

## Republic of the Philippines Department of Education Region VII, Central Visayas

## DIVISION OF CEBU PROVINCE

Sudlon, Lahug, Cebu City



**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** 

- 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.

ANGTUD, Ed.D., CESO VI chools Division Superintendent



#### 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



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REGI<u>QN</u>AL MEMORANDUM

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.

**Director III** Officer-in-Charge

nal Memorandum ro DepEd Memorandum No. 211 s, 2016 dated 12-2-2016





#### Republic of the Philippines

# Department of Education

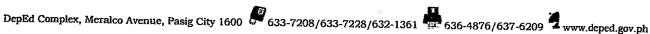
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DepEd MEMORANDUM No. **211**, s. 2016

### 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

- 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:
  - 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:
  - 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;
  - 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:
  - 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;
  - 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;
  - 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
  - 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.lrpd@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 <u>Perpetual Index</u> under the following subjects:

ALLOTMENT
FUNDS
MANUALS
LEARNING RESOURCES
OFFICIALS
PROGRAMS
PROJECTS
TEXTBOOKS

APA/ R DM <u>Guidelines on the Utilization of Funds for K to 12 Learning Materials</u> 0847/November 16, 2016

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Schools Division Superintendent

Note: Please send thru email or fax the accomplished form within six (6) months upon disbursement.

email: blr.lrpd@deped.gov.ph or blr.od@deped.gov.ph Telefax numbers: 634-09-01, 631-49-85, 634-10-72

Division Accountant