



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



November 5, 2013

Division Memorandum
No. 684, s.2013

**GUIDELINES ON THE UTILIZATION OF FINANCIAL ASSISTANCE
TO REGIONAL SCIENCE HIGH SCHOOLS**

To: OIC, Assistant Superintendents
Education Supervisors/ Coordinators
District Supervisors/OICs
Secondary School Heads

1. Attached is DepEd Memorandum No.47, s.2013, dated October 23, 2013, entitled, "Guidelines on the Utilization of Financial Assistance To Regional Science High Schools."
2. Immediate dissemination of this Memorandum is desired.

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

Telephone Numbers:
Schools Division Superintendent: (032) 255-6405
Accounting Section: (032) 254-2632
Disbursing Section: (032) 255-4401

Website:
E-mail Add :



Republic of the Philippines
Department of Education

23 OCT 2013

DepEd ORDER
No. **47**, s. 2013

**GUIDELINES ON THE UTILIZATION OF FINANCIAL ASSISTANCE
TO REGIONAL SCIENCE HIGH SCHOOLS**

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

1. In line with the thrust to strengthen Science and Mathematics education in the country, the Department of Education (DepEd), through the Bureau of Secondary Education (BSE), has been implementing the specialized public secondary school system through the Regional Science High Schools (RSHSs) since 1994. The RSHSs, strategically located in 17 regions nationwide, offer the accelerated curriculum on Science and Mathematics, information and technology, with required courses and a wide selection of electives, and opportunities for independent student research.

2. As support to the program, DepEd provides financial subsidy to 17 RSHSs in the form of a nationwide lump sum from the General Appropriations Act of DepEd.

3. Each of the RSHSs shall be given financial support consisting of a fixed allocation of One Million One Hundred Fifty Thousand Pesos (P 1,150,000.00) and a variable allocation of Two Thousand Pesos (P 2,000.00) per student. The list of implementing schools and their corresponding allocation are contained in Enclosure No. 1.

4. The fund shall be utilized for the following purposes as reflected in the Annual Implementation Plan:

- a. Supplies and materials to support the conduct of science investigatory projects, including procurement of chemicals and other materials needed in the laboratory;
- b. Payment of expenses to support students' research and projects by authorized agencies, such as laboratory fees, rentals of equipment and spaces that include computer or science laboratories, transport, among others;
- c. Professional Training and Development of Science and Mathematics teachers, including attendance in science and mathematics-related seminars sponsored or authorized by DepEd; and
- d. Minor repairs and maintenance of science laboratories and existing science equipment.

5. The following objects of expenditures **shall not be allowed** under the fund:
 - a. Personal Services such as salaries and honoraria; and
 - b. Capital Outlay that includes the purchase of furniture and equipment.
6. Operational funds shall also be provided to BSE for the conduct of different activities in support of the program based on the approved work and financial plan.
7. Management and disbursement of the funds, including the submission of quarterly physical and financial accomplishment reports on every third day of the month of the succeeding quarter (April 3, July 3, October 3 and January 3) using the prescribed template in Enclosure No. 2 to the division office (DO) concerned, shall be the responsibility of the school heads of the implementing schools, subject to the usual accounting and auditing rules and regulations.
8. 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 on every fifth day of the month of the succeeding quarter (April 5, July 5, October 5 and January 5) to the Regional Office (RO) concerned, copy furnished the BSE, DepEd CO through email address: bse.deped@yahoo.com and Office of the Planning Service-Planning and Programming Division (OPS-PPD) through email address: opsppd.deped@gmail.com, DepEd Complex, Meralco Avenue, Pasig City.
9. The RO shall conduct quality assurance on the effective delivery of the RSHS program based on standards and shall extend technical assistance to DO where the school is located.
10. To ensure effective and efficient implementation of the program, an evaluation shall be conducted by a composite task force in coordination with the OPS.
11. All existing Orders and Memoranda inconsistent with this Order are rescinded. These guidelines shall remain in force and effect, unless sooner repealed, amended, or rescinded.
12. For more information and inquiries, all concerned may contact the **Director, Bureau of Secondary Education**, DepEd Central Office, 3rd Floor Bonifacio Building, DepEd Complex, Meralco Avenue, Pasig City at telefax no.: (02) 632-7586 or through email address: bse.deped@yahoo.com.
13. Immediate dissemination of and strict and compliance with this Order is directed.



BR. ARMIN A. LUISTRO FSC
Secretary

Encls.:

As stated

References:

DepEd Order No. 55, s. 2012

DepEd Order (Nos.: 48, s. 2011 and 112, s. 2009)

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

ALLOCATION

EXPENSES

FUNDS

POLICY

PROCUREMENT

SCHOOLS

SCIENCE EDUCATION

SMA/MCR/MTI, DO First RSHS 2013 Guidelines
0732, August 1, 15, 23/September 17/October 8, 2013

Allocation for Regional Science High Schools 2013

Region/School		Allocation		
		FY 2013 GAA (Original)	Additional*	Grand Total (Revised)
I	Regional Science High School Ma. Cristina East, Bangar, La Union	1,844,000.00	48,000.00	1,892,000.00
II	Regional Science High School Tumauini, Isabela	1,944,000.00	94,000.00	2,038,000.00
III	Regional Science High School, East Kalayaan, SBMA Cpd., Olongapo City	2,158,000.00		2,158,000.00
IV-A	Cavite Science National High School Garita B, Marigondon, Cavite	2,170,000.00	60,000.00	2,230,000.00
IV-B	Bansud National High School-RSHS, Bansud, Oriental, Mindoro	1,694,000.00	48,000.00	1,742,000.00
V	Bicol Regional Science High School Tuburan, Ligao City	1,704,000.00	72,000.00	1,776,000.00
VI	Science Development National High School, Old Buswang, Kalibo, Aklan	2,574,000.00	60,000.00	2,634,000.00
VII	Ramon Teves Pastor Memorial Dumaguete Science High School, Daro, Dumaguete City	2,114,000.00	4,000.00	2,118,000.00
VIII	Eastern Visayas Regional Science High School Catbalogan City, Samar	1,530,000.00	50,000.00	1,580,000.00
IX	Regional Science High School, Malasiga, San Roque, Zamboanga City	1,810,000.00	134,000.00	1,944,000.00
X	Gusa National High School Gusa, Cagayan de Oro City	2,400,000.00	230,000.00	2,630,000.00
XI	Gov. Leopoldo Lopez Memorial Science HS Dahican, Mati City, Davao Oriental	1,688,000.00	318,000.00	2,006,000.00
XII	Alabel National Science High School, Alabel, Sarangani Province	1,924,000.00	104,000.00	2,028,000.00
XIII	CARAGA Regional Science High School, San Juan, Surigao City	2,080,000.00		2,080,000.00
ARMM	Amir Bara Lidasan National High School, Parang, Shariff Kabunsuan	1,578,000.00		1,578,000.00
CAR	Cordillera Regional Science High School, Wangal, La Trinidad, Benguet	1,536,000.00		1,536,000.00
NCR	Quezon City Science High School, Golden Acres, cor. Misamis St., Quezon City	3,564,000.00	286,000.00	3,850,000.00
Total, Region		34,312,000.00	1,508,000.00	35,820,000.00
Central Office		4,969,000*		3,599,000.00
TOTAL				39,419,000.00

*Additional allocation amounting to P 1,508,000.00 to be downloaded from Central office to the Regional Science High Schools.

(Enclosure No. 2 to DepEd Order No. 47, 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)
Component 1: Learner Development	No. of learners benefitted								
Activity 1									
Activity n									
Component 2: Capacity Building	No. of teachers benefitted								
	No. of SHs benefitted								
Activity 1									
Activity n									
Component 3: Learning Materials (LMs)	No. of LMs developed								
	No. of LMs procured								
Activity 1									
Activity n									
Component 4: Monitoring and Evaluation	No. of classes observed								
Activity 1									
Activity n									
Component 5: Advocacy	No. of advocacy activities conducted								
Activity 1									
Activity n									
Component 6: Research	No. of research conducted								
Activity 1									
Activity n									
Component 7: Assessment	No. of assessment conducted								
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. 47, 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 Devt	Learning Materials		Monitoring	Advocacy	Research	Assessment	Capacity Building		Learner Devt	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)
TOTAL																					

TOTAL NUMBER OF SCHOOLS BENEFITTED: _____
 TOTAL NUMBER OF SCHOOLS MONITORED: _____
 TOTAL NUMBER OF SCHOOLS PROVIDED TECHNICAL ASSISTANCE: _____

Prepared by: _____

Approved by: _____
 Schools Division Superintendent

Date: _____

(Part 2)

Division: _____ Region: _____

Name of School	FINANCIAL IN ABSOLUTE VALUE																								
	School ID	Total Allotment	Amount Utilized	Amount Liquidated	TARGETS (PROPOSED)									ACTUAL ACCOMPLISHMENT									Variance	Remarks	
					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: _____
 Schools Division Superintendent

Date: _____