



Republic of the Philippines
Department of Education


31 MAY 2013

DepEd ORDER
No. **26** s. 2013

**IMPLEMENTING GUIDELINES ON THE ALLOCATION AND UTILIZATION
OF THE INDIGENOUS PEOPLES EDUCATION (IPEd)
PROGRAM SUPPORT FUND**

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. In line with the National Indigenous Peoples Education Policy Framework as stipulated in DepEd Order No. 62, s. 2011, as well as its commitment to achieve its Education for All (EFA) 2015 targets and the Millenium Development Goals (MDGs), the Department of Education (DepEd) intends to strengthen its policy on Indigenous Peoples Education (IPEd) by developing and implementing the IPEd Program.
2. In support of this commitment, the enclosed **Implementing Guidelines on the Allocation and Utilization of the Indigenous Peoples Education (IPEd) Program Support Fund** under the IPEd Program for Fiscal Year (FY) 2013 budget shall be provided to selected regions and divisions to effectively implement the program subject to the guidelines on the availment, release, utilization and liquidation thereof.
3. For more information, all concerned may contact **Ms. Veronica A. Hernando**, DepEd Indigenous Peoples Education (IPEd) Office, Ground Floor, Mabini Building, DepEd Complex, Meralco Avenue, Pasig City at telefax no.: (02) 633-7212 or at email address: ipseo.deped@gmail.com.
4. Immediate dissemination of and strict compliance with this Order is directed.


FRANCISCO M. VARELA
Undersecretary
Officer-in-Charge

Encl.: As stated

Reference: DepEd Order: (No. 62, s. 2011)

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

FUNDS
POLICY
PROGRAMS

Rhea/DO R-Implementing Guidelines on the IPEd Support Fund
0488/May 28, 2013

Implementing Guidelines on the IP Education (IPEd) Program Support Fund

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Implementing Guidelines on the IP Education (IPEd) Program Support Fund

1.0 Purpose and Coverage

- 1.1 The Indigenous Peoples Education (IPEd) Program is DepED's response to the right of IP communities to have an education that is responsive to their context, respects their identities, and promotes the value of their indigenous knowledge, skills, and other aspects of their cultural heritage. Specifically, it aims to improve the appropriateness and responsiveness of the curriculum; build the capacity of teachers, managers and concerned personnel; support the development of culturally appropriate learning resources and learning environment; and strengthen the policy environment supportive of IPEd. It is, likewise, intended to address the learning needs of IP learners who lack access to basic education services.
- 1.2 To strengthen the capacity of DepED in responding to IP learning needs, in a manner that is flexible, demand-driven, and evidence-based, a Program Support Fund (PSF) shall be provided to one hundred (100) divisions in fifteen (15) regions in FY 2013. For the initial implementation of the program, the PSF shall be used solely for IP Education related-activities that support the IPEd Program's three (3) thematic focus areas namely: (1) capacity building; (2) advocacy and partnership-building; and, (3) establishment of baseline and situation analysis on IPEd. These activities are meant to build the institutional capacity of DepED offices, establish the necessary social and organizational linkages, and generate relevant data for policy and program decision-making, which are fundamental at this stage of the implementation of the IPEd Program.
- 1.3 These guidelines shall provide the rules for availment, release, utilization, and liquidation of the IPEd Program Support Fund.

2.0 Definition of Terms

For purposes of these guidelines, the following terms shall be construed to mean as follows:

- 2.1 Indigenous Peoples (IPs) – as stipulated in the Indigenous Peoples Rights Act (IPRA) of 1997, Section 3 (h), IPs or indigenous cultural communities (ICCs) refer to:

“a group of people or homogenous societies identified by self-ascription and ascription by others, who have continuously lived as organized community on communally bounded and defined territory, and who have, under claims of ownership since time immemorial, occupied, possessed and utilized such territories, sharing common bonds of language, customs, tradition and other distinctive cultural traits, or who have, through resistance to political, social and cultural inroads of colonization, non-indigenous religions and culture, became historically differentiated from the majority of Filipinos. ICCs/IPs shall likewise include peoples who are regarded as indigenous on account of their descent from the populations which inhabited the country, at the time of conquest or colonization, or at the time of inroads of non-indigenous religions and

cultures, or the establishment of present state boundaries, who retain some or all of their own social, economic, cultural and political institutions, but who may have been displaced from their traditional domains or who may have resettled outside their ancestral domains”

- 2.2 IP Education (IPEd) Program – refers to DepED’s Program on IP Education as stipulated in the National Indigenous Peoples Education Policy Framework (DepED Order No. 62, s. 2011).

3.0 Selection and Prioritization

- 3.1 All regions with IP communities/learners are covered by PSF except the National Capital Region (NCR) and the Autonomous Region in Muslim Mindanao (ARMM). In the case of NCR, it is assumed that the needs of the IP learners (e.g., Sama-Bajau) will be addressed using other funding sources; while ARMM shall be supported by the Basic Education Assistance to Mindanao (BEAM)-ARMM. The DepED-Indigenous Peoples Education Office (IPsEO), however, will provide technical assistance to NCR and ARMM as may be deemed necessary.
- 3.2 For the initial implementation of the program, the selection and prioritization of divisions are based on the following:
 - a. Divisions within the covered regions as mentioned in 3.1;
 - b. Divisions belonging to provinces with IP presence, based on the listing of predominant IP groups used in the conduct of the 2010 Census of Population and Housing; and
 - c. Top 100 divisions with highest IP Enrolment based on SY 2011-2012 eBEIS data.

4.0 Allocation of Program Support Fund

- 4.1 Allocation by Region (**Annex 1**) is based on the total number of identified divisions belonging to the recipient region, considering factors such as travel costs and potential number of participants in IPsEO and regionally initiated IPEd activities.
- 4.2 Allocation by division (**Annex 2**) is based on the ranking of top 100 divisions based on IP Enrolment in SY 2011-2012, taking into account other fund sources such as the AusAID grant assistance for IP Education. The top 100 divisions are categorized into four (4) priority levels:
 - a. Priority I consists of the top 37 divisions excluding the divisions covered by the AusAID grant assistance for IP Education.
 - b. Priority II consists of the divisions with ranking 38 to 60
 - c. Priority III consists of the 23 divisions covered by the AusAID grant assistance for IP Education included in the top 100
 - d. Priority IV is the remaining bottom of the 100

The amount of allocation by division by priority level is based on the estimated cost of potential activities under the three (3) thematic focus

areas, taking into consideration factors such as travel costs and potential number of participants in IPEd activities stated in item 5.

- 4.3 The allocation for IPsEO shall be used to support its operations, implementation, and monitoring and evaluation activities.

5.0 Eligible Activities and Expenses

- 5.1 The Program Support Fund shall be used for activities related to the three (3) thematic focus areas:

- a. *capacity building* to develop the knowledge, skills, and attitudes (KSAs) needed by teachers, managers, and personnel across DepED offices/units to be effective IPEd implementers/managers;
- b. *advocacy and partnership-building* within DepED, with non-government organizations (NGOs), Indigenous Peoples Organizations/IP communities, IP education advocates, and other government agencies; and,
- c. *establishment of baseline and situational analysis on IPEd* such as the identification of where and how many IP learners are; collection and analysis of relevant and reliable data from various sources, like LGUs, NGAs, NGOs, CSOs, and other sources; and analysis of IPEd issues related to access and quality that will serve as inputs to effective planning and design of programs and projects.

- 5.2 In cases of activities that are not related to the said thematic focus areas, but are considered priorities by the recipient region/division, the concerned region/division shall submit a proposal justifying the conduct of such activity, subject to the approval of IPsEO.

- 5.3 Eligible expenses shall be those related to:

- a. travel expenses related to IPsEO-led capacity building activities, attendance and participation to IPEd training activities, workshops, fora, conferences (both at the national and local level), school and community visits for the establishment of baseline and situational analysis for IPEd, among others;
- b. advocacy and social mobilization, such as the conduct of advocacy meetings and fora in support to the IPEd Program; partnership and engagement activities with IP communities, NGOs, and other government agencies; and the production of advocacy materials; and
- c. other expenses in support of 5.1 are eligible as long as the expenses are classified under MOOE.

- 5.4 Ineligible expense items shall include:

- a. operational expenses such as payment of utilities (water, electricity, janitorial, and security services) funded by regular MOOE;
- b. hiring and payment of salaries of additional staff;
- c. capital outlay items; and
- d. expenses covered by Official Development Assistance (ODA)-supported projects and other special or national programs or subsidies.

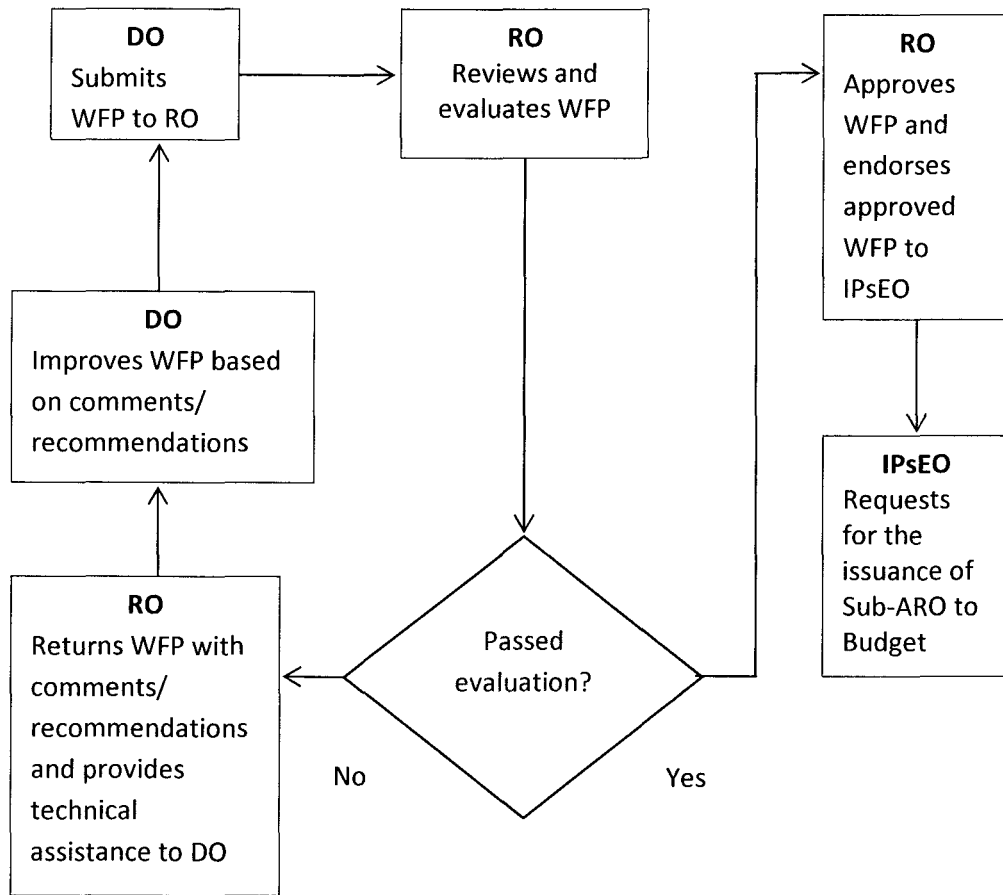
6.0 Availment and Release. The availment/release of the regional/division Program Support Fund (PSF) shall be subject to the approval of the regional/division IPEd Work and Financial Plan (WFP) (**Annex 3**), details of procedure are stated in item 6.1. In the preparation of their IPEd WFPs, the regions and divisions shall ensure coherence and complementation with other IPEd-related activities funded by other sources, if there are any.

6.1 Procedure in the Availment and Release of Fund

6.1.a Division Program Support Fund

- i. The Division Office (DO) shall prepare and submit the IPEd WFP to the Regional Office (RO) for evaluation, within the first quarter of the Fiscal Year;
- ii. The RO shall devise or use existing mechanisms to review and evaluate the IPEd WFP within three (3) weeks, from the date of submission, to ensure its alignment with the identified thematic focus areas (if a certain division does not receive any information regarding its IPEd WFP within the set period, the IPEd WFP shall be deemed “approved”);
- iii. The RO shall notify the DO upon approval of its IPEd WFP, copy furnished IPsEO;
- iv. The IPsEO shall request the FMS-Budget Division for the issuance of the Sub-ARO to the DO;
- v. In cases where RO has recommendations and/or suggestions for revisions, the RO shall return the IPEd WFP to the DO for improvement;
- vi. The DO shall submit the revised IPEd WFP once RO recommendations and comments are integrated; and
- vii. The PSF shall be released as soon as the revised IPEd WFP is approved by the RO.

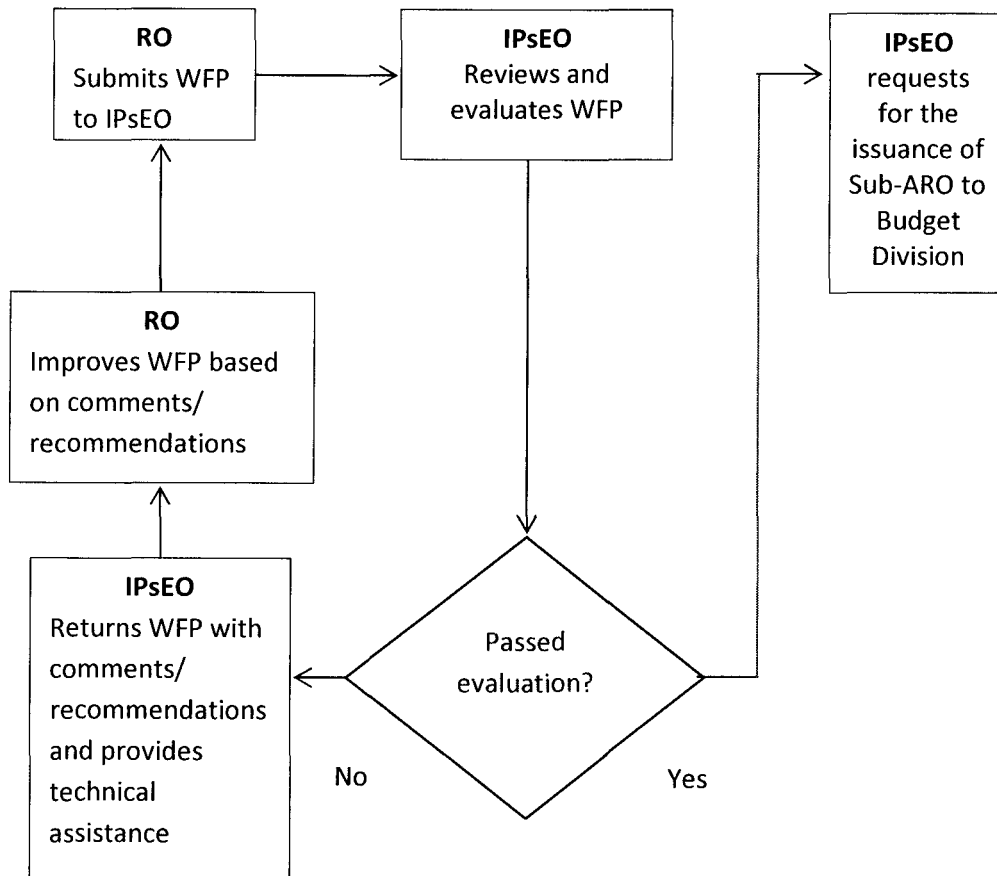
Figure 1: Process flow for the availment of Division PSF



6.1.b Regional Program Support Fund

- i. The RO shall prepare and submit the IPEd WFP to IPsEO for evaluation, within the first quarter of the Fiscal Year;
- ii. The IPsEO shall review and evaluate the IPEd WFP submitted by the RO, within three weeks, to ensure alignment with the identified thematic focus areas (if a certain region does not receive any information regarding its IPEd WFP within the set period, the IPEd WFP shall be deemed “approved”);
- iii. The region shall be notified by the IPsEO upon approval of their IPEd WFP;
- iv. The IPsEO shall request the FMS-Budget division for the issuance of the Sub-ARO to the RO;
- v. In cases where IPsEO has recommendations and/or suggestions for revisions, the IPEd WFP is returned to the RO for improvement;
- vi. The RO shall submit the revised IPEd WFP once the comments and recommendations of IPsEO are integrated; and
- vii. The PSF shall be released as soon as the revised RO IPEd WFP is approved by the IPsEO.

Figure 2: Process flow for the availment of Region PSF



6.2 Allotment Release

- a. Upon release of the Agency Budget Matrix (ABM)/SARO by DBM to DepED-CO, the Budget Division-FMS shall issue the Sub-Allotment Release Order (Sub-ARO) to the regions and divisions.
- b. The regions and divisions, upon receipt of Sub-ARO, shall request from DBM-Regional Office the corresponding cash requirement or Notice of Cash Allocation (NCA).

6.3 Liquidation and Utilization of funds

Utilization and liquidation of the funds shall be subject to the usual accounting and auditing rules and regulations.

7.0 Roles and Responsibilities

- 7.1 At the regional and division levels, the IPEd Focal Person shall serve as the overall coordinator of the implementation of the IPEd Program. In relation to the PSF, the IPEd Focal Person shall perform the following roles in close coordination and collaboration with other concerned personnel/units;

- a. *Division level:* a) coordinate the formulation and processing of the division IPEd WFP; b) prepare and consolidate inputs to the required reports; c) supervise and monitor program implementation/fund utilization.

The Schools Division Superintendent (SDS) shall be accountable as the overall IPEd Program implementer.

- b. *Regional level:* a) coordinate the formulation and processing of the regional IPEd WFP; b) prepare and consolidate inputs to required reports; c) supervise and monitor program implementation/fund utilization; d) provide technical assistance to the divisions.

The Regional Director shall be accountable as the overall IPEd Program implementer.

- 7.2 At the national level, the IPsEO shall coordinate the overall process of availment and utilization of PSF at the regional and division levels, as specified in these guidelines. This office shall issue supplemental guidelines and provide technical assistance as may be deemed necessary.

8.0 Progress Monitoring

- 8.1 To ensure effective and efficient implementation of IPEd at the Regions and Divisions, a Regional Conference managed by IPsEO shall be conducted every quarter. This shall serve as the venue for the regions and divisions to report progress on their project implementation.
- 8.2 The Regions shall conduct regular monitoring to the divisions as part of their mandated functions and responsibilities.

9.0 Performance and Fund Utilization Reporting

- 9.1 The Divisions shall submit their accomplishment report (**Annex 4**) to the Regional Office on a quarterly basis, copy furnished IPsEO.
- 9.2 The Regions shall submit their accomplishment report (**Annex 4**) to the IPsEO on a quarterly basis.

10.0 Evaluation of the Program

Program evaluation shall be undertaken by a composite team (to be identified) to determine its alignment with the program implementation plan, under the supervision of the Office of the Planning Service (OPS). The evaluation shall be conducted during the last quarter of the year.

11.0 Effectivity

These guidelines shall be in force and in effect starting FY 2013 unless sooner repealed, amended, or rescinded.

**DEPARTMENT OF EDUCATION
SUMMARY OF FY 2013 PROGRAM SUPPORT FUND ALLOCATION – GAA, BY
REGION**

REGION	Program Support Fund		TOTAL
	Divisions	Region	
Central Office			32,534,000.00
Region I - Ilocos Region	2,882,320.00	551,680.00	3,434,000.00
Cordillera Administrative Region (CAR)	3,844,060.00	833,940.00	4,678,000.00
Region II - Cagayan Valley	2,582,320.00	551,680.00	3,134,000.00
Region III - Central Luzon	5,610,620.00	834,380.00	6,445,000.00
Region IVA - CALABARZON	1,691,000.00	397,000.00	2,088,000.00
Region IVB - MIMAROPA	3,019,620.00	612,380.00	3,632,000.00
Region V - Bicol Region	3,432,160.00	551,840.00	3,984,000.00
Region VI - Western Visayas	4,169,460.00	645,540.00	4,815,000.00
Region VII - Central Visayas	2,607,720.00	363,280.00	2,971,000.00
Region VIII - Eastern Visayas	1,303,860.00	269,140.00	1,573,000.00
Region IX - Western Mindanao	4,427,340.00	1,000,660.00	5,428,000.00
Region X - Northern Mindanao	6,735,060.00	1,110,940.00	7,846,000.00
Region XI - Southern Mindanao	5,568,500.00	1,220,500.00	6,789,000.00
Region XII - Central Mindanao	5,147,920.00	1,110,080.00	6,258,000.00
Region XIII (CARAGA)	3,390,040.00	1,000,960.00	4,391,000.00
GRAND TOTAL	56,412,000.00	11,054,000.00	100,000,000.00

**DEPARTMENT OF EDUCATION
ALLOCATION FOR FY 2013 PROGRAM SUPPORT FUND – GAA, BY DIVISION**

	DIVISION	PRIORITY LEVEL	PROGRAM SUPPORT FUND
	TOTAL - CAR		3,844,060.00
1	Benguet	Priority I	720,580.00
2	Baguio City	Priority I	720,580.00
3	Abra	Priority I	720,580.00
4	Kalinga	Priority III	420,580.00
5	Mt. Province	Priority III	420,580.00
6	Ifugao	Priority III	420,580.00
7	Apayao	Priority III	420,580.00
	TOTAL - Region I		2,882,320.00
1	Pangasinan II, Binalonan	Priority I	720,580.00
2	Ilocos Norte	Priority I	720,580.00
3	Ilocos Sur	Priority III	420,580.00
4	La Union	Priority III	420,580.00
5	Candon City	Priority IV	300,000.00
6	Pangasinan I, Lingayen	Priority IV	300,000.00
	TOTAL - Region II		2,582,320.00
1	Quirino	Priority I	720,580.00
2	Cagayan	Priority I	720,580.00
3	Isabela	Priority III	420,580.00
4	Nueva Vizcaya	Priority III	420,580.00
5	Santiago City	Priority IV	300,000.00
	TOTAL - Region III		5,610,620.00
1	Zambales	Priority I	720,580.00
2	Aurora	Priority I	720,580.00
3	Nueva Ecija	Priority I	720,580.00
4	Pampanga	Priority I	720,580.00
5	Tarlac	Priority I	720,580.00
6	Olongapo City	Priority II	703,860.00
7	Bataan	Priority II	703,860.00
8	Bulacan	Priority IV	300,000.00
9	Angeles City	Priority IV	300,000.00
	TOTAL - Region IV-A		1,691,000.00
1	Quezon	Priority II	703,860.00
2	Rizal	Priority II	703,860.00
3	Antipolo City	Priority IV	300,000.00
	TOTAL - Region IV-B		3,019,620.00
1	Oriental Mindoro	Priority I	720,580.00
2	Romblon	Priority I	720,580.00
3	Puerto Princesa City	Priority I	720,580.00
4	Palawan	Priority III	420,580.00
5	Occidental Mindoro	Priority III	420,580.00

	DIVISION	PRIORITY LEVEL	PROGRAM SUPPORT FUND
	TOTAL - Region V		3,432,160.00
1	Camarines Sur	Priority I	720,580.00
2	Iriga City	Priority II	703,860.00
3	Sorsogon	Priority II	703,860.00
4	Albay	Priority II	703,860.00
5	Masbate	Priority IV	300,000.00
6	Camarines Norte	Priority IV	300,000.00
	TOTAL - Region VI		4,169,460.00
1	Iloilo	Priority I	720,580.00
2	Aklan	Priority I	720,580.00
3	Capiz	Priority I	720,580.00
4	Kabankalan City	Priority II	703,860.00
5	Antique	Priority II	703,860.00
6	Silay City	Priority IV	300,000.00
7	Negros Occidental	Priority IV	300,000.00
	TOTAL - Region VII		2,607,720.00
1	Negros Oriental	Priority II	703,860.00
2	Cebu City	Priority II	703,860.00
3	Bohol	Priority IV	300,000.00
4	City of Naga, Cebu	Priority IV	300,000.00
5	Bayawan City	Priority IV	300,000.00
6	Tanjay City	Priority IV	300,000.00
	TOTAL - Region VIII		1,303,860.00
1	Samar (Western Samar)	Priority II	703,860.00
2	Leyte	Priority IV	300,000.00
3	Northern Samar	Priority IV	300,000.00
	TOTAL - Region IX		4,427,340.00
1	Zamboanga City	Priority I	720,580.00
2	Isabela City	Priority I	720,580.00
3	Pagadian City	Priority I	720,580.00
4	Dipolog City	Priority II	703,860.00
5	Zamboanga del Norte	Priority III	420,580.00
6	Zamboanga del Sur	Priority III	420,580.00
7	Zamboanga Sibugay	Priority III	420,580.00
8	Dapitan City	Priority IV	300,000.00
	TOTAL - Region X		6,735,060.00
1	Malaybalay City	Priority I	720,580.00
2	Misamis Occidental	Priority I	720,580.00
3	Misamis Oriental	Priority I	720,580.00
4	Cagayan de Oro City	Priority I	720,580.00
5	Gingoog City	Priority I	720,580.00
6	Valencia City	Priority II	703,860.00
7	Iligan City	Priority II	703,860.00
8	Oroquieta City	Priority II	703,860.00
9	Bukidnon	Priority III	420,580.00
10	Ozamis City	Priority IV	300,000.00
11	Camiguin	Priority IV	300,000.00

	DIVISION	PRIORITY LEVEL	PROGRAM SUPPORT FUND
	TOTAL - Region XI		5,568,500.00
1	Davao City	Priority I	720,580.00
2	Compostela Valley	Priority I	720,580.00
3	Island Garden City of Samal	Priority I	720,580.00
4	Tagum City	Priority I	720,580.00
5	Digos City	Priority I	720,580.00
6	Panabo City	Priority II	703,860.00
7	Davao del Sur	Priority III	420,580.00
8	Davao Oriental	Priority III	420,580.00
9	Davao del Norte	Priority III	420,580.00
	TOTAL - Region XII		5,147,920.00
1	North Cotabato	Priority I	720,580.00
2	General Santos City	Priority I	720,580.00
3	Kidapawan City	Priority I	720,580.00
4	Koronadal City	Priority I	720,580.00
5	Cotabato City	Priority II	703,860.00
6	Sarangani	Priority III	420,580.00
7	South Cotabato	Priority III	420,580.00
8	Sultan Kudarat	Priority III	420,580.00
9	Tacurong City	Priority IV	300,000.00
	TOTAL – Region XIII (CARAGA)		3,390,040.00
1	Surigao del Sur	Priority I	720,580.00
2	Butuan City	Priority II	703,860.00
3	Bislig City	Priority II	703,860.00
4	Agusan del Sur	Priority III	420,580.00
5	Agusan del Norte	Priority III	420,580.00
6	Surigao del Norte	Priority III	420,580.00

Work and Financial Plan (WFP)
Indigenous Peoples Education Program Support Fund (IPEd PSF)
FY 2013

Region: _____
 Division: _____

A. Work Plan

Activity Code	Objectives/Major Activities	Unit of Measure/ Indicator	Physical Targets (TOTAL)	Monthly Target																
				Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec					
1.0	Objective 1																			
1.1	Activity 1																			
1.2	Activity 2																			

B. Organizational Arrangements

Activity code	Objectives/Major Activities	Key Persons Involved
1.0	Objective 1	
1.1	Activity 1	
1.2	Activity 2	

C. Financial Plan

Activity Code	Objectives/Major Activities	Budget	Monthly Cash Flow																	
			Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec						
1.0	Objective 1																			
1.1	Activity 1																			
1.2	Activity 2																			

Prepared by: _____

Endorsed by: _____

Approved by: _____

Region / Division IPEd Focal Person _____

Regional Director / Schools Division Superintendent _____

IPSEO Coordinator / Regional Director _____

Accomplishment Report
 Indigenous Peoples Education Program Support Fund (IPed PSF)
 FY 2013

Region: _____
 Division: _____
 Quarter: _____

I. Physical and Financial Accomplishments

Activity Code	Objectives/Major Activities	Unit of Measure/ Indicator	Physical Accomplishments			Financial Accomplishments		
			Target	Actual	%	Budget	Actual	%
1.0	Objective 1							
1.1	Activity 1	-----						
1.2	Activity 2	-----						
1.3	Activity 3							
2.0	Objective 2							
2.1	Activity 1							
2.2	Activity 2							
2.3	Activity 3							

II. Issues, challenges, and other concerns

Prepared by: _____

Certified correct by: _____

Region / Division IPed Focal Person _____

Regional Director / Schools Division Superintendent _____