



Republic of the Philippines

Department of Education

Region VII, Central Visayas

DIVISION OF CEBU PROVINCE

Sudlon, Lahug, Cebu City



August 20, 2014

DIVISION MEMORANDUM

No. 388, s. 2014

**GUIDELINES ON THE UTILIZATION OF DISTRIBUTION FUNDS FOR
CENTRALLY PROCURED INSTRUCTIONAL MATERIALS**

To: Assistant Superintendents
Education Supervisors/Coordinators
District Supervisors / OICs
Elementary and Secondary School Heads

1. Attached is DepEd Memorandum No. 87,s.2014 dated July 31,2014, entitled "Guidelines on the Utilization of Distribution of Funds for Centrally Procured Instructional Materials". for the information and guidance of all concerned.
2. Immediate and wide dissemination of this Memorandum is earnestly enjoined.


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

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Republic of the Philippines
Department of Education

31 JUL 2014

DepEd MEMORANDUM
No. **87**, s. 2014

GUIDELINES ON THE UTILIZATION OF DISTRIBUTION FUNDS FOR CENTRALLY PROCURED INSTRUCTIONAL MATERIALS

To: Regional Directors
Schools Division Superintendents
Heads, Public Elementary Schools
All Others Concerned

1. The Department of Education (DepEd) issues the **Guidelines on the Utilization of Distribution Funds for Centrally Procured Instructional Materials** for the information and guidance of all concerned.
2. The distribution funds (DFs) allotted for instructional materials (learner's materials and activity sheets) procured by the DepEd Central Office (CO) is three pesos (P 3.00) per copy for the delivery of buffer stock from schools division offices (SDOs) to the elementary schools, and one peso and fifty centavos (P 1.50) from district offices to elementary schools. The list of instructional materials (IMs) covered by the DFs is detailed in Enclosure No. 1, while the breakdown of funds per division is contained in Enclosure No. 2.
3. The DFs shall be downloaded by the CO to the SDOs through the issuance of a Sub-ARO. The release of the corresponding Notice of Cash Allocation (NCA) will be made by the Regional Office of the Department of Budget and Management (RO-DBM) and then to be forwarded to the SDOs concerned.
4. The SDOs shall maintain a separate subsidiary ledger on which receipts and expenditures shall be recorded. The DFs shall be used only for the intended purpose and must not be used to procure workbooks, supplementary materials, and other IMs. The SDO shall report the utilization of the DFs using the format in Enclosure No. 3 to be certified by the division accountant and approved by the schools division superintendent (SDS) for submission to the Instructional Materials Council Secretariat (IMCS) within six months. The SDOs which fail to submit disbursement reports within the specified time, will not be provided with DFs for the next deliveries of elementary IMs.
5. The **DFs shall only be used for the actual expenses incurred during the process of transporting** the IMs from the schools division/district offices to the district offices/elementary schools. For example, schools in the district offices, which are the delivery points, shall not incur transportation costs; hence, they will not have any allocation, while schools in hard-to-reach areas may need more than the allotted funds per material.

6. The mode of payment shall be through a reimbursement scheme with provision of acceptable supporting documents such as Travel Order, Itinerary of Travel, bus or analogous means of transportation ticket, RER, and other documents. Expenses incurred are subject to the usual government accounting and auditing rules and regulations.

7. The regional and schools division offices shall oversee the distribution of the materials to the elementary schools to ensure 1:1 ratio of materials to pupils, validate deliveries of the IMs, and ensure proper utilization of funds for the intended purpose.

8. For more information or clarification, all concerned may contact **Engr. Benjamin DC. Caburnay** or **Mr. Antonio L. Tan** at telefax nos.: (02) 634-0901; (02) 631-4985 or mobile phone nos.: 0928-696-0132; 0917-472-0653 or through email addresses: imcs@deped.gov.ph; depedimcs@gmail.com.

9. Immediate dissemination of this Memorandum is desired.


BR. ARMIN A. LUISTRO FSC
Secretary

Encls.:
As stated

Reference:
DepEd Memorandum: No.: 174, s. 2013

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

FUNDS
INSTRUCTIONAL MATERIALS
MANUALS
PUPILS
SCHOOLS
TEACHERS

Made: Guidelines on Centrally Procured Instructional Materials
0446-June 13, 2014/6-17/6-18/69

A. Learning Materials Procured and Covered by the Distribution Funds for SY 2014-2015

Type of Material/s	Delivery Points	Awarded Supplier/s	Delivery Period
Kindergarten Activity Sheets	District Offices	Vicarish Publication	June 25-July 25, 2014
Grade 1 English Activity Sheets	District Offices	Lexicon Press, Inc.	June 25-July 25, 2014
Grade 3 Filipino LMs	Division Buffer Stock & District Office	Lexicon Press, Inc	August-Sept. 2014
Grade 3 MTB-MLE LMs	Division Buffer Stock & District Office	Book Media Press	August-Sept. 2014
Grade 3 Mathematics LMs	Division Buffer Stock & District Office	Book Media Press	August-Sept. 2014
Grade 3 Edukasyon sa Pagpapakato (EsP) LMs	Division Buffer Stock & District Office	Studio Graphics	August-Sept. 2014
Grade 3 MAPEH LMs	Division Buffer Stock & District Office	Rex Book Store	August-Sept. 2014

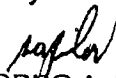
B. Learning Materials to be Procured in CY 2014

Type of Material/s	Delivery Points	Proposed Delivery Period
Grade 3 English LMs & TGs	District Offices	Sept. – Nov. 2014
Grade 3 AP LMs & TGs	District Offices	Sept. – Nov. 2014
Grade 3 Science LMs & TGs	District Offices	Sept. – Nov. 2014
Grade 3 Filipino TGs	District Offices	Sept. – Nov. 2014
Grade 3 MTB-MLE TGs	District Offices	Sept. – Nov. 2014
Grade 3 Mathematics TGs	District Offices	Sept. – Nov. 2014
Grade 3 EsP TGs	District Offices	Sept. – Nov. 2014
Grade 3 MAPEH TGs	District Offices	Sept. – Nov. 2014
Grade 3 AP Resource Book	District Offices	Sept. – Nov. 2014

Prepared by:


 ANTONIO L. TAN
 Project Development Officer III

Noted by:


 SOCORRO A. PILOR
 Executive Director

Allocation of Distribution of Funds per Division for Centrally Procured Instructional Materials (IMs)
Guidelines on the Utilization of Distribution Funds for IMs

Region	Division	QUANTITY				Total Cost
		District			Division	
		Grade 1 Activity Sheet	Kindergarten Activity Sheets	Grade 3 LMs (Filipino, MTB- MLE, Math, EsP & MAPEH)	Grade 3 (LMs) Buffer Stock	
NCR	Taguig City & Pateros	15,407	12,092	74,550	1,460	157,453.50
NCR	Valenzuela City	13,559	9,850	60,190	1,180	128,938.50
CO	CO Bufferstock					-
TOTAL - ZONE 3		498,063	401,840	2,537,490	50,780	5,308,429.50
VI	TOTAL	190,250	149,809	950,155	19,085	1,992,576.00
VI	Aklan	12,466	10,538	71,910	1,355	146,436.00
VI	Antique	14,805	14,144	78,010	1,605	165,253.50
VI	Bacolod City	13,245	7,401	56,095	1,100	118,411.50
VI	Bago City	4,331	3,273	21,645	425	45,148.50
VI	Cadiz City	4,135	2,852	21,170	415	43,480.50
VI	Capiz	14,309	13,779	73,855	1,450	157,264.50
VI	Escalante City	2,735	1,989	14,355	360	29,698.50
VI	Guimaras	3,707	3,486	20,535	405	42,807.00
VI	Iloilo	43,253	35,094	220,865	4,325	461,793.00
VI	Iloilo City	8,429	5,840	42,715	840	87,996.00
VI	Kabankalan City	6,177	4,426	29,350	725	62,104.50
VI	La Carlota City	1,743	1,505	8,320	180	17,892.00
VI	Negros Occidental	45,167	32,971	204,835	3,895	436,144.50
VI	Passi City	1,862	1,491	12,320	360	24,589.50
VI	Roxas City	3,545	3,103	18,260	360	38,442.00
VI	Sagay City	4,286	2,886	21,355	540	44,410.50
VI	San Carlos City, VI	3,162	2,506	19,900	385	39,507.00
VI	Silay City	2,893	2,525	14,660	360	31,197.00
VII	TOTAL	185,024	150,887	934,425	18,865	1,962,099.00
VII	Bais City	2,128	1,614	10,610	360	22,608.00
VII	Bayawan City	4,335	2,729	15,275	360	34,588.50
VII	Bogo City	1,992	1,857	8,845	180	19,581.00
VII	Bohol	29,778	25,342	165,785	3,170	340,867.50
VII	Carcar City	2,926	3,014	18,575	360	37,852.50
VII	Cebu City	20,320	13,053	97,250	1,905	201,649.50
VII	Cebu	56,685	47,777	268,290	5,190	574,698.00
VII	Danao City	3,397	3,224	19,845	370	40,809.00
VII	Dumaguete City	2,586	1,872	12,140	360	25,977.00
VII	Guihulngan City	2,634	2,646	12,840	360	28,260.00
VII	Lapu-Lapu City	9,839	8,458	50,360	985	105,940.50
VII	Mandaue City	7,264	6,637	39,015	710	81,504.00
VII	Naga City	2,858	2,256	15,340	360	31,761.00
VII	Negros Oriental	21,909	17,270	117,105	2,245	241,161.00

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		Grade 1 Activity Sheet	Kindergarten Activity Sheets	Grade 3 LMs (Filipino, MTB- MLE, Math, EsP & MAPEH)	Grade 3 (LMs) Buffer Stock	
VII	Siquijor	1,822	1,644	10,485	360	22,006.50
VII	Tagbilaran City	1,851	1,525	9,435	360	20,296.50
VII	Talisay City	5,431	4,090	26,935	515	56,229.00
VII	Tanjay City	1,933	1,808	9,075	180	19,764.00
VII	Toledo City	5,336	4,071	27,220	535	56,545.50
VIII	TOTAL	122,789	101,144	652,910	12,830	1,353,754.50
VIII	Baybay City	2,694	1,996	13,320	360	28,095.00
VIII	Billiran	4,739	4,065	26,710	720	55,431.00
VIII	Borongan City	1,860	1,417	9,465	180	19,653.00
VIII	Calbayog City	4,905	4,106	28,240	530	57,466.50
VIII	Catbalogan City	2,615	2,096	17,245	360	34,014.00
VIII	Eastern Samar	11,744	9,454	64,795	1,220	132,649.50
VIII	Leyte	39,613	33,791	193,490	3,705	411,456.00
VIII	Maasin City	1,614	1,470	10,310	175	20,616.00
VIII	Northern Samar	20,656	15,662	108,115	2,040	222,769.50
VIII	Ormoc City	5,083	3,834	24,450	475	51,475.50
VIII	Samar (Western Samar)	13,779	12,334	83,635	1,660	169,602.00
VIII	Southern Leyte	7,980	6,797	43,560	850	90,055.50
VIII	Tacloban City	5,507	4,122	29,575	555	60,471.00
TOTAL - ZONE 4		710,693	535,094	3,343,919	70,990	7,097,529.00
IX	TOTAL	105,505	85,594	555,183	12,365	1,156,518.00
IX	Dapitan City	1,987	1,755	12,842	327	25,857.00
IX	Dipolog City	2,957	2,292	16,840	712	35,269.50
IX	Isabela City	3,432	3,582	15,763	647	36,106.50
IX	Pagadian City	5,000	3,591	26,026	485	53,380.50
IX	Zamboanga City	24,343	20,521	125,682	3,513	266,358.00
IX	Zamboanga del Norte	27,578	21,130	124,000	2,430	266,352.00
IX	Zamboanga del Sur	22,062	19,498	126,652	2,431	259,611.00
IX	Zamboanga Sibugay	18,146	13,225	107,378	1,820	213,583.50
X	TOTAL	130,327	101,256	610,560	12,095	1,299,499.50
X	Bukidhon	36,406	25,662	156,825	3,075	337,564.50
X	Cagayan de Oro City	15,167	11,787	73,335	1,420	154,693.50
X	Camiguin	2,196	2,062	11,757	334	25,024.50
X	El Salvador City	1,167	1,150	5,600	166	12,373.50
X	Gingoog City	3,782	3,494	19,435	380	41,206.50
X	Iligan City	9,076	7,324	45,503	855	95,419.50
X	Lanao del Norte	17,768	14,066	79,520	1,560	171,711.00

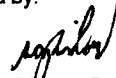
**Allocation of Distribution of Funds per Division for Centrally Procured Instructional Materials (IMs)
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		Grade 1 Activity Sheet	Kindergarten Activity Sheets	Grade 3 LMs (Filipino, MTB- MLE, Math, EsP & MAPEH)	Grade 3 (LMs) Buffer Stock	
XIII	Surigao del Norte	5,771	4,455	31,751	699	65,062.50
XIII	Surigao del Sur	12,793	9,360	63,371	1,274	132,108.00
XIII	Tandag City	1,697	1,093	7,736	174	16,311.00
ARMM	TOTAL	146,758	94,718	554,029	12,599	1,231,054.50
ARMM	Basilan	8,573	6,304	34,304	1,009	76,798.50
ARMM	Lamitan City	3,023	2,464	11,772	777	28,219.50
ARMM	Lanao del Sur - IA	13,085	10,353	49,720	1,059	112,914.00
ARMM	Lanao del Sur - IB	13,146	10,677	41,580	923	100,873.50
ARMM	Lanao del Sur - IIA	10,892	6,744	39,525	1,019	88,798.50
ARMM	Lanao del Sur - IIB	7,931	5,430	33,540	996	73,339.50
ARMM	Maguindanao I	25,074	11,056	87,240	1,710	190,185.00
ARMM	Maguindanao II	19,467	9,051	72,012	1,479	155,232.00
ARMM	Marawi City	8,702	6,180	36,295	782	79,111.50
ARMM	Sulu I	13,672	7,636	55,541	1,030	118,363.50
ARMM	Sulu II	9,607	7,165	38,755	760	85,570.50
ARMM	Tawi-Tawi	13,586	11,658	53,745	1,055	121,648.50

Prepared by


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Noted by:


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