,165.00         | 354,165.00          |
| 35          | Romblon           | Alcantara Cenral                | 300,000.00          | 54,165.00         | 354,165.00          |
| 36          | Palawan           | Quezon Elementary School        | 300,000.00          | 54,165.00         | 354,165.00          |
| <b>V</b>    |                   |                                 | <b>2,700,000.00</b> | <b>487,485.00</b> | <b>3,187,485.00</b> |
| 37          | Ligao City        | Ligao Central School            | 300,000.00          | 54,165.00         | 354,165.00          |
| 38          | Iriga City        | Iriga Central Elementary School | 300,000.00          | 54,165.00         | 354,165.00          |
| 39          | Sorsogon City     | Sorsogon East CS                | 300,000.00          | 54,165.00         | 354,165.00          |
| 40          | Camarines Sur     | Goa Central School              | 300,000.00          | 54,165.00         | 354,165.00          |
| 41          | Camarines Norte   | Vinzon Central School           | 300,000.00          | 54,165.00         | 354,165.00          |
| 42          | Legaspi City      | Albay Central School            | 300,000.00          | 54,165.00         | 354,165.00          |
| 43          | Tabaco City       | Tabaco Northwest Central School | 300,000.00          | 54,165.00         | 354,165.00          |
| 44          | Albay             | Guinobatan East Central School  | 300,000.00          | 54,165.00         | 354,165.00          |
| 45          | Catanduanes       | Virac Pilot Elementary School   | 300,000.00          | 54,165.00         | 354,165.00          |
| <b>VI</b>   |                   |                                 | <b>2,400,000.00</b> | <b>433,320.00</b> | <b>2,833,320.00</b> |
| 46          | Iloilo City       | Sto. Domingo ES                 | 300,000.00          | 54,165.00         | 354,165.00          |
| 47          | Iloilo            | Pavia Elem. School              | 300,000.00          | 54,165.00         | 354,165.00          |
| 48          | Aklan             | Lezo Integrated School          | 300,000.00          | 54,165.00         | 354,165.00          |
| 49          | Negros Occidental | Isabela II Central ES           | 300,000.00          | 54,165.00         | 354,165.00          |
| 50          | Bacolod City      | Paglaum Village ES              | 300,000.00          | 54,165.00         | 354,165.00          |
| 51          | Guimaras          | Buenavista Central School       | 300,000.00          | 54,165.00         | 354,165.00          |
| 52          | Antique           | Canuto Pefianco Sr. E/S         | 300,000.00          | 54,165.00         | 354,165.00          |
| 53          | Cadiz City        | Cadiz West II Elementary School | 300,000.00          | 54,165.00         | 354,165.00          |
| <b>VII</b>  |                   |                                 | <b>1,500,000.00</b> | <b>270,825.00</b> | <b>1,770,825.00</b> |
| 54          | Cebu City         | Lahug Elementary School         | 300,000.00          | 54,165.00         | 354,165.00          |
| 55          | Cebu              | Minglanilla II Science ES       | 300,000.00          | 54,165.00         | 354,165.00          |
| 56          | Tanjay            | Tanjay South CS                 | 300,000.00          | 54,165.00         | 354,165.00          |
| 57          | Bohol             | Ubay Central School             | 300,000.00          | 54,165.00         | 354,165.00          |
| 58          | Mandaue City      | Mandaue City Central School     | 300,000.00          | 54,165.00         | 354,165.00          |

**LIST OF SSES IMPLEMENTING SCHOOLS**

| Region        | Division                   | Regular Schools                      | Allocation          |                   |                     |
|---------------|----------------------------|--------------------------------------|---------------------|-------------------|---------------------|
|               |                            |                                      | Per GAA             | Additional*       | Total               |
| <b>VIII</b>   |                            |                                      | <b>1,800,000.00</b> | <b>324,990.00</b> | <b>2,124,990.00</b> |
| 59            | Leyte                      | Baybay Elementary School             | 300,000.00          | 54,165.00         | 354,165.00          |
| 60            | Southern Leyte             | Tomas Oppus Elementary School        | 300,000.00          | 54,165.00         | 354,165.00          |
| 61            | Samar                      | Catbalogan III Central School        | 300,000.00          | 54,165.00         | 354,165.00          |
| 62            | Calbayog City              | Calbayog City CS                     | 300,000.00          | 54,165.00         | 354,165.00          |
| 63            | Biliran                    | Bunga Elementary School              | 300,000.00          | 54,165.00         | 354,165.00          |
| 64            | Leyte                      | Alang Alang I Central School         | 300,000.00          | 54,165.00         | 354,165.00          |
| <b>IX</b>     |                            |                                      | <b>600,000.00</b>   | <b>108,330.00</b> | <b>708,330.00</b>   |
| 65            | Zamboanga del Sur          | Margosatubig Regional Pilot E/S      | 300,000.00          | 54,165.00         | 354,165.00          |
| 66            | Zamboanga City             | Putik Central School                 | 300,000.00          | 54,165.00         | 354,165.00          |
| <b>X</b>      |                            |                                      | <b>1,500,000.00</b> | <b>270,825.00</b> | <b>1,770,825.00</b> |
| 67            | Misamis Oriental           | Jasaan Elementary School             | 300,000.00          | 54,165.00         | 354,165.00          |
| 68            | Iligan City                | Iligan City Elementary School        | 300,000.00          | 54,165.00         | 354,165.00          |
| 69            | Bukidnon                   | Manalo Fortich CS                    | 300,000.00          | 54,165.00         | 354,165.00          |
| 70            | Valencia City              | Balangan E/S                         | 300,000.00          | 54,165.00         | 354,165.00          |
| 71            | Oroquieta City             | Oroquieta City Central School        | 300,000.00          | 54,165.00         | 354,165.00          |
| <b>XI</b>     |                            |                                      | <b>2,100,000.00</b> | <b>379,155.00</b> | <b>2,479,155.00</b> |
| 72            | Davao City                 | Sta. Ana Elementary School           | 300,000.00          | 54,165.00         | 354,165.00          |
| 73            | Davao City                 | Matina Central School                | 300,000.00          | 54,165.00         | 354,165.00          |
| 74            | Digos City                 | Digos City Central                   | 300,000.00          | 54,165.00         | 354,165.00          |
| 75            | Davao del Norte            | Luna Elementary School               | 300,000.00          | 54,165.00         | 354,165.00          |
| 76            | Island Garden City of Sama | Angel Villarica Central School       | 300,000.00          | 54,165.00         | 354,165.00          |
| 77            | Davao Oriental             | Mati Central School                  | 300,000.00          | 54,165.00         | 354,165.00          |
| 78            | Davao del Sur              | Guihing Central School               | 300,000.00          | 54,165.00         | 354,165.00          |
| <b>CARAGA</b> |                            |                                      | <b>3,000,000.00</b> | <b>541,650.00</b> | <b>3,541,650.00</b> |
| 79            | Agusan del Sur             | Agusan del Sur Pilot School (ADSPIL) | 300,000.00          | 54,165.00         | 354,165.00          |
| 80            | Surigao City               | Surigao City Special Science E/S     | 300,000.00          | 54,165.00         | 354,165.00          |
| 81            | Agusan del Norte           | Cabadbaran North Elementary School   | 300,000.00          | 54,165.00         | 354,165.00          |
| 82            | Agusan del Norte           | Nasipit Central E/S                  | 300,000.00          | 54,165.00         | 354,165.00          |
| 83            | Bislig                     | Bislig Central School                | 300,000.00          | 54,165.00         | 354,165.00          |
| 84            | Surigao del Sur            | Tandag Special Science ES            | 300,000.00          | 54,165.00         | 354,165.00          |
| 85            | Surigao del Norte          | Mainit Central School                | 300,000.00          | 54,165.00         | 354,165.00          |
| 86            | Siargao                    | General Luna Central E/S             | 300,000.00          | 54,165.00         | 354,165.00          |
| 87            | Dinagat                    | Aurelio E/S                          | 300,000.00          | 54,165.00         | 354,165.00          |
| 88            | Butuan City                | Ampayon Central E/S                  | 300,000.00          | 54,165.00         | 354,165.00          |

**LIST OF SSES IMPLEMENTING SCHOOLS**

| Region                 | Division       | Regular Schools                      | Allocation           |                     |                      |
|------------------------|----------------|--------------------------------------|----------------------|---------------------|----------------------|
|                        |                |                                      | Per GAA              | Additional*         | Total                |
| <b>CAR</b>             |                |                                      | <b>1,800,000.00</b>  | <b>324,990.00</b>   | <b>2,124,990.00</b>  |
| 89                     | Benguet        | Lepanto Elementary School            | 300,000.00           | 54,165.00           | 354,165.00           |
| 90                     | Abra           | Tayum Elementary School              | 300,000.00           | 54,165.00           | 354,165.00           |
| 91                     | Mt. Province   | Sabangan Elementary School           | 300,000.00           | 54,165.00           | 354,165.00           |
| 92                     | Kalinga        | Bulanao Central School               | 300,000.00           | 54,165.00           | 354,165.00           |
| 93                     | Benguet        | La Trinidad Central School           | 300,000.00           | 54,165.00           | 354,165.00           |
| 94                     | Apayao         | Luna Elementary School               | 300,000.00           | 54,165.00           | 354,165.00           |
| <b>NCR</b>             |                |                                      | <b>2,700,000.00</b>  | <b>487,490.00</b>   | <b>3,187,490.00</b>  |
| 95                     | Quezon City    | Proj. 6 Elementary School            | 300,000.00           | 54,165.00           | 354,165.00           |
| 96                     | Makati City    | Francisco Benitez Elementary School  | 300,000.00           | 54,165.00           | 354,165.00           |
| 97                     | Muntinlupa     | Putatan Elementary School            | 300,000.00           | 54,165.00           | 354,165.00           |
| 98                     | Mandaluyong    | Dona Pilar Gonzaga Elementary School | 300,000.00           | 54,165.00           | 354,165.00           |
| 99                     | Valenzuela     | Tanada Elementary School             | 300,000.00           | 54,165.00           | 354,165.00           |
| 100                    | Taguig-Pateros | Taguig Elementary School             | 300,000.00           | 54,165.00           | 354,165.00           |
| 101                    | Marikina City  | Marikina Elementary School           | 300,000.00           | 54,165.00           | 354,165.00           |
| 102                    | Manila         | Fernando Ma. Guerrero E/S            | 300,000.00           | 54,165.00           | 354,165.00           |
| 103                    | Parañaque      | San Antonio Elementary School        | 300,000.00           | 54,170.00           | 354,170.00           |
| <b>Central Office*</b> |                |                                      |                      |                     |                      |
| <b>Total</b>           |                |                                      | <b>30,900,000.00</b> | <b>5,579,000.00</b> | <b>36,479,000.00</b> |

\* Additional allocation from Central Office to be downloaded to SSES Schools.

**(Enclosure No. 2 to DepEd Order No. 35, s. 2013)**

**PHYSICAL AND FINANCIAL ACCOMPLISHMENTS**  
for the Quarter Ending \_\_\_\_\_

School Name: \_\_\_\_\_  
School ID (EBEIS): \_\_\_\_\_  
Division: \_\_\_\_\_  
Region: \_\_\_\_\_

Amount of subsidy received: \_\_\_\_\_ Date: \_\_\_\_\_  
Check No.: \_\_\_\_\_ Date: \_\_\_\_\_  
Amount Utilized: \_\_\_\_\_ Date: \_\_\_\_\_  
Amount Liquidated: \_\_\_\_\_ Date: \_\_\_\_\_

| Component/Activities                          | Unit of Measure                             | Annual Targets |           | Targets  |           | Accomplishments |           | Variance | Remarks |
|---|---|----------------|-----------|----------|-----------|-----------------|-----------|----------|---------|
|   |   | Physical       | Financial | Physical | Financial | Physical        | Financial |          |         |
| (1)   | (2)   | (3)            | (4)       | (5)      | (6)       | (7)             | (8)       | (9)      | (10)    |
| <b>Component 1: Learner Development</b>       | <b>No. of learners benefitted</b>           |                |           |          |           |                 |           |          |         |
| Activity 1                                    |   |                |           |          |           |                 |           |          |         |
| Activity n                                    |   |                |           |          |           |                 |           |          |         |
| <b>Component 2: Capacity Building</b>         | <b>No. of teachers benefitted</b>           |                |           |          |           |                 |           |          |         |
|   | <b>No. of SHs benefitted</b>                |                |           |          |           |                 |           |          |         |
| Activity 1                                    |   |                |           |          |           |                 |           |          |         |
| Activity n                                    |   |                |           |          |           |                 |           |          |         |
| <b>Component 3: Learning Materials (LMs)</b>  | <b>No. of LMs developed</b>                 |                |           |          |           |                 |           |          |         |
|   | <b>No. of LMs procured</b>                  |                |           |          |           |                 |           |          |         |
| Activity 1                                    |   |                |           |          |           |                 |           |          |         |
| Activity n                                    |   |                |           |          |           |                 |           |          |         |
| <b>Component 4: Monitoring and Evaluation</b> | <b>No. of classes observed</b>              |                |           |          |           |                 |           |          |         |
| Activity 1                                    |   |                |           |          |           |                 |           |          |         |
| Activity n                                    |   |                |           |          |           |                 |           |          |         |
| <b>Component 5: Advocacy</b>                  | <b>No. of advocacy activities conducted</b> |                |           |          |           |                 |           |          |         |
| Activity 1                                    |   |                |           |          |           |                 |           |          |         |
| Activity n                                    |   |                |           |          |           |                 |           |          |         |
| <b>Component 6: Research</b>                  | <b>No. of research conducted</b>            |                |           |          |           |                 |           |          |         |
| Activity 1                                    |   |                |           |          |           |                 |           |          |         |
| Activity n                                    |   |                |           |          |           |                 |           |          |         |
| <b>Component 7: Assessment</b>                | <b>No. of assessment conducted</b>          |                |           |          |           |                 |           |          |         |
| Activity 1                                    |   |                |           |          |           |                 |           |          |         |
| Activity n                                    |   |                |           |          |           |                 |           |          |         |
| Others: (Specify)                             |   |                |           |          |           |                 |           |          |         |

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
School Head

**INSTRUCTIONS**

- The physical and financial accomplishment report shall reflect the school's actual physical accomplishments vis-a-vis the quarterly targets of the proposed activities to be charged to the subsidy, as reflected in the school's Annual Implementation Plan.
- Column 1 shall reflect the Components and Activities. Classify the activities to the components that it will support/pursue.
- Column 2 shall reflect the Unit of Measure.
- Column 3 shall reflect the Annual Physical Targets.
- Column 4 shall reflect the Annual Financial Targets.

- Column 5 shall reflect the physical targets intended for the given quarter.
- Column 6 shall reflect the financial targets intended for the given quarter.
- Column 7 shall reflect the physical accomplishment for the given quarter.
- Column 8 shall reflect the financial accomplishment for the given quarter.
- Column 9 reflect the difference between column 7 and column 5.
- Column 10 reflect the reason for variance.



**(Enclosure No. 3 to DepEd Order No. 35, s. 2013)**

(Part 1)

**PHYSICAL AND FINANCIAL ACCOMPLISHMENTS**  
for the Quarter Ending \_\_\_\_\_

Division: \_\_\_\_\_ Region: \_\_\_\_\_

| School Name                | School ID             | PHYSICAL                   |                      |                     |                         |                                      |                           |                             |                            |                       |                            |                      |                     |                         |                                      |                           |                             |          |            |      | Variance | Remarks |
|----------------------------|-----------------------|----------------------------|----------------------|---------------------|-------------------------|--------------------------------------|---------------------------|-----------------------------|----------------------------|-----------------------|----------------------------|----------------------|---------------------|-------------------------|--------------------------------------|---------------------------|-----------------------------|----------|------------|------|----------|---------|
|                            |                       | TARGETS                    |                      |                     |                         |                                      |                           |                             |                            |                       | ACTUAL ACCOMPLISHMENT      |                      |                     |                         |                                      |                           |                             |          |            |      |          |         |
|                            |                       | Capacity Building          |                      | Pupil/Student Dev't | Learning Materials      |                                      | Monitoring                | Advocacy                    | Research                   | Assessment            | Capacity Building          |                      | Learner Dev't       | Learning Materials      |                                      | Monitoring                | Advocacy                    | Research | Assessment |      |          |         |
| No. of teachers benefitted | No. of SHs benefitted | No. of learners benefitted | No. of LMs developed | No. of LMs procured | No. of schools observed | No. of advocacy activities conducted | No. of research conducted | No. of assessment conducted | No. of teachers benefitted | No. of SHs benefitted | No. of learners benefitted | No. of LMs developed | No. of LMs procured | No. of classes observed | No. of advocacy activities conducted | No. of research conducted | No. of assessment conducted |          |            |      |          |         |
| (1)                        | (2)                   | (3)                        | (4)                  | (5)                 | (6)                     | (7)                                  | (8)                       | (9)                         | (10)                       | (11)                  | (12)                       | (13)                 | (14)                | (15)                    | (16)                                 | (17)                      | (18)                        | (19)     | (20)       | (21) | (22)     |         |
| <b>TOTAL</b>               |                       |                            |                      |                     |                         |                                      |                           |                             |                            |                       |                            |                      |                     |                         |                                      |                           |                             |          |            |      |          |         |

TOTAL NUMBER OF SCHOOLS BENEFITTED:

TOTAL NUMBER OF SCHOOLS MONITORED:

TOTAL NUMBER OF SCHOOLS PROVIDED TECHNICAL ASSISTANCE:

Prepared by: \_\_\_\_\_

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

Schools Division Superintendent

**(Enclosure No. 3 to DepEd Order No. 35, s. 2013)**  
 (Part 2)

Division: \_\_\_\_\_ Region: \_\_\_\_\_

| Name of School | FINANCIAL IN ABSOLUTE VALUE |                 |                 |                   |                         |                    |               |                                |                                |            |          |          |            |                              |                         |   |                                     |  |                                |                              |                              |                                | Variance | Remarks |  |
|----------------|-----------------------------|-----------------|-----------------|-------------------|-------------------------|--------------------|---------------|--------------------------------|--------------------------------|------------|----------|----------|------------|------------------------------|-------------------------|---|-------------------------------------|--|--------------------------------|------------------------------|------------------------------|--------------------------------|----------|---------|--|
|                | School ID                   | Total Allotment | Amount Utilized | Amount Liquidated | TARGETS (PROPOSED)      |                    |               |                                |                                |            |          |          |            | ACTUAL ACCOMPLISHMENT        |                         |   |                                     |  |                                |                              |                              |                                |          |         |  |
|                |                             |                 |                 |                   | Capacity Building       |                    | Learner Dev't | Learning Materials             |                                | Monitoring | Advocacy | Research | Assessment | Capacity Building            |                         | Amount Utilized for Learner Development | Learning Materials                  |  | Amount Utilized for Monitoring | Amount Utilized for Advocacy | Amount Utilized for Research | Amount Utilized for Assessment |          |         |  |
|                |                             |                 |                 |                   | Allocation for Teachers | Allocation for SHs |               | Allocation for LMs development | Allocation for LMs procurement |            |          |          |            | Amount Utilized for Teachers | Amount Utilized for SHs |   | Amount Utilized for LMs development | Amount Utilized for procurement of LMs |                                |                              |                              |                                |          |         |  |
| (1)            | (2)                         | (3)             | (4)             | (5)               | (6)                     | (7)                | (8)           | (9)                            | (10)                           | (11)       | (12)     | (13)     | (14)       | (15)                         | (16)                    | (17)                                    | (18)                                | (19)                                   | (20)                           | (21)                         | (22)                         | (23)                           | (24)     | (25)    |  |
|                |                             |                 |                 |                   |                         |                    |               |                                |                                |            |          |          |            |                              |                         |   |                                     |  |                                |                              |                              |                                |          |         |  |

TOTAL AMOUNT OF ALLOCATION  
 TOTAL AMOUNT OF UTILIZATION  
 TOTAL AMOUNT OF LIQUIDATION

|  |
|--|
|  |
|  |
|  |

Prepared by: \_\_\_\_\_

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

Schools Division Superintendent