Republic of the Philippines
Department of Education

MAY 2 8 2012

DepEd O R D E R
No. 42, s. 2012

REVISED GUIDELINES ON THE GRANT OF THE PHILIPPINES' RESPONSE TO INDIGENOUS PEOPLES AND MUSLIM EDUCATION (PRIME) PROGRAM

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

1. The Department of Education (DepEd), with the support of the Government of Australia, has continued to provide assistance to the disadvantaged Indigenous Peoples (IP) and Muslim Communities through the Philippines' Response to Indigenous Peoples and Muslim Education (PRIME) Grant facility.

2. The issuance of DepED Order No. 81, s. 2011 entitled "Guidelines on the Grant of the Philippines' Response to the Indigenous Peoples and Muslim Education (PRIME) Program" has served as basis of the nine (9) regions and twenty-four (24) divisions which will implement the program.

3. To check the process of the implementation pursuant to the aforementioned DepEd Order, a "Grant Policy Review" was conducted to the selected PRIME regions, divisions, and schools to track down issues, challenges, and effectiveness of the policy issued. Feedbacks from this activity provided inputs to the improvement of the said guidelines.

4. The previous PRIME Grant Guidelines shall be superseded by the enclosed **Revised Guidelines on the Grant of the Philippines' Response to Indigenous Peoples and Muslim Education (PRIME) Program**.

5. For more information, all concerned may visit or contact any of the following:
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6. Immediate dissemination of and strict compliance with this Order is directed.

BR. ARMIN A. LUISTRO FSC
Secretary

Encls.:
As stated

Reference:
DepED Order: (No. 81, s. 2011)

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

AMENDMENTS
GRANT
POLICY
PROGRAMS
PROJECTS
SCHOOLS

R: Alma/DO revised guidelines of the grant of PRIME
1280-May 18, 2012

(Enclosure to DepEd Order No. 42, s. 2012)

PRIME GRANT GUIDELINES

REVISED | 2012

Philippines' Response to Indigenous Peoples' and Muslim Education (PRIME) Program

DepED

Australian AID

The Philippines' Response to Indigenous Peoples' and Muslim Education (PRIME) Program provides grants for initiatives by DepED (from the Central Office to the school level), other government agencies, and non-government organizations/civil society groups that directly support the program's objectives.

For more information on the grant application process and guidelines, please contact the PRIME coordinating unit in DepED Central Office – Office of Planning Service (for national initiatives) or any of the DepED Regional Offices covered by the program (for local/area-specific initiatives).

Philippines' Response to Indigenous Peoples' and Muslim Education (PRIME) Program Grant Guidelines
Revised March 2012

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Acronyms and Abbreviations

ADM	Alternative/Appropriate Delivery Mode
AI	Academic Institution
ALS	Alternative Learning System
ASDS	Assistant Schools Division Superintendent
AusAID	Australian Agency for International Development
Aus$	Australian Dollar
BEAM	Basic Education Assistance for Mindanao
BESRA	Basic Education Sector Reform Agenda
CDA	Cooperatives Development Authority
CEIP	Community Education Improvement Plan
CLC	Community Learning Center
CO	Central Office
CO-EC	Central Office-Evaluation Committee
CSO	Civil Society Organization
CSR	Corporate Social Responsibility
DepED	Department of Education
DEDP	Division Education Development Plan
DO	Division Office
DO-EC	Division Office-Evaluation Committee
DPD	Deputy Program Director
D-PIP	Division PRIME Implementation Plan
DQMT	Division Quality Management Team
EC	Evaluation Committee
EFA	Education for All
FPIC	Free, Prior and Informed Consent
GoA	Government of Australia
GoP	Government of the Philippines
IPs	Indigenous Peoples
IPO	Indigenous Peoples' Organization
LGU	Local Government Unit
LoA	Letter of Award
KRT	Key Results Thrust
M&E	Monitoring & Evaluation
MC	Managing Contractor
MDG	Millennium Development Goals
M/IP	Muslim/Indigenous People
MTB-MLE	Mother Tongue-based Multilingual Education
NCIP	National Commission on Indigenous Peoples
NCMF	National Commission on Muslim Filipinos
NGA	National Government Agency
NGO	Non-Government Organization
OPS	Office of Planning Service
PBO	Private Business Organization
PCR	Project Completion Report
PD	Program Director
PDD	Program Design Document
PDED	Program Development & Evaluation Division
PO	People's Organization
PPA	Programs, Projects and Activities
PPD	Planning and Programming Division
PhP	Philippine Peso
PRIME	Philippines' Response to Indigenous Peoples' and Muslim Education
QA	Quality Assurance
QMS	Quality Management System
RA 9155	Republic Act 9155 – An Act on the Governance of Basic Education
RD	Regional Director
RO	Regional Office
RO-EC	Regional Office-Evaluation Committee
R-PIP	Regional PRIME Implementation Plan
RSD	Research and Statistics Division
RQMT	Regional Quality Management Team
SBM	School-based Management
SDS	Schools Division Superintendent
SEC	Securities & Exchange Commission
SIP	School Improvement Plan
SOBE	Support Options to Basic Education
TOR	Terms of Reference
TWG	Technical Working Group

1 Introduction

1.1 Background & Rationale

The Department of Education (DepED) has been providing grants to support school-based management (SBM) especially among disadvantaged and low-performing schools since 2006. The primary purpose is to help accelerate improvements in basic education outcomes that will contribute to the achievement of the Philippine Millennium Development Goals (MDG) and Education for All (EFA) targets by 2015.

Among the communities that continue to be underserved with respect to basic education services are the Muslim and Indigenous Peoples' (M/IP) communities. To address this gap, the DepED, with the assistance of AusAID, launched the Philippines' Response to Indigenous Peoples' and Muslim Education (PRIME) Program designed "to improve equitable access to and quality of basic education for girls and boys in disadvantaged M/IP communities." The program is expected to contribute specifically to the achievement of MDG Goal 2 – universal access to primary education (PRIME Inception Plan, 13 May 2011).

PRIME has a grant facility that provides opportunities at central, regional, division, and school-community levels to improve basic education services to the M/IP communities. These opportunities correspond to the mandates at each level as outlined in Republic Act (RA) 9155. The facility is effectively an enabling mechanism for the development of appropriate and inclusive basic education policies, programs and projects that are cognizant of and responsive to the varying cultures and contexts of the targeted communities.

To facilitate the implementation of the grant facility, these guidelines have been developed to help the potential proponents in preparing their respective proposals for grant funding. Inputs were provided in the preparation of these guidelines by various stakeholders within DepED as well as by external stakeholders. These inputs were obtained through formal and informal meetings and validation workshops.

After six (6) months of grant implementation, it was deemed necessary to update the guidelines based on feedback from the implementers at various levels. This is to ensure that the grant guidelines remain responsive to the needs of its users.

1.2 Purpose

The PRIME grant facility essentially provides a form of School-based Management (SBM) Grant targeted to provide support to M/IP learners and communities. As such, the grants provide opportunities for collaborative work among stakeholders to improve access to and quality of basic education for M/IP communities.

1.3 Guiding Principles

The implementation and management of the PRIME Grant Facility is guided by the following set of principles:

1. *Alignment with DepED thrusts, policies, and processes*

RA 9155 provides the mandates of the different offices at each governance level from the national to the school level. Eligible proponents at each level are guided by these

mandates in the identification of projects. This is to ensure that projects complement and reinforce each other rather than duplicate, while at the same time enhancing internal and external stakeholders' awareness of the varying mandates.

To ensure the accomplishment of the MDG commitments and EFA goals, DepED has to rationalize its development efforts, integrate its human and financial resources, and find convergence amongst its different grant and funding mechanisms. PRIME contributes to this by ensuring that other grant mechanisms most especially the SBM Grants are considered in the formulation of these guidelines.

2. *Outcomes-oriented*

Considering the potentially broad range of strategies needed to improve the delivery of basic education services to various M/IP communities, it is vital that PRIME Grants produce evidence-based outcomes. With recognition of indigenous knowledge systems, cultures, and practices of different M/IP communities, PRIME shall adhere to a differentiated approach in the implementation of the grant facility. Flexibility has to be exercised in the various processes involved in project planning, implementation, and management. The PRIME Grant Facility is open to multi-year or one-time disbursement projects, as well as variable project costs but within a pre-established ceiling. In general, PRIME shall promote an environment for creative and appropriate interventions to ensure the attainment of desired outcomes.

3. *Stakeholder participation and support*

A key element in sustaining the benefits of development initiatives is stakeholder participation and support from project identification, conceptualization, and implementation up to completion. Stakeholder analysis helps in determining common interests on which meaningful and productive collaboration and partnership can be anchored. This implies a decentralized form of governance with stakeholders being actively involved in the decision-making process.

A concrete manifestation of stakeholders' support is the provision of counterpart funding and other resources to a project. PRIME promotes the use of the grant as a leverage fund for generating more resources to a project through cost/resource-sharing arrangements. This will increase the resources for the project and the sense of ownership by the stakeholders; thus, will have productive and sustainable results.

4. *Proportionality*

The principle of proportionality as applied in the PRIME Grant Facility refers to observing a balance between effort and scale, costs and benefits. The effort to be exerted in preparing a proposal has to be commensurate to the resources being proposed for a project. For example, if the proposed project is to reproduce and distribute learning materials, a 3-page proposal might be enough and might involve only a one-time fund release rather than multi-year. The assumption is that the appropriate learning materials have already been identified and evaluated. Costs versus benefits simply refer to ensuring value for money in a project endeavour. Research and creative thinking is necessary to identify and evaluate various possibilities based on cost efficiency and effectiveness.

5. *Demand-driven*

Interventions that are demand-driven and supported by evidence ensure a better "fit" between needs and the strategies proposed to address those needs. This is particularly relevant to M/IP communities wherein the requirements for assistance in basic education can be as varied as the cultures are diverse. Culturally-sensitive teaching-learning strategies will have to be formulated/enhanced together with the cultural communities to ensure acceptability and sustainability.

1.4 Total Grant Amount, Allocation and Duration

The total AusAID-funded portion of the PRIME grant amount is Aus$ 5,915,499, which is approximately PhP 266 Million (at an exchange rate of PhP 45 is to Aus $1). The AusAID-funded portion of the fund is to be disbursed and utilized during the period of AusAID support – which will end in early 2014. Programs, projects, and activities (PPAs) to be funded may have variable start and end dates and grants may be disbursed at one time or spread over several months/years.

As indicated in the PRIME Inception Plan, the total amount will be allocated to three (3) types of grant funds, namely:

School/Community Grant – the largest portion of the available funds will be directed to this category.

Schools Division Grant – to provide a funding source for initiatives which are multiple school (cluster) or community directed and/or to support activities which are aligned to the mandate of the Division (e.g., in-service training of teachers).

Regional/Central Office Grant– to provide a funding source to support activities which are aligned to the mandate of the Regional/Central Office (see RA 9155) which could include policy research, studies, and/or development/adaptation of curriculum and learning materials.

Approximately seventy percent (70%) of the total amount is allocated to the school/ community grant while the balance of thirty percent (30%) is allocated equally to the central, regional, and division levels. These grants were originally planned to be released in six tranches. However, based on a "financial management and monitoring consideration", the number of grant releases have been reduced to five (5) tranches over the duration of the program (in April and October of each year) with the amounts varying depending on the implementation requirements and schedules of the approved proposals. The final grant release will be in October 2013. (Source: Budget Note #2)

1.5 Structure of the Guide

To facilitate the use of the guide by eligible proponents, the first and second sections contain general information for use at all levels while subsequent sections are organized by level (i.e., national, regional, division, and school/community) for use at their specific levels.

The final section of the guide focuses on overall grant management to include organization and program support, financial management, and monitoring and evaluation.

The set of annexes referred to the guide contains specific guidelines and tools intended to help both the proponents and the management of the grant facility. For ease

of use by proponents, these annexes have been provided in electronic format and may be available in print format upon request from DepED.

2 General Guidelines

2.1 Eligible Proponents

There are two general categories of eligible proponents: (1) offices within DepED; and, (2) non-DepED organizations/groups.

1. *Offices within DepED*
   At each level under this category, the following are eligible:
   - National Level: Central Office (CO) – all offices/units
   - Regional level: 9 PRIME Regional Offices (RO)
   - Division Level: 24 PRIME Division Offices (DO)
   - School/Community level: estimated number of 370 PRIME schools/cluster of schools/community learning centres (within the PRIME Divisions)

2. *Non-DepED*
   Under this category are the following eligible proponents:

   - ***Civil Society Organizations (CSOs).*** These are not-for-profit organizations. Examples are non-government organizations (NGOs), people's organizations (POs), socio-civic organizations, coalitions or networks of POs/ NGOs, organized indigenous cultural communities.
   - ***Private Business Organizations (PBOs)/Corporate Foundations.*** These are for-profit organizations and not-for profit foundations that undertake social development projects as part of their corporate social responsibility (CSR). Some of these organizations have foundations for this purpose.
   - ***Academic Institutions (AIs).*** These may be government-owned universities/ colleges or privately owned universities/colleges/schools.
   - ***Muslim/Indigenous People's Organizations.*** These are the targeted M/IPOs under the program.
   - ***National Commission on Indigenous Peoples (NCIP)***
   - ***National Commission on Muslim Filipinos (NCMF)***

For projects proposed at the central level by a non-DepED organization that are to be implemented in a particular region or regions, the ROs should be consulted and participate in the project evaluation process.

To access the PRIME Grant Facility, a non-DepED proponent should attach to its proposal pertinent documents attesting to the organization's capability to undertake the proposed project (See Annex A).

Local Government Units (LGUs) at various levels may be engaged as partners of DepED and non-DepED proponents as may be found advantageous for the target beneficiaries of a proposed project. This can be done through resource sharing arrangements or counterpart funding.

2.2 Eligible and Non-eligible expenditures

The PRIME Grant Facility is designed as a flexible funding support to initiatives that will contribute to the achievement of the program's goals and objectives. However, certain basic restrictions and limits do apply. These include:

- Requested funding shall not exceed the maximum allowable amount;
- Proposed projects and/or any expense items may replicate but not duplicate existing or programmed PPAs of DepED and other stakeholders; and,
- Expense items that do not serve the purpose of the proposed project or that have no direct benefit to the learners or beneficiaries shall not be allowed.

2.3 Suggested Project Proposal Contents

Consistent with the principle of proportionality, the complexity of project proposals shall be commensurate to the costs and benefits associated with the proposed project. Annex B contains the suggested contents of a proposal with brief annotations. For M/IPOs/NGOs, flexibility will be observed in terms of form and style. Technical assistance may be provided by the concerned Regional or Division Office to M/IPOs/NGOs.

Annex D presents the checklist by which proposals are to be evaluated. This checklist can also serve as a reference in the project proposal preparation process. It should be noted that one of the criteria is stakeholder participation in the project proposal preparation process. A brief description of their participation is to be included in the proposal.

The PRIME Gender, Poverty Inclusion and Disability Awareness (GPIDA) Strategy provides guidance on how to address the needs of those at risk of being marginalized or excluded due to gender, poverty and disability. The GPIDA Strategy is a useful reference in integrating the said concerns in the project proposal. The GPIDA Strategy is included on the CD on which these guidelines are provided and can also be accessed at http://prime.deped.gov.ph/wp-content/uploads/downloads/2012/03/GPIDA.pdf

For proposed projects intended to benefit indigenous peoples, the proponents should adhere to the provisions in the Indigenous Peoples Rights Act of 1997 particularly on the requirement for free and prior informed consent (FPIC), community intellectual rights and cultural integrity of the concerned IP community.

2.4 Reporting Requirements

The proponent will be required to submit quarterly progress reports (Annex E) as indicated in the letter of award. This report essentially contains the physical and financial accomplishments vis-à-vis targets; issues and challenges encountered; and lessons learned. A narrative report may be added should there have been significant changes in strategies during implementation. Existing DepED reporting requirements shall be met to the extent possible. Other reporting requirements are discussed in Section 7 of these guidelines under Grant Management.

A Project Completion Report (PCR) containing a brief description of accomplishments and lessons learned is required to be submitted within thirty (30) calendar days from project completion (See Annex F).

3 National Level Grants

3.1 Grant Amount

The total grant amount available at the national level was adjusted from PhP 27 Million to PhP 26 Million. This decision was based on the CO-Project Implementation Plan (PIP) and the requirement to increase the total Division allocation from PhP 27 Million to PhP 28 Million due to the adjustments in the total grant allocations per Division (Budget Note #2).

Grants at the national level will be initially directed to the proposed activities indicated in the PRIME Project Design Document (PDD) to support the activities proposed by DepED. Additionally, the activities identified in the Basic Education Sector Reform Agenda (BESRA) Implementation and Accountability Plan (BIAP) will also be used as the basis for determining the eligibility of proposed PPAs at the national level. Adjustments to the activities that may be supported by the grants can be made during the regular monitoring, evaluation and plan adjustment workshops conducted by the central office.

3.2 Eligible Proponents

The eligible proponents may be any office or unit within the DepED Central Office; the National Commission on Indigenous Peoples (NCIP); the National Commission on Muslim Filipinos (NCMF); civil society organizations; academic institutions; and private business organizations/corporate foundations.

3.3 Eligible Programs, Projects, Activities (PPAs)

Based on the PDD, the grant at the national level shall be utilized for the implementation of programmed activities, including: (1) the baseline survey to be conducted by the Office of Planning Service (OPS); (2) review of the Madrasah Education Program; (3) assessment of IP education issues; and, (4) development of an IP Education Action Plan. Should there be any overlap or duplication of these activities with other DepED initiatives (in particular the activities proposed in the BIAP) grant funds may be reallocated in consultation with the OPS-PDD.

The guidance provided by the PDD does not preclude however, the submission of proposals by eligible proponents at this level for PPAs that can contribute to the attainment of PRIME goals and objectives and are consistent with DepED's Central Office mandates in RA 9155. Examples include: proposals for policy studies; other baseline studies; joint initiatives between DepED and NCIP/NCMF; capacity building for the regional staff and supervisors, Schools Division Superintendents and Assistant Schools Division Superintendents; or, an inventory and evaluation of completed pilot projects related to the provision of basic education for M/IPs communities for the purpose of informing policy. It should be noted that Central Office activities proposed for funding under the PRIME Grant Facility must be indicated in the national plans of DepED and/or the PRIME Central Office-Program Implementation Plan (CO-PIP). If there is a need to conduct activities to adjust national plans, a PRIME grant or separate funding from PRIME may be utilized for this purpose.

3.4 Project Proposal Preparation, Processing and Approval

The DepED Central Office through the OPS-Planning and Programming Division (PPD) shall issue a call for proposals to potential proponents at the national level. Proponents shall be oriented on the guidelines and will be given a reasonable amount of time (to be indicated in the call for proposals) to prepare their respective proposals. These proposals are to be submitted to the Office of the Assistant Secretary for Planning through the OPS-PPD.

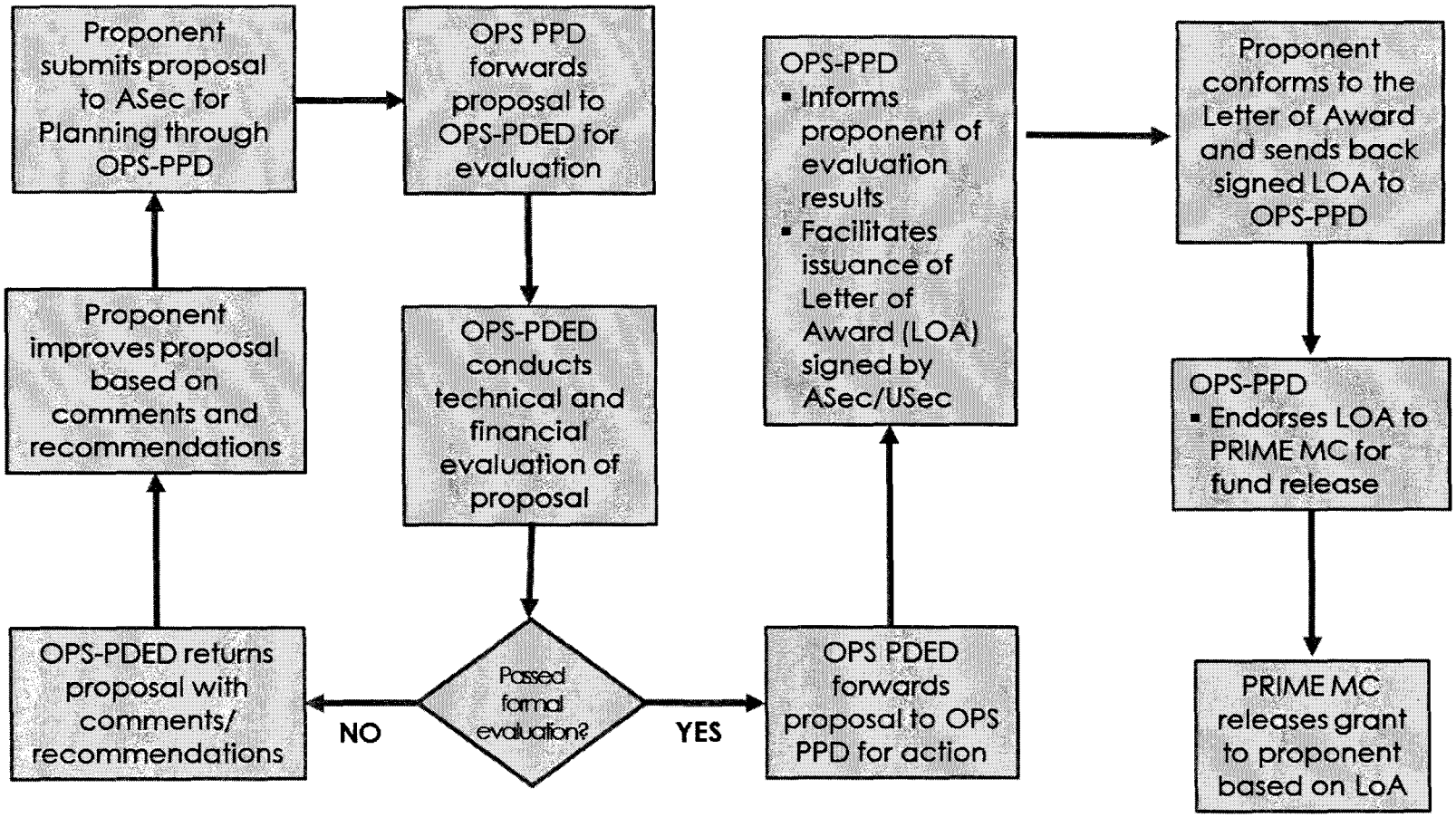
The OPS-PPD shall forward the proposals to the OPS - Program Development and Evaluation Division (PDED) for evaluation. The Chief of OPS-PDED shall act as the chairperson of the evaluation committee (EC). Proposed terms of reference for the EC are found in Annex C.

The EC shall evaluate the proposals using the project evaluation guide contained in Annex D. Proposals for grants to provide services or activities that will cover more than one region will likewise be evaluated by PDED. PDED shall seek the assistance of DepED offices at the central and regional levels in validating the documents attesting to the eligibility of non-DepED proponents as needed. Evaluation results of the EC shall be forwarded by PDED to PPD for appropriate action and, if acceptable, for endorsement to the Undersecretary for Regional Operations as the PRIME Program Director for DepED.

Proponents with approved proposals shall be issued a Letter of Award (LoA) signed by the Undersecretary for Regional Operations. A sample LoA is provided in Annex G. The conditions indicated in the LoA may be modified as deemed necessary by the EC. Figure 1 shows the flow of activities leading to project approval and fund release for national level proposals.

Figure 1

CO Level Grant Proposal Evaluation and Award (for DepED/Non-DepED Central Office and Multiple-Region Proposals)



4. Regional Level Grants

4.1 Grant Amount

The total grant amount available to the nine (9) PRIME regions is approximately PhP 27 Million. Each region may access approximately PhP 3 Million over the duration of the program.

4.2 Eligible Proponents

Eligible proponents at this level are the 9 regional offices, civil society organizations, private business organizations/corporate foundations, and academic institutions within the 9 regions.

4.3 Eligible Programs, Projects, Activities

Programs, projects, and activities to be proposed at the regional level must be consistent with the mandate of the regional offices as specified in RA 9155, and should contribute to the DepED EFA targets and MDG commitments. Moreover, the proposed project will have to be based on the PPAs identified in the approved DepED Regional Program Implementation Plan (R-PIP) for PRIME. Major areas of concern for PPAs at the regional level include regional policy development, quality assurance, and technical assistance to the divisions.

Examples of possible programs, projects, and activities are:

- Policy research and development to accelerate implementation of Mother Tongue-based Multilingual Education (MTB-MLE) in M/IP schools/communities
- Development or indigenization of learning materials in coordination with concerned Divisions
- Development of a regional database related to M/IP basic education
- Studies related to developing standards for accrediting different types of schools (e.g. IP schools)
- Development and production of M/IP learning or instructional materials
- Capacity Building of SBM Regional Task Force on provision of technical assistance to PRIME Divisions
- Capacity building of Division supervisors and principals/school heads
- Advocacy/awareness raising activities/programs
- Access studies concerning M/IP children
- Capacity building of division personnel in providing technical assistance to predominantly M/IP schools

4.4 Project Proposal Preparation, Processing, and Approval

The DepED Central Office through the OPS-PPD shall issue a call for proposals to potential non-DepED proponents at the regional level. For DepED proponents (i.e. Regional Offices) – there is no requirement for separate proposals – the R-PIP will serve as the regional proposal. Proponents shall be oriented on the guidelines and will be given a reasonable amount of time (to be indicated in the call for proposals) to prepare their respective proposals. These are to be submitted to the Office of the Assistant Secretary for Planning through OPS-PPD.

The OPS-PPD convenes the Evaluation Committee (EC) composed of the Division Chiefs of PPD, Research and Statistics Division (RSD), and the National SBM Grants Coordinator. The Chief of OPS-PPD shall act as the chairperson of the committee. Proposed terms of reference for the EC are included as Annex C. The EC shall evaluate the R-PIPs of the DepED Regional Offices and proposals from regional non-DepED proponents using the project evaluation guide in Annex D.

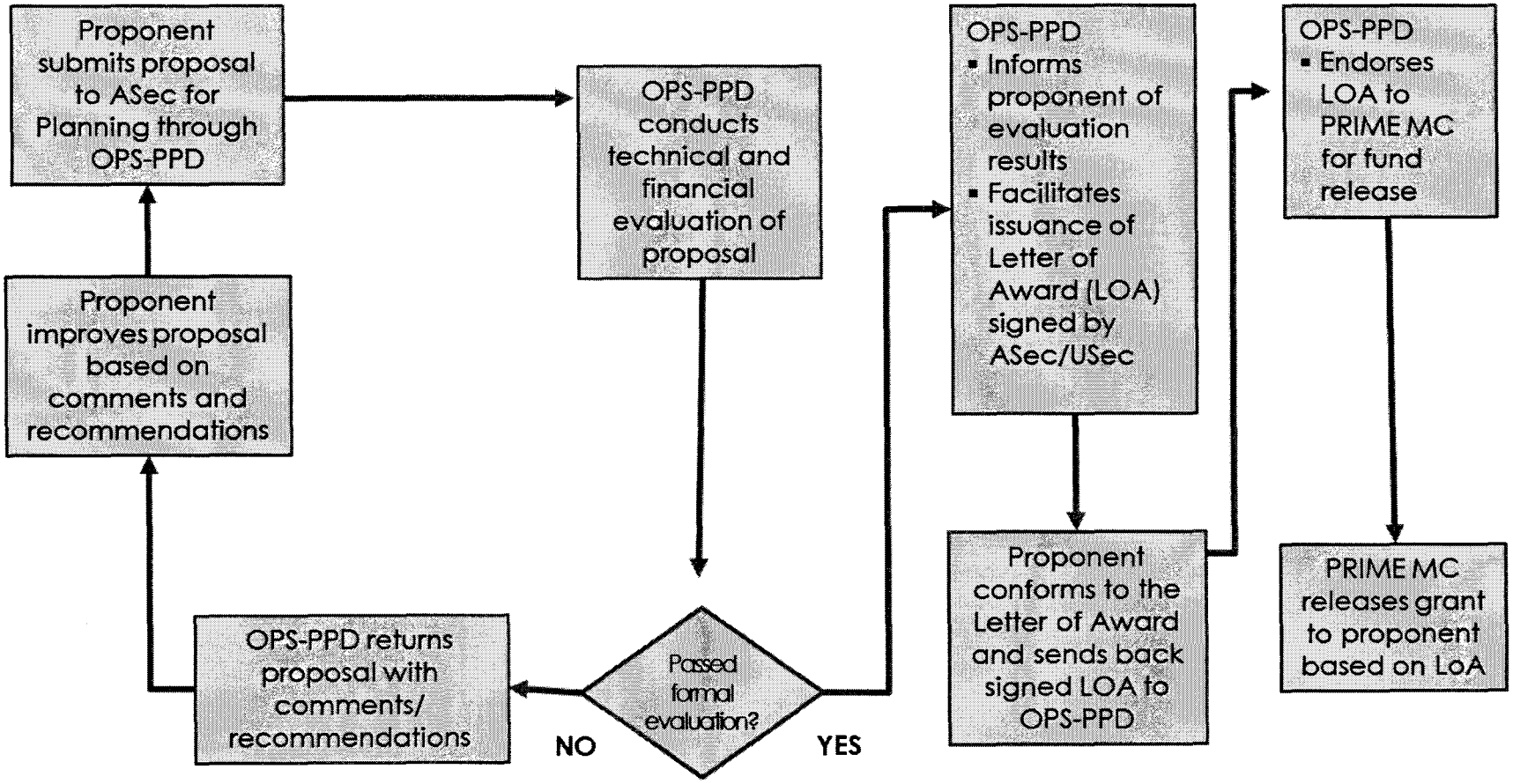
Regional Offices with approved R-PIPs and non-DepED proponents with approved proposals shall be issued a Letter of Award (LoA) signed by the Undersecretary for Regional Operations. A sample LoA is provided in Annex G. The conditions indicated in the LoA may be modified as deemed necessary by the EC. Figure 2 shows the flow of activities leading to project approval and fund release for regional level R-PIPS and proposals.

As indicated above, for the April 2012 tranche, grants for Regional Offices will be released based on the approved Regional Project Implementation Plans (R-PIPs). The R-PIP should cover the entire duration of the PRIME Program (to June 2014) and indicate the activities to be undertaken including the corresponding allocations and schedule of fund releases. (Source: Budget Note #4)

Grant proposals from non-DepED proponents covering more than one region will be evaluated and approved by the Central Office. If a grant is awarded, the total project cost will be taken from the Central Office grant allocation.

Figure 2

RO Level Grant Proposal Evaluation and Award



5. Division Level Grants

5.1 Grant Amount

The total grant amount at this level has been increased from PhP 27 Million to PhP 28 Million due to the adjustments in the grant allocations per Division. The amount of funding available to each Division is estimated at PhP 1 Million over the duration of the program, except for 8 Divisions that serve both IP and Muslim populations. The amount available for each of these 8 Divisions is PhP 1.5 Million based on the assumption that incremental costs will be incurred in supervision and provision of technical assistance to IP and Muslim populations. (Source: Budget Notes #2 & #3).

5.2 Eligible Proponents

All twenty four (24) priority Schools Divisions identified by DepED for interventions under the PRIME Program are eligible. A Division grant award will be based on the approved Division Education Development Plan (D-PIP) which may focus on a cluster of schools or on a district within which there are a number of schools and where there is a predominance of M/IP learners. D-PIPs will be reviewed and approved by the respective Regional Offices.

For non-DepED proponents, those eligible are locally-based CSOs, PBOs, corporate foundations, academic institutions, and provincial/city level organizations of M/IP (POs & NGOs). Proposals from non-DepED proponents will be reviewed and approved by the concerned Regional Office.

5.3 Eligible Programs, Projects, Activities

Proposed PPAs from Divisions identified in the D-PIPS must be consistent with the mandate of Divisions under RA 9155. Focal areas include instructional leadership, technical assistance to schools, monitoring and evaluation, and teaching-learning resource development and management.

Examples of eligible PPAs at this level are the following:

- Appropriate in-service training of school heads and teachers (with learning-instructional materials provided)
- Awareness raising activities or advocacy programs
- Support programs/projects to M/IP community learning centers (CLCs)
- Development/Testing of strategies in formulating a School Improvement Plan (SIP) or a Community Education Improvement Plan (CEIP) appropriate to a M/IP school community
- Enhancement of a group of existing SIPs to address PPAs for identified M/IP learners/communities
- Enhancement of an existing Division Education Development Plan (DEDP) of a division with significant M/IP population

5.4 Project Proposal Preparation, Processing and Approval

The Regional Office (RO) shall issue a call for proposals to Division Offices to prepare their respective D-PIPS and to potential non-DepED proponents at the division level. Proponents shall be oriented on the guidelines and thereafter will be given four (4) weeks to prepare their respective D-PIPs for Division Offices or proposals from non-DepED proponents. The RO shall act on the proposals within ten (10) working days from receipt of the proposal. These are to be submitted to the Office of the Regional Director (RD) through the RO-Evaluation Committee (RO-EC).

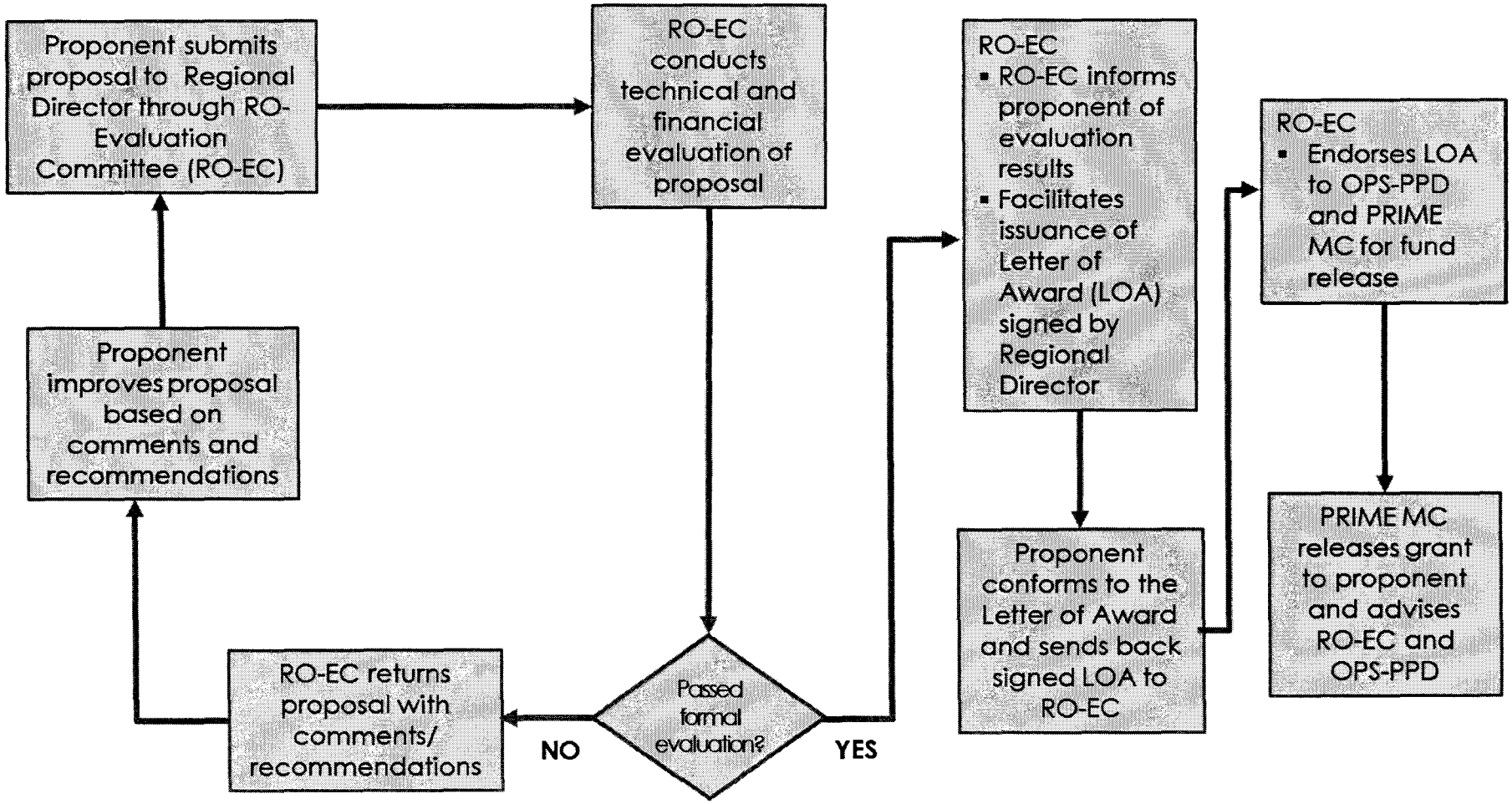
The RD/Assistant RD convenes the (RO-EC) composed of the Regional SBM Coordinator, Regional SBM Task Force Representative(s), Regional Quality Management Team (RQMT) Representative, and the Regional PRIME Focal Person. The ARD shall act as the chairperson of the committee. Proposed terms of reference for the RO-EC are included in Annex C. The RO-EC shall review the D-PIPs and non-DepED proposals using the project evaluation guide in Annex D. Proponents with approved D-PIPs and proposals shall be issued a Letter of Award (LoA) signed by the Regional Director. A sample LoA is provided in Annex G. The conditions indicated in the LoA may be modified as deemed necessary by the RO-EC. Figure 3 shows the flow of activities leading to project approval and fund release at the Division level.

As noted above, for the April 2012 tranche, grants for the Divisions will be released based on the approved Division Project Implementation Plans (D-PIPs). The D-PIP should cover the entire duration of the PRIME Program (to June 2014) and indicate the activities to be undertaken including the corresponding allocations and schedule of fund releases. (Source: Budget Note #4)

Grant proposals of non-DepED proponents covering more than one division will evaluated and approved by the RO-EC. If a grant is awarded, the allocation will be awarded on a proportional basis from each of the included Division's 35% reserved allocation for non-DepED proponents.

Figure 3

DO Level Grant Proposal Evaluation and Award



6. School - Community Level Grants

6.1 Grant Amount

The total grant amount at this level is approximately is PhP 185 Million. These grant funds will be available to an estimated minimum of 370 school-community level proponents. A maximum amount of PhP 500,000 grant can be accessed by a single proponent over the duration of the program. In most instances grants at the school-community level will vary from between PhP 50,000 to 200,000. The amount of individual fund releases (tranches) will vary according to the project requirements, but will not exceed PhP 200,000 for any single tranche.

To respond to the basic education needs of M/IP communities that are currently not served (or underserved) by schools, thirty-five percent (35%) or PhP 65 Million of the total grant amount is set aside for school-community proposals to be submitted by CSO/PO/NGOs. This is to ensure a broader reach of PRIME to serve those M/IP learners that are currently outside of the public school system and to encourage DepED to formulate partnerships and agreements with non-DepED stakeholders and service providers.

6.2 Eligible Proponents

Eligible proponents at this level are schools, cluster of schools, community learning centers, and M/IPOs/NGOs.

6.3 Eligible Programs, Projects, Activities

Proposals on programs, projects, and activities (PPAs) from the school-community level must be consistent with the mandates of schools as outlined in RA 9155. Potential PPAs submitted for funding by schools must be included as part of the School Improvement Plan (SIP)[1]. These may be related to curriculum implementation, school-based management, action research and school-based teacher training. Innovative, creative, and appropriate PPAs that integrate indigenous knowledge, systems, and practices are encouraged. The different guides found in the annexes may be modified or enhanced to support the achievement of the desired outcomes.

Examples of possible programs, projects and activities at this level are the following:

- Development of appropriate support teaching-learning materials/strategies
- School-based teacher training
- School enterprise development (income-generating activities) to support access initiatives for M/IP
- Action research to develop appropriate delivery modes of basic education to M/IPs
- Community actions to further basic education
- Preparation of an appropriate SIP or Community Education Improvement Plan (CEIP) by M/IP communities that are not served/underserved by schools
- Programs/Projects of M/IP community learning centers

[1] In communities not served by a DepED school, the community may be supported to develop an appropriate Community Education Improvement Plan (CEIP) which can be used as the basis for community-based grant funding.

- Drop-out reduction programs

6.4 Project Proposal Processing and Approval

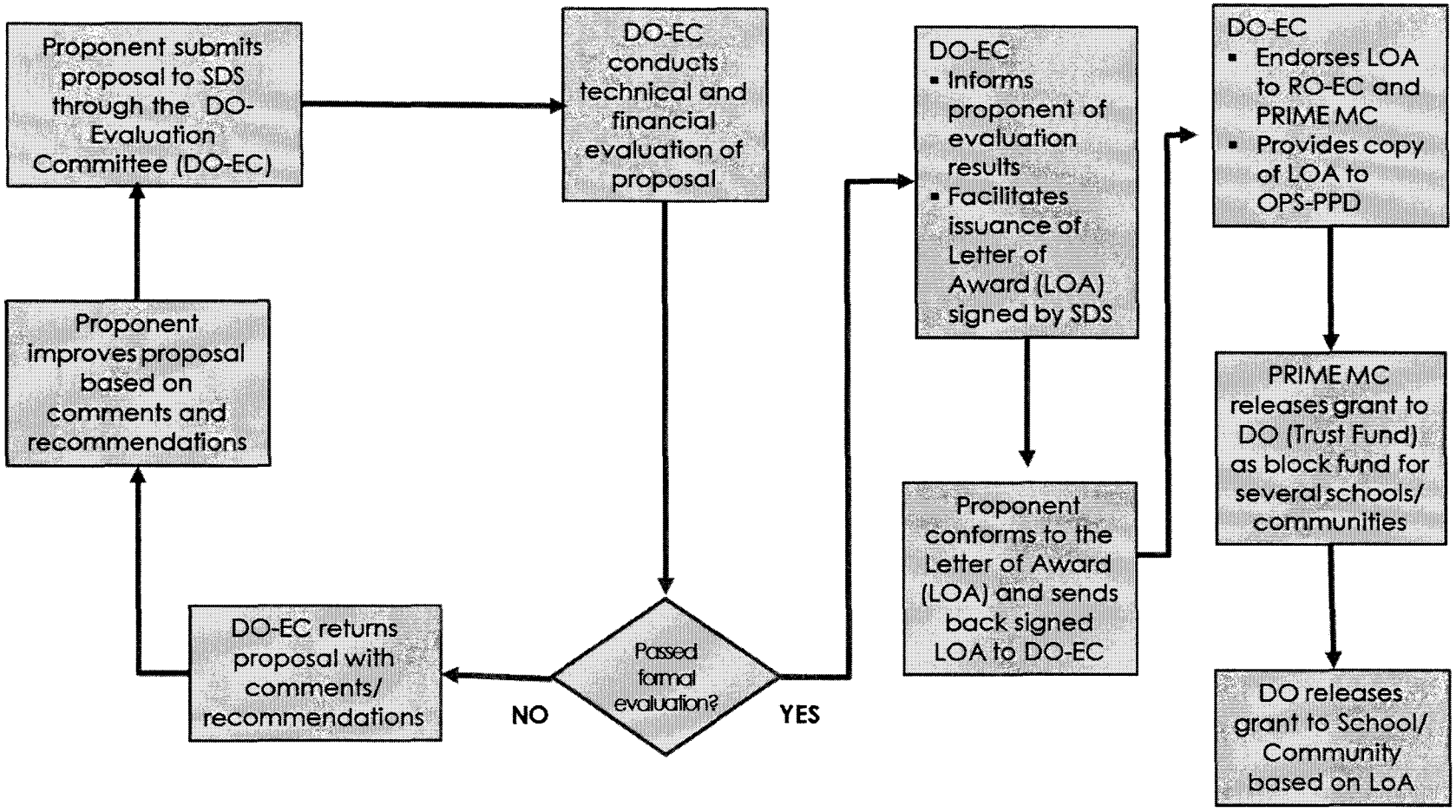
The Division Office shall issue a call for proposals to potential proponents at the school-community level. Proponents shall be oriented on the guidelines and will be given a reasonable amount of time (to be included in the call for proposals) to prepare their respective proposals. These are to be submitted to the Office of the Schools Division Superintendent (SDS) through the Division Office Evaluation Committee (DO-EC).

The Schools Division Superintendent designates an Assistant Schools Division Superintendent (ASDS) to organize the DO-EC composed of the Division SBM Coordinator, Division SBM Task Force Representative(s), Division PRIME Coordinator, Division Quality Management Team Representative, and external stakeholder's representative. The ASDS shall act as the chairperson of the committee. A representative of the RQMT may sit as an observer or non-voting member of the DO-EC to provide technical assistance and guidance. Proposed Terms of Reference of the committee are included as Annex C.

Proponents with approved proposals shall be issued a Letter of Award (LoA) signed by the Schools Division Superintendent (SDS). A sample LoA is provided in Annex G. The conditions indicated in the LoA may be modified as deemed necessary by the DO-EC. Figure 4 shows the flow of activities leading to project approval and fund release for the level of school-community.

Figure 4

School Level Grant Proposal Evaluation and Award



7 Grant Management

7.1 Organization and Program Support

In general (and as applicable), management of the PRIME grants shall be covered by the provisions of DepED Order 55, s. 2011, section 9.0 on SBM Management Support in terms of the implementing structure and program support funds. This is consistent with PRIME's principle of working through existing DepED mechanisms and structures. This approach is expected to contribute to DepED's rationalization of overall grants management, optimal use of support funds, and facilitation of grants convergence at different management levels.

Budget Preparation Guidance Notes will be issued as deemed necessary to provide direction and/or additional explanations on matters pertaining to the allocation and management of the "PRIME Fund".

7.2 Financial Management

An orientation-cum-training on financial management shall be conducted by both GoP and GoA personnel among the proponents with approved proposals. This is to ensure proper fund management and transparency in project operations. The set of templates to guide the proponent in finance-related transactions are contained in Annex I.

For the Central Office proponents, project fund management will be handled directly by the AusAID Managing Contractor in coordination with DepED OPS-PPD or PDED.

At the field level, each of the regional and division offices (with approved R-PIP/D-PIP and to serve non-DepED proponents) shall open a dedicated project account with a major bank nearest to its official address. There shall be two signatories, each of which will have an alternate signatory. Bank account details shall be forwarded to the PRIME Managing Contractor (MC) through the DepED OPS-PPD.

For proponents at the school/community level, each Division Office shall establish a Trust Fund for the purpose of managing the school/community project funds.

The mechanism for accessing funds at all levels will be through requests for cash advances using the Activity Request Form (Annex J).

PRIME shall release funds based on the approved project proposals and the R-PIPs/ D-PIPs. Funds will be released in pre-determined tranches (April and October of each year) and will take into account the cash flow requirements in the approved proposals/plans. In the event that the grant requirement will be made in more than one tranche, the second and any subsequent releases shall be done upon acceptance of the liquidation report (Annex I: Form 5) on fifty percent (50%) of the previous fund release. Deviations to this requirement will be specified in the conditions outlined in the Letter of Award (LOA).

Upon receipt of the Notice of Fund Release and being informed by the bank of the availability of the fund, the Treasurer or the designated Disbursing Officer shall enter the amount in the Resource Generation Form (Annex I: Form 1) and shall disburse the grant amount in accordance with approved proposal. The Disbursing Officer shall record and compile receipts/documents to support disbursements from the cash advance. The Disbursing Officer shall prepare the liquidation ensuring completeness of supporting documents and shall submit to the concerned Head of Office/Organization prior to submission to PRIME. The Disbursing Officer shall provide a status of the project's finances during regular meetings of the concerned

offices/organizations. A quarterly report on fund utilization shall be submitted by the proponent to the concerned office as indicated in the LoA (Annex I: Form 2). Divisions shall submit a monthly report on fund releases to schools/communities using the form in Annex K.

On-site assistance will be supported by PRIME as deemed necessary. Project audits will be undertaken to assist the proponents in maintaining a proper fund management system. As the project maintains a zero tolerance for fraud as per AusAID guidelines, Annex H provides a guide in the preparation of a fraud report.

7.3 Monitoring and Evaluation

The proponent shall implement the internal monitoring and evaluation (M&E) scheme as described in its approved project proposal. It is crucial that project stakeholders be involved in monitoring the progress of the project to enable the organization to make adjustments or corrections as necessary.

Other requirements for monitoring and evaluation will follow the requirements for reporting progress and results by both DepED and AusAID. Importantly, quarterly progress reports will serve as the basis for monitoring progress (Annexes E & I). Critical elements for reporting on progress will be outlined in the Letter of Award.

Currently there are discussions on the establishment of a Grant (or Funds) Management Information System in DepED. PRIME intends to develop and test this system for monitoring all grants provided under PRIME. The system is also intended to provide information on the need for technical assistance to ensure proper and effective utilization of grant proceeds. Information and reports generated from the system will help PRIME review its strategies and processes to ensure its continuing relevance and effectiveness in achieving the desired outcomes.

8 References

Appendix 18 of the Revised Implementing Rules and Regulations (IRR) of Republic Act 9184: Guidelines for Shopping and Small Value Procurement

DepED Memorandum No. 443, s. 2007. Unified Guidelines for the Alternative Learning System (ALS) Contracting Scheme

DepED Order No. 8, s. 2011. Policies and Guidelines on the Implementation of the Government Assistance to Students and Teachers in Private Education (GASTPE) Effective SY 2011-2012

DepED Order No. 55, s. 2011: Guidelines for School-based Management (SBM) Grants

Gender, Poverty Inclusion and Disability Awareness (GPIDA) Strategy.

JSSF Grants Management Guidelines

Manual of Procedures on Contracting of Service Providers and Management of Access Programs, Philippines-Australia Basic Education Assistance for Mindanao (BEAM), July 2005

Philippines National EFA Action Plan

PRIME Program Budget Notes #1, 2, 3 and 4 – issued from October 2011 to February 2012

Regional Implementation Support and Enhancement (RISE) Fund: A Concept Note. Prepared by OPS-PDED, Technical Secretariat, TWG-QAA/M&E, July 22, 2010

SBM Grants Evaluation, Commission on Audit

SOBE Operations Manual, Second Edition

SOBE Program Pilot Implementation Report, June 2010

SOBE Sourcebook, May 2011

9 Annexes

A. **Eligibility Requirements for Non-DepED Proponents**

B. **Suggested Project Proposal Outline**

C. **Composition and Terms of Reference of Evaluation Committees**

D. **Evaluation Checklist**

E. **Quarterly Progress Report Form (Physical Accomplishments)**

F. **Project Completion Report Template**

G. **Sample Letter of Award**

H. **Guidelines in the Preparation of Fraud Report**

I. **Finance-related Forms**
   Form 1: Quarterly Report on Resource Generation
   Form 2: Quarterly Report on Fund Utilization
   Form 3: Quarterly Report on Income Generation
   Form 4: Quarterly Report on Income Distribution
   Form 5: Monthly Activity Liquidation Report

J. **Activity Request Forms**
   Form 1: Activity Request Form - Region
   Form 2: Activity Request Form – Division
   Form 3: Activity Request Form – School/Community

K. **Quarterly Report on Fund Releases to Schools/Communities by Division**

ANNEX A

ELIGIBILITY REQUIREMENTS FOR NON-DEPED PROPONENTS

Requirement	Evidence	Action by Concerned DepED Office
1. Official Recognition		
Civil Society Organization & Private Business Organization/Corporate Foundations	• Registration Papers with the Securities Exchange Commission (SEC) or Cooperatives Development Authority (CDA) • Accreditation papers with Local Government Units (LGUs) or National Government Agencies (NGAs) • Business Permit	Validate – this is to be done by the concerned DepED Office as well as other DepED Offices that can provide vital information on the background of the non-DepED proponent
Privately-owned academic institutions	• Accreditation/Recognition with DepED/CHED • Permit to operate from DepED/CHED	
M/IP-NGOs/POs	• Registration Certificate from NCIP/NCMF	
2. Capability to undertake project		
Civil Society Organizations & Private Business Organization/Corporate Foundations	• Track record - List of projects undertaken including contact persons for each project • For those proposing projects for communities (including research to be undertaken in the community) – get endorsement from target community	Validate – this is to be done by the concerned DepED Office as well as other DepED Offices that can provide vital information on the background of the non-DepED proponent
Privately-owned academic institutions		
M/IP-NGOs/POs		
3. Functional Organization		
Civil Society Organizations & Private Business Organization	• Profile of Organization containing information on the following: - List of key officials - Organizational chart - Vision, Mission, Goals - Activities (refer to evidence under capability) - Latest audited financial statement - Board resolution authorizing the organization's Executive Officer to access the PRIME Grant	Check convergence or commonality of purpose between PRIME and proponent organization Validate – this is to be done by the concerned DepED Office as well as other DepED Offices that can provide vital information on the background of the non-DepED proponent
Privately-owned academic institutions		
M/IP-NGOs/POs		

ANNEX B

SUGGESTED PROJECT PROPOSAL OUTLINE

1. Identifying Information

This section presents identifying information about the project and the proponent

The Project

1.1 Project Title – may be 1-3 words; not a sentence; not the project objectives; can be a "call-to-action" around which the stakeholders can work; a sub-title may be added.
1.2 Target Beneficiaries – refers to those that will directly benefit from the project; may be quantified
1.3 Project Time Frame – start date (month / year) and end date (month / year)
1.4 Total Project Cost – Total amount and % proposed for PRIME grant

The Proponent

1.5 Proponent – official name of school/organization/office/M/IP-PO/NGO
1.6 School Identification Number – include if proponent is a school
1.7 Address – official address
1.8 Contact Person – usually the head of office/organization/leader of M/IP-PO/NGO
1.9 Contact Number – landline and/or mobile phone

2. Justification for grant request

This section presents the context of the proposed project, its rationale and objectives. Essentially answering the questions why, where, and what.

2.1 Brief Background & Rationale – presents the situation within which the problem/ opportunity exists, and the potential contribution to the achievement of specific outcomes
2.2 Objectives - must be specific, measurable, attainable, results-oriented, and time-bounded (SMART). Objectives are to be achieved within the project time frame.

Include a brief description of stakeholder participation in the project identification and proposal preparation process.

3. General Strategies

This section presents the general strategies to be used to achieve the objectives. This describes the means to achieve a desired end(s). Strategies have to be based on the situation in the problem/ opportunity environment. The process in determining the strategies is equally important as the identified strategies. Care should be taken in proposing new ways of doing things most especially if these might replace or negatively affect existing indigenous practices. As applicable, include strategies that can sustain the benefits that are expected to be derived from the project.

4. Description of Major Activities

This section translates the general strategies into concrete activities that will be undertaken. All projects will start with mobilizing and organizing for implementation, and will end with

preparation of the completion report. Between these two are the major activities to be undertaken, not necessarily in chronological order.

4.1 Mobilizing and Organizing for Implementation
4.2 Activity
4.3 Activity
4.4 Activity
4.5 Activity
4.6 Internal Monitoring & Evaluation
4.7 Preparation of Completion Report

5. Indicative schedule of implementation

It is advised to use the standard Gantt chart. Please see Attachment 1.

6. Resource Requirements

This section presents the resource requirements of the proposed project. A simple matrix is recommended containing information on major expense items, corresponding budget, indicative counterpart funding from stakeholders, and when the resources are needed. For counterpart resources that are in kind, a monetary value is advised to be assigned to this item for purposes of making an initial estimate of the total counterpart funding. (See Attachment 2 for sample budgetary requirement matrix).

Note

- *For proposals with an income generating component, it is advised that technical assistance be sought from those that have had experiences in implementing school-based enterprises. A useful reference in the preparation of the plan is the Support Options to Basic Education (SOBE) Sourcebook. For research and training or capability-building proposals, the proponent is encouraged to tap the professional resources within DepED for technical assistance, if deemed necessary.*

INDICATIVE ACTIVITY SCHEDULE AND BUDGET

Component/ Activity	Year 1				Year 2				Year 3				Responsible Person	Other Involved Stakeholders
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4		
Component 1														
Activity 1														
Activity 2														
Activity n														
Component 2														
Activity 1														
Activity 2														
Activity n														
Component n														
Activity 1														
Activity 2														
Activity n														
Total														

SAMPLE DOCUMENT
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Note:

- *Enter the estimated budget needed under the appropriate column – Q1, Q2, Q3 or Q4*
- *Details of the estimated budget need not be submitted or shown in the proposal. However, these should be readily available in the event that the concerned evaluation committee requests for details*

ESTIMATED BUDGETARY REQUIREMENT (PHP) BY TYPE OF EXPENSE

Component/Type of Expense	Year 1		Year 2		Year 3		Total	By Fund Source	
	Apr	Oct	Apr	Oct	Apr	Oct		PRIME	Others
Component 1									
Personnel Services									
MOOE									
Capital Outlay									
Component 2									
Personnel Services									
MOOE									
Capital Outlay									
Component n									
Personnel Services									
MOOE									
Capital Outlay									
Total									

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Note:

- *This table shall serve as the guide for fund releases.*
- *Budget required for the period April to September shall be entered under April, while budget required for the period October to March shall be entered under October.*
- *Other Fund Sources should be specified. Enter specific cash/in kind contribution*
- *Should there be many fund sources, a separate table may be prepared.*

ANNEX C

COMPOSITION AND TERMS OF REFERENCE OF EVALUATION COMMITTEES

<table>
<tr><th colspan="2">Evaluation Committees</th><th>Terms of Reference</th></tr>
<tr><td colspan="2">National</td><td rowspan="2">Objective:
To process proposals in accordance with the Grant Guidelines</td></tr>
<tr><td colspan="2">Central Office-Evaluation Committee (CO-EC)</td></tr>
<tr><td colspan="2">for DepED Central Office and Non-DepED Proposals (national & multiple regions)</td><td rowspan="8">Activities:
1. Review guidelines
2. Establish committee evaluation protocols
3. Agree on work schedules
4. Facilitate issuance of call for proposals
5. Orient potential proponents on the grants guidelines
6. Acknowledge receipt of proposals
7. Evaluate proposals using evaluation checklist
8. Validate information/contents in proposal as may be warranted
9. If necessary, invite technical resource person(s) to assist in evaluation
10. Mobilize necessary technical assistance to proponents to improve proposals</td></tr>
<tr><td><u>Chairperson</u>:
OPS-PDED Chief</td><td><u>Members</u>:
• PDED Technical Staff
<u>Technical Adviser</u>:
PRIME PD/DPD</td></tr>
<tr><td colspan="2">for Regional Office Proposals</td></tr>
<tr><td><u>Chairperson</u>:
OPS-PPD Chief</td><td><u>Members</u>:
• RSD Chief
• SBM Grants Coordinator
<u>Technical Adviser</u>:
PRIME PD/DPD</td></tr>
<tr><td colspan="2">Region</td></tr>
<tr><td colspan="2">Regional Office-Evaluation Committee (RO-EC)</td></tr>
<tr><td><u>Chairperson</u>:
ARD</td><td><u>Members</u> :
• SBM Coordinator
• SBM Task Force Representatives
• RQMT Representative
• Regional PRIME Focal Person
<u>Technical Adviser</u>:
Regional Program Officer(GRM)</td></tr>
<tr><td colspan="2">Division</td></tr>
<tr><td colspan="2">Division Office-Evaluation Committee (DO-EC)</td></tr>
<tr><td><u>Chairperson</u>:
ASDS</td><td><u>Members</u>:
• SBM Task Force
• DQMT Representative
• PRIME Coordinator
• External Stakeholders' Representative
<u>Technical Advisers</u>:
Regional PRIME Focal Person
RQMT/RMEG Representative</td><td>Outputs:
1. Project proposal evaluation results
2. Consolidated evaluation results by level</td></tr>
</table>

ANNEX D

EVALUATION CHECKLIST

CRITERIA	YES	NO	COMMENTS
ELIGIBILITY			
1. Is the proponent eligible?			
2. Is the proposed project eligible for financing under PRIME?			
😐 ***If the proponent is eligible but its proposed project is not, technical assistance may be provided by the concerned DepED office to the proponent in identifying an eligible project.***			
☹ ***If the proponent is not eligible, then the Evaluation Committee informs the proponent correspondingly.***			
☺ ***If both the proponent and the proposed project are eligible, then the Evaluation Committee proceeds with the technical and financial evaluation of the project proposal.***			
TECHNICAL & FINANCIAL			
A. Alignment to DepED Policies & Thrusts			
1. Is the proposed project aligned with the corresponding mandate of the proponent under RA 9155?			
2. Is the proposed project aligned with the Millennium Development Goals (MDG)/Education for All (EFA) targets of DepED?			
3. For CO/RO/DO, is the proposal aligned with the BESRA KRT(s)?			
B. Clarity of Problem, Beneficiaries and Objectives			
4. Does the proposal clearly define an existing basic education problem/opportunity directly affecting IP/Muslim learners?			
5. Are the direct beneficiaries specifically identified?			
6. Are the objectives clearly stated?			
C. Relevance and Timeliness			
7. Does the proposed project directly respond to the identified problem or opportunity?			
8. Is the timing of project implementation appropriate?			
D. Outcomes-oriented			
9. Are the interventions/methods/strategies culturally sensitive, appropriate and considers the indigenous knowledge, systems and practices of the target beneficiaries?			
10. Is the implementing structure/mechanism appropriate?			
11. Do the strategies and objectives lead to the desired outcomes?			
E. Time Frame			
12. Is the schedule of activities realistic?			
F. Stakeholder Involvement & Acceptance			
13. Are the key stakeholders identified?			
14. Did the stakeholders contribute substantial inputs in the preparation of the project proposal?			

15. Are there provisions for stakeholder participation at specific stages in implementation and management?			
16. Are the roles and responsibilities of key stakeholders explicitly stated?			
17. Is there stakeholder counterpart (in cash or in kind)?			
18. Is the PPA accepted or approved by the concerned local M/IP community?			
G. Sustainability			
19. Are the means to sustain the project well-defined/described?			
H. Monitoring & Evaluation			
20. Is there an internal monitoring and evaluation scheme?			
I. Financial			
21. Is the budget requested from PRIME within the maximum allowable limit?			
22. Are all the budget items eligible?			
23. Is the total budget reasonably proportionate to the expected benefits?			
24. Are there clear strategies for resource mobilization or generating counterpart resources from stakeholders?			
25. Does the proposal contain measures to ensure transparency and accountability in fund utilization?			
Items with "NO" answers indicate the areas of technical assistance to be provided to the proponent.			

(If question is not applicable, please write NA under Comments)

Name & Signature of EC Member

Name & Signature of EC Member

Name & Signature of EC Member

Name & Signature of EC Member

Name & Signature of EC Chairperson

ANNEX E

Grantee: _____
PRIME Grants Facility

QUARTERLY PROGRESS REPORT ON PHYSICAL ACCOMPLISHMENTS
Q_, YEAR 201_

Project Components/Activities	Physical		Variance	Means of Verification	Remarks
	Target	Actual			
Component 1					
Activity					
Activity					
Activity					
Component 2					
Activity					
Activity					
Activity					
Component n					
Activity					
Activity					
Activity					
Total					

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Issues and challenges, if any:

Lessons learned, if any:

Prepared by: _____
Name & Signature, Designation

Noted by: _____
Name & Signature, OPS/RD/SDS

Date submitted: _____

Note:

- *Units under "Target" will vary across activities. For example, if reproduction of learning materials is the activity, the target can be number of sets, with the composition of each set indicated as a footnote or placed immediately below the table like a "Legend". The target can also be number of reference materials. If the activity is training, the target can be number of participants.*

ANNEX F

SUGGESTED PROJECT COMPLETION REPORT (PCR) CONTENTS

1. Identifying Information

- This may be taken directly from the approved project proposal, except for the following:
  - The start and end dates should reflect the actual period of implementation
  - The total project cost should reflect the actual cost and percent share of PRIME. Details of the actual counterpart funding are to be included in section 2 on achievements.

2. Major Achievements

- Provide a summary of both projected and unanticipated achievements under the project. Link these with the project purpose and state verifiable evidence of the achievements.

3. Recommendation(s)

- This may include suggestions to better improve project implementation, or other types of projects that can be implemented to achieve the same purpose.
- Other recommendations may include formulation, review or changes in existing DepED policies related to the project purpose.

Note

- *It is advisable that prior to the writing of the PCR, a meeting be conducted among those directly involved in project implementation, both internal and external stakeholders, to discuss project achievements and other items indicated in the suggested PCR contents.*

ANNEX G

LETTER OF AWARD

(Date: MM/DD/YY)

(Name)
(Position/Designation)
(School/Office/Organization)

Dear _____

We are pleased to inform you that the project proposal entitled "_____" is approved and awarded a PRIME Grant Fund in the amount of _____ (PhP _____). In the implementation of the project, you are hereby advised to observe the following conditions:

a. Implement the project in accordance with the approved project proposal;
b. Maintain a file of all project-related documents;
c. Account for all disbursements made in accordance with project guidelines;
d. Render quarterly project status report (technical and financial) together with a liquidation of funds disbursed for the period to the concerned level;
e. Consult and seek approval from the [OPS-PPD/RD/SDS] before any modification in scope and/or phasing of the awarded project;
f. Render a Project Completion Report (PCR) that contains a brief description of accomplishments and lessons learned within thirty (30) calendar days from project completion; and,
g. In the event of non-implementation of the project, refund the full amount of the grant within five (5) working days upon receipt of the Notice of Termination.

To indicate your agreement to the above-cited conditions, kindly sign in the space provided in this Letter of Award (LoA). After which, please forward as soon as possible to my office.

The appropriate DepED office shall communicate with you regarding the details of fund releases based on your approved project proposal's work and financial plan.

Very truly yours,

_____
(Name & Designation)

Conforme:

_____
(Signature)
(Date: mm/dd/yy)

Witness:

_____
(Name & Designation)

Note:

- *The Evaluation Committee may recommend an additional provision or modifications of certain provisions in the Letter of Award depending on the nature of the project proposal. Provisions in the sample LoA may be considered as the minimum conditions of the award.*
- *Final version of the approved proposal shall be attached to the LoA*

ANNEX H

GUIDELINES IN THE PREPARATION OF FRAUD REPORT

PRIME regards and treats seriously any fraud involving project funds. All advisors and staff members are responsible for fraud prevention and detection. They are required to report any incident of suspected or detected fraud immediately to the Project Director (PD) of PRIME. In the instance where the PD is the one suspected of or detected of fraudulent activity, this should be reported immediately to the Australian Technical Director in GRM Brisbane.

In relation to Government of Australia funding, fraud is defined as: "*dishonestly obtaining a benefit by deception or other means*" (Commonwealth Fraud Control Guidelines 2002). The definition of benefits extends to benefits obtained directly or derived through another means and can be both tangible and intangible.

The project maintains a **zero tolerance** position towards fraud. Consistent with this position, and in accordance with its contractual obligations to AusAID, the PD is required to report in writing, in the first instance, all suspected or detected incidents to the Director, Performance Review and Audit Section of AusAID through the AusAID Activity Manager for PRIME at the Australian Embassy in Manila.

This report on suspected or detected fraud will initially include the following information:

- Name of activity;
- Name of individuals and/or agencies/offices/organizations involved;
- Details of the suspected/detected fraud, including a chronological account of the facts giving rise to the suspected/detected fraud;
- Contact details of any witnesses;
- Copies of relevant documents to support the allegation;
- References to any relevant legislation;
- A nominated person for further contact;
- Any other relevant information (e.g., possible local sensitivities, relevant in-country agencies that can assist with investigations); and,
- The current status of any action that may have been taken.

Subject to the decision of the Director, Performance Review and Audit Section on an agreed strategy, the project will investigate the suspected or detected fraud in accordance with Australian Government Investigation Standards (AGIS). The project will engage only persons with AGIS mandated qualifications to conduct any fraud-related investigation to avoid, *inter alia*, the contamination of evidence that may compromise action to obtain redress through criminal, civil or disciplinary proceedings. The project will maintain regular contact with the Director, Performance Review and Audit Section (or nominee) during the course of any fraud-related investigation it undertakes.

The project will consult with the Director, Performance Review and Audit Section on the outcome of the investigation and agree on a strategy to be followed to obtain redress, where appropriate, in light of the investigation's findings. The project will undertake the appropriate action, if and as required, in accordance with this agreed-upon strategy.

FINANCE-RELATED FORMS

Quarterly Report on Resource Generation

Form 1

DepED

Project Title: _____

QUARTERLY REPORT ON RESOURCE GENERATION

CO/ RO/ DO/ SCHOOL/ PO/ NGO : _____

Activity	BUDGET[1]						ACTUAL RECEIPT OF FUNDS[2]						VARIANCE
	PRIME	LGU	PTA	DEPED	OTHERS	TOTAL	PRIME	LGU	PTA	DEPED	OTHERS	TOTAL	
													-
													-
													-
													-
													-
													-
													-
													-
													-
													-
													-
													-
													-
													-
													-
													-
TOTALS:	-	-	-	-	-	-	-	-	-	-	-	-	-

SAMPLE DOCUMENT
PLEASE REFER TO THE ENCLOSED FOLDER FOR THE ACTUAL FILE

Notes: Specify name of donor(s), if any _____

_____

_____

[1] Data to come from approved project proposal

[2] Cumulative as of reporting period

Quarterly Report on Fund Utilization

Form 2

DepED

Project Title: _____

Quarterly Report on Fund Utilization by Category by Activity

CO/ RO/ DO/ SCHOOL/ PO/ NGO : _____

Expense Category	ACTUAL RECEIPT OF FUNDS[1]						ACTUAL EXPENDITURES[2]						Variance
	PRIME	LGU	PTA	DEPED	OTHERS	TOTAL	PRIME	LGU	PTA	DEPED	OTHERS	TOTAL	
PERSONNEL SERVICES													
Activity 1													
Activity 2													
Activity n													
MOOE													
Activity 1													
Activity 2													
Activity n													
CAPITAL OUTLAY													
Activity 1													
Activity 2													
Activity n													
TOTALS:	-	-	-	-	-	-	-	-	-	-	-	-	-

Notes: Specify name of donor(s), if any _____

_____

_____

[1] Source document is Form 1

[2] Cumulative as of reporting period

Quarterly Report on Income Generation

Form 3

DepED

Project Title: _____

Income Generating Project: _____

Quarterly Report on Income Generation

CO/ RO/ DO/ SCHOOL/ PO/ NGO : _____

Particulars	Projected			Actual			Variance
	Sales	Expense	Net Profit	Sales	Expense	Net Profit	
TOTALS:	-	-	-	-	-	-	-

SAMPLE DOCUMENT
PLEASE REFER TO THE ENCLOSED FOLDER FOR THE ACTUAL FILE

Notes: _____

_____

_____

Quarterly Report on Income Distribution

Form 4

Project Title: _____

Income Generating Project: _____

Quarterly Report on Income Distribution

CO/ RO/ DO/ SCHOOL/ PO/ NGO : _____

Please write below the school policy on how the net income generated by the IGPs in the PRIME initiative/s is distributed. Remember to indicate the different recipients of the net income and the % share that each should be receiving.

Recipients	# of recipients	% share	Amount [illegible]ed to [illegible]e	Utilization (where the amount was used)
Totals	-	0%	-	

SAMPLE DOCUMENT
PLEASE REFER TO THE ENCLOSED FOLDER FOR THE ACTUAL FILE

School Statement / Policy:

Note: **Use another page if needed**

Monthly Activity Liquidation Report

Form 5

DepED

Project Title: _____

Component: _____

MONTHLY ACTIVITY LIQUIDATION REPORT

Date	Particulars	Voucher Number	OR Number	Receipt	Payment	Balance
				0.00	0.00	-

SAMPLE DOCUMENT
PLEASE REFER TO THE ENCLOSED FOLDER FOR THE ACTUAL FILE

Prepared by:

Project Disbursing Officer
Date: _____

Checked by:

Designated Person
Date: _____

Approved by:

Designated Person
Date: _____

ANNEX J

ACTIVITY REQUEST FORMS

Region Activity Request Form

TITLE OF ACTIVITY:	
GRANT PROPOSAL TITLE/ PIP ACTIVITY #:	
SCHEDULE:	
VENUE:	

RATIONALE/PURPOSE OF THE ACTIVITY

OBJECTIVES	OUTPUTS

PROGRAM OF ACTIVITIES

DATE/TIME	TOPIC/ ACTIVITY

PARTICIPANTS

NAME	MALE	FEMALE

ESTIMATED EXPENSES

ITEM OF EXPENDITURE	UNIT COST	# OF UNITS	SUBTOTAL-GOA	SUBTOTAL-GOP	TOTAL COST

Prepared by:

Region PRIME Focal Person

Reviewed/Noted by:

Field-Based Project Officer

Certified Availability of Funds:

Accountant

Approved by:

Regional Director

Division Activity Request Form

TITLE OF ACTIVITY:	
GRANT PROPOSAL TITLE/ PIP ACTIVITY #:	
SCHEDULE:	
VENUE:	

RATIONALE/PURPOSE OF THE ACTIVITY

OBJECTIVES	OUTPUTS

PROGRAM OF ACTIVITIES

DATE/TIME	TOPIC/ ACTIVITY

PARTICIPANTS

NAME	MALE	FEMALE

ESTIMATED EXPENSES

ITEM OF EXPENDITURE	UNIT COST	# OF UNITS	SUBTOTAL-GOA	SUBTOTAL-GOP	TOTAL COST

Prepared by:

Division PRIME Focal Person

Reviewed/Noted by:

Field-Based Project Officer

Certified Availability of Funds:

Division Accountant

Approved by:

Schools Division Superintendent

School Activity Request Form

TITLE OF ACTIVITY:	
GRANT PROPOSAL TITLE/ PIP ACTIVITY #:	
SCHEDULE:	
VENUE:	

RATIONALE/PURPOSE OF THE ACTIVITY

OBJECTIVES	OUTPUTS

PROGRAM OF ACTIVITIES

DATE/TIME	TOPIC/ ACTIVITY

PARTICIPANTS

NAME	MALE	FEMALE

ESTIMATED EXPENSES

ITEM OF EXPENDITURE	UNIT COST	# OF UNITS	SUBTOTAL-GOA	SUBTOTAL-GOP	TOTAL COST

Prepared by:

School Head

Reviewed/Noted by:

Division PRIME Focal Person

Certified Availability of Funds:

Division Accountant

Approved by:

Schools Division Superintendent

ANNEX K

MONTHLY REPORT ON FUND RELEASES TO SCHOOLS/COMMUNITIES BY DIVISION

Name of School	Funds Received by Division from GoA		Funds Released by Division to Schools/Communities		Remarks
	Date	Amount (PhP)	Date	Amount (PhP)	

SAMPLE DOCUMENT
PLEASE REFER TO THE ENCLOSED FOLDER FOR THE ACTUAL FILE