



December 27, 2016

DIVISION MEMORANDUM

No. 847, s. 2016

**DISSEMINATION OF GUIDELINES ON THE UTILIZATION OF DISTRIBUTION FUNDS
FOR CENTRALLY PROCURED K TO 12 LEARNING RESOURCES**

**To: Assistant Superintendents
Division Supervisors/Coordinators
District Supervisors/OICs
Elementary School Heads**

1. Attached is Regional Memorandum No. 0792 s. 2016, entitled **"Dissemination of Guidelines on the Utilization of Distribution Funds for Centrally Procured K to 12 Learning Resources."**
2. Funds for Centrally Procured K to 12 Learning Resources shall be downloaded by the Central Office to the SDOs through the issuance of Sub-Allotment Release Order (Sub-ARO) which shall be used for the intended purpose and not to procure workbooks, supplementary materials, and other instructional materials.
3. These Funds shall only be used for the actual expenses incurred during the process of transporting the learning resources from the SDOs to the elementary schools.
4. Immediate and wide dissemination of this Memorandum is desired.


RHEA MAR A. ANGTUD, Ed.D., CESO VI
Schools Division Superintendent

Telephone Numbers:

Schools Division Superintendent: (032) 255-6405
Asst. Schools Division Superintendent: (032) 414-7457
Accounting Section: (032) 254-2632
Disbursing Section: (032) 255-4401
Admin/Legal: (032) 253-7847

Website : www.depedcebuprovince.com
E-mail Add : depedcebuprovince@yahoo.com



REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
REHIYON VII, GITNANG VISAYAS
REGION VII, CENTRAL VISAYAS
Sudlon, Lahug, Cebu City



REGIONAL MEMORANDUM
No. **0792**, s.2016

DEC 16 2016

To : Schools Division/City Superintendents
Officers-in-Charge of Regular Divisions
Division Accountants
All Other concerned

SUBJECT : DISSEMINATION OF GUIDELINES ON THE UTILIZATION OF
DISTRIBUTION FUNDS FOR CENTRALLY PROCURED K TO 12 LEARNING
RESOURCES

1. For the information and guidance of all concerned, enclosed is a copy of DepEd Memorandum No. 211 s. 2016 dated December 2, 2016 entitled "Guidelines on the Utilization of Distribution Funds for Centrally Procured K to 12 Learning Resources.
2. For other details, refer to the attached Memorandum.
3. Immediate and wide dissemination of this Memorandum is desired.

Juliet A. Jeruta
JULIET A. JERUTA
Director III
Officer-in-Charge

JAJ/ATB:
Abs: Regional Memorandum re DepEd Memorandum No. 211 s. 2016 dated 12-2-2016

Office of the Director (ORDir), Tel. Nos.: (032) 231-1433; 231-1309; 414-7399; 414-7325; Office of the Assistant Director, Tel. No.: (032) 255-4542
Field Technical Assistance Division (FTAD), Tel. Nos.: (032) 414-7324 Curriculum Learning Management Division (CLMD), Tel. Nos.: (032) 414-7323
Quality Assurance Division (QAD), Tel. Nos.: (032) 231-1071 Human Resource Development Division (HRDD), Tel. No.: (032) 255-5239
Education Support Services Division (ESSD), Tel. No.: (032) 254-7062 Planning, Policy and Research Division (PPRD), Tel. Nos.: (032) 233-9030;
414-7065 Administrative Division, Tel. Nos.: (032) 414-7326; 414-4367; 414-7366; 414-7322; 414-4367
Finance Division, Tel. Nos.: (032) 256-2375; 253-8061; 414-7321

"ESA 2015: Kanapatan ng Lahat, Pananagutan ng Lahat"



Republic of the Philippines
Department of Education

02 DEC 2016

DepEd MEMORANDUM
No. **211**, s. 2016

GUIDELINES ON THE UTILIZATION OF DISTRIBUTION FUNDS FOR CENTRALLY PROCURED K TO 12 LEARNING RESOURCES

To: Regional Directors
Schools Division Superintendents
Public Elementary and Secondary/Senior High Schools Heads
All Others Concerned

1. The Department of Education (DepEd), through the Bureau of Learning Resources (BLR), issues the following **Guidelines on the Utilization of Distribution Funds for Centrally Procured K to 12 Learning Resources** for the information and guidance of all concerned:
 - a. The Distribution Funds allotted for learning resources procured by the DepEd Central Office is Two Pesos (P 2.00) only per printed learning resource (Textbook, Teacher's Manual, Learner's Material, Reader, and Teacher's Guide). It shall cover actual expenses for the delivery of the learning Resources from the schools division office (SDO) to the recipient schools;
 - b. These Funds shall be downloaded by the Central Office to the SDOs through the issuance of Sub-Allotment Release Order (Sub-ARO) which shall be used for the intended purpose and not to procure workbooks, supplementary materials, and other instructional materials;
 - c. These Funds shall only be used for the actual expenses incurred during the process of transporting the learning resources from the SDOs to the elementary schools;
 - d. The release of 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;
 - e. The SDO shall maintain a separate subsidiary ledger on which receipts and expenditures shall be recorded and shall report the utilization of the Distribution Funds using the format provided in the enclosure to be certified by the Schools Division Accountant and approved by the Schools Division Superintendent for submission to the BLR within six months;
 - f. The SDO will not be provided with Distribution Funds for the next deliveries of learning resources if it fails to submit disbursement reports within the specified time; and
 - g. The ROs and the SDOs shall oversee the distribution of materials to the elementary schools and high schools to ensure 1:1 ratio materials to learners, validate deliveries of the learning resources, and ensure proper utilization of funds for the intended purpose.

2. For more information, all concerned may contact the **Dr. Edel B. Carag**, Director III, Officer-in-Charge, Office of the Director IV, Bureau of Learning Resources (BLR)-Department of Education (DepEd) Central Office, DepEd Complex, Meralco Avenue, Pasig City at telefax no. (02) 634-1072 or send a message through email address at blr.lrpcd@deped.gov.ph or blr.lrqad@deped.gov.ph

3. Immediate dissemination of this Memorandum is desired.


LEONOR MAGTOLIS BRIONES
Secretary

Encl.:

As stated

Reference:

DepEd Memorandum No. 87, s. 2014

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

ALLOTMENT
FUNDS
MANUALS
LEARNING RESOURCES
OFFICIALS
PROGRAMS
PROJECTS
TEXTBOOKS

