



Republic of the Philippines
Department of Education

11 JUL 2014

DepEd ORDER
No. **32**, s. 2014

**GUIDELINES ON THE UTILIZATION OF FUNDS
FOR MADRASAH EDUCATION PROGRAM**

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

1. In line with the implementation of the Madrasah Education Program (MEP), mandated through DepEd Order No. 51, s. 2004, the Department of Education (DepEd) continuously supports the institutionalization of MEP by providing the support mechanism for its continual adoption in public schools with Muslim learners, for Muslim Out-of-School Youths, and for private Madaris implementing the Refined Standard Madrasah Curriculum.
2. The MEP aims to provide the Muslim learners with appropriate and relevant educational opportunities through the integration of the Arabic Language and Islamic Values Education (ALIVE) program in the basic education curriculum.
3. To sustain the gains of the program, the DepEd shall continue to provide fund support for the MEP under the Fiscal Year 2014 General Appropriations Act subject to the enclosed guidelines on the fund availment, release, utilization, liquidation, monitoring, evaluation and reporting.
4. For more information, all concerned may contact **Ms. Josefina V. Lacuna** or **Mr. Mohammad Nhor P. Sawato**, Office of Madrasah Education (OME), 5th Floor Bonifacio Building, DepEd Complex, Meralco Avenue, Pasig City at telephone nos.: (02) 635-5669; (02) 634-1250 or through email address: depedaliveprogram@yahoo.com.
5. Immediate dissemination of and strict compliance with this Order is directed.


BR. ARMIN A. LUJASTRO FSC
Secretary

Encls.: As stated

Reference: DepEd Order No.: 46, s. 2013

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

CURRICULUM
FUNDS

POLICY
PROGRAMS

(Enclosure to DepEd Order No. 32, s. 2014)

Guidelines on the Utilization of Funds for Madrasah Education Program

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Guidelines on the Utilization of Funds for Madrasah Education Program

1. Purpose and Coverage

1.1 In response to the global commitment on Education For All, the Department of Education institutionalized the basic education for Muslim learners through the implementation of the Madrasah Education Program (MEP) in 2004. Guided by the Roadmap for Upgrading Muslim Education, DepEd provided Muslim learners access to culture sensitive education by developing and implementing the Arabic Language and Islamic Values Education (ALIVE) and tahderiyyah (kinder) curriculum in public schools, the Standard Madrasah Education Curriculum in private Madaris, and the ALIVE for Out of School youth and adults.

1.2 To strengthen program implementation, fund support shall continue to be provided for the following: a. Allowance for Asatidz handling ALIVE classes pursuant to DepEd Order No. 40. s. 2011; b. Financial Assistance to qualified private Madaris (including Sajahatra Bangsamoro); c. Program Support Fund (PSF) for the regions and selected divisions with public elementary and secondary schools offering ALIVE classes; and d. policy support mechanism at the Central Office level which include capacity building for ALIVE teachers and other MEP implementers, assessment, quality assurance, curriculum review and development, advocacy, learning resource development and monitoring and evaluation.

1.3 These guidelines shall cover the rules for availment, utilization, liquidation, monitoring, evaluation and reporting for the a. Allowance for Asatidz handling ALIVE classes; and b. Program Support Fund for the regional and Division Offices. The Financial Assistance to qualified private Madaris (including Sajahatra Bangsamoro) shall be guided by DepEd Order Nos. 81, s. 2007, 18, s. 2008 and 6, s. 2013.

2. Definition of Terms

2.1 *Accelerated Teacher Education Program (ATEP)*. This is an intensive two-year study program, consisting of four (4) regular semesters and one (1) summer, which is a strategy response to the Professionalization of Asatidz Component of the DepEd Muslim Basic Education Roadmap to meet the need for ALIVE teachers in public schools and the demand for better teacher qualification.

2.2 *ALIVE Coordinators*. These are Education Supervisors and Teachers who are designated as coordinators in regional and division levels (Regional ALIVE Coordinators [RACs] and Division ALIVE Coordinators [DACs], respectively) to oversee MEP implementation.

2.3 *Arabic Language and Islamic Values Education (ALIVE)*. A program with the aim of preserving Arabic language and Muslim culture through its inclusion in the regular basic education curriculum, being taught to Muslim learners enrolled in public schools.

2.4 *Asatidz*. The plural form of the Arabic word “ustadz”, referring to male professor/teacher and “ustadzah”, referring to female professor/teacher.

2.5 *Language Enhancement and Pedagogy (LEaP)*. A training workshop consisting of twenty-three (23) days of interaction among trainers and trainees.

2.6 *Madaris*. The plural form of the Arabic word “madrasah” which means school.

2.7 *Private Madaris*. These refers to the following private Madaris: 1) Traditional Madrasah that offers free tuition fee and conducts classes during weekends; 2) Traditional Madrasah that conducts classes during weekdays or weekends with tuition fee; and 3) Private Madrasah that conducts regular classes during weekdays and adopts the Refined Standard Madrasah Curriculum for Private Madaris under DepEd.

2.8 *Qualifying Examination in Arabic Language and Islamic Studies (QEALIS)*. An examination given to the new Asatidz applicants, which is administered by NETRC. This is the first requirement that should be passed by the said applicants to become qualified to teach ALIVE subjects in public schools.

2.9 *Refined Elementary Madrasah Curriculum (REMC)*. A curriculum developed specifically for ALIVE classes in public schools.

2.10 *Refined Standard Madrasah Curriculum (RSMC)*. A curriculum developed for private madaris under DepEd.

3. Selection and Prioritization of Recipients

3.1 Program Support Fund

3.1.1 All Schools Division Offices (SDOs) with public elementary and/or secondary schools with organized ALIVE classes, having a minimum of fifteen (15) Muslim learners¹, are qualified to receive Program Support Fund (PSF).

3.1.2 All seventeen (17) ROs are qualified to receive the PSF.

3.2 Allowance for Asatidz

3.2.1 All Asatidz handling ALIVE classes (regardless of the number of enrollees) and rendering compulsory service in the school of assignment for at least four (4) hours a day from Monday to Friday, including the preparation of instructional materials needed for the next teaching session, are entitled to a regular monthly allowance.

3.2.2 To ensure quality of instructions in the classroom, the Ustadz or Ustadzah shall serve only in his/her assigned division. In case, however, that he/she is handling more than one division, he/she will only be compensated for only one (1) regular monthly allowance.

4. Allocation of Funds

4.1 Program Support Fund

¹ SY 2013-2014 enrolment (by school) generated from DepEd EBEIS (Enhanced Basic Education Information System).

4.1.1 The allocation of PSF by Region shall vary depending on the number of identified divisions with schools implementing ALIVE classes, considering factors related to travel costs for M&E and technical assistance (i.e. proximity of identified divisions from the regional office, geographical features), advocacy, and other regionally initiated MEP activities. The following matrix shows the basis for RO PSF allocation:

Number of SDOs with schools implementing ALIVE classes/RO	Amount of Program Support Fund
1 to 5	P 100,000.00
6 to 10	130,000.00
11 to 15	150,000.00
16 and above	200,000.00

4.1.2 The allocation of PSF by division is based on the number of schools with organized ALIVE classes, considering factors related to travel costs for M&E and technical assistance (i.e. proximity of identified schools from the division offices and its geographical features), advocacy, and other MEP-related activities. The following matrix shows the basis for the SDO PSF allocation:

Number of schools with organized ALIVE classes/SDO	Amount of Program Support Fund
1 to 5	P 50,000.00
6 to 10	80,000.00
11 to 20	100,000.00
21 to 30	150,000.00
31 & Above	180,000.00

4.1.3 Annex 1 shows the allocation of PSF by region and division.

4.2 Allowance for Asatidz

4.2.1 An Ustadz/Ustadzah is entitled to receive a regular monthly allowance amounting to ₱6,000.00, subject to qualification in 3.2.1.

4.2.2 The allowance per region and division, as shown in Annex 2, is based on the number of Asatidz handling ALIVE classes regardless of the number of enrollees.

5. Eligible Activities & Expenses

5.1 The MEP downloaded funds shall be used for the following activities:

Particulars	Eligible Activities	Eligible Expenses	Responsible Office
Regional PSF	<ul style="list-style-type: none"> regular monitoring and technical assistance to SDOs conduct of advocacy activities participation to and/or conduct of trainings/workshops/fora/conferences 	<ul style="list-style-type: none"> travel expenses meals training/workshop kits payment for rental of venues/meeting rooms printing and/or reproduction of advocacy materials such as leaflet, flyer, poster, etc. courier services supplies and materials 	Regional Office
Division	<ul style="list-style-type: none"> regular monitoring and 		Schools

PSF	technical assistance to schools/ community learning centers <ul style="list-style-type: none"> • conduct of advocacy activities • participation to and/or conduct of trainings/ workshops/ fora/ conferences 	<ul style="list-style-type: none"> • other expenses in support to eligible activities classified under MOOE 	Division Office
Asatidz' Allowance	<ul style="list-style-type: none"> • payment for the allowance of Asatidz 	<ul style="list-style-type: none"> • monthly allowance of an Ustadz /Ustadzah is P6,000.00 per month (see Annex 2 for details of computation) 	Schools Division Office and School

5.2 The centrally managed projects and activities, such as policy formulation, learning materials development, capacity building, advocacy, monitoring and evaluation, technical assistance, and other program management activities, shall be implemented by the OME, subject to the approval of the Undersecretaries for Programs & Projects and Finance & Administration.

5.3 Ineligible expense items shall include:

5.2.1 Operational expenses such as payment of utilities (water, electricity, janitorial and security services) funded by regular MOOE;

5.2.2 Hiring and payment of salaries of additional staff; and

5.2.3 Capital outlay items, such as equipment and expenses covered by Official Development Assistance-supported projects and other special or national programs or subsidies.

5.4 All expenses shall be subject to the existing accounting and auditing rules and regulations.

6. Availment, Release and Liquidation of Funds

6.1 Program Support Fund

6.1.1 To avail of the PSF, the DAC, through the Schools Division Superintendents, shall prepare and submit the Work and Financial Plan to the Regional Office for review of alignment with regional directions. Likewise, the RAC, through the Regional Director, shall prepare and submit its Work and Financial Plan to the OME for review of alignment with the Department's strategic directions. (See Annexes 1 and 2 for the templates).

6.1.2 The RO and OME shall acknowledge and provide feedback on the Work and Financial Plans submitted by the SDOs and ROs, respectively, within two (2) weeks. This is to ensure alignment and synchronicity of OME activities and to avoid duplication of projects/activities indicated in the Madrasah Education Annual WFP.

6.2 Allowance for Asatidz

6.2.1 Payment of allowance for Asatidz shall be subject to the submission (every end of the month) of required data/report and

approval of SDS and RD, e.g. daily time record, payroll of Asatidz, among others.

6.2.2 The following procedure shall be followed by the ROs and SDOs in the release of Asatidz' allowances:

- a. the SDOs shall request all schools under ALIVE Program to submit the list of Asatidz entitled to receive allowances for the current year;
- b. the SDOs, through the DACs, shall summarize the said list, to be submitted to the SDS for final review and validation, which shall serve as the basis for the release of the Asatidz' allowances;
- c. the respective schools shall be informed by the DAC on the approved list of Asatidz; the same list shall be submitted to the Division Finance and Accounting Division to effect payment of the Asatidz' allowance, copy furnished the ROs; and
- d. the ROs, through the RACs, shall consolidate the validated list of schools and the corresponding number of Asatidz per SDOs for submission to the OME.

6.3 Allotment Release

6.3.1 The Budget Division-Finance and Management Service shall issue Sub-Allotment Release Order (Sub-ARO) to the schools with fiscal autonomy or Implementing Units (IUs), and through the Schools division offices for schools without fiscal autonomy.

6.3.2 Upon receipt of the Sub-ARO, the Secondary IUs and the SDOs shall prepare the Monthly Disbursement Program and request from the concerned DBM Regional Offices the corresponding cash requirements or Notice of Cash Allocation based on the approved work plan.

6.3.3 For the Autonomous Region of Muslim Mindanao (ARMM), the fund shall be transferred to the Office of the Regional Governor (ORG). Upon receipt, the fund shall be immediately released to DepEd ARMM. The procedure on the release of funds, as stipulated in Items 6.1, 6.2, and 6.3.2, shall be applied to the concerned SDOs.

6.4 Utilization and Liquidation of Funds

6.4.1 Utilization and liquidation of funds shall be subject to the usual accounting and auditing rules and regulations. Unutilized fund(s), particularly the Asatidz' allowances, shall be returned to the Bureau of Treasury.

7. Roles and Responsibilities

7.1 Schools

7.1.1 Implementation of the Madrasah curriculum through organization of ALIVE classes where there are Muslim learners;

7.1.2 On hiring of Asatidz, the schools with organized ALIVE classes shall accept and process applications for submission to SDOs. The services of employed Asatidz may be tapped to assess the applicants' competencies in Islamic Studies and Arabic Language. The list of qualified applicants shall be endorsed to SDOs for final evaluation, hiring and deployment.

7.2 Schools Division Offices

7.2.1 The SDOs are required to conduct *regular monitoring and technical assistance* to the identified schools with ALIVE classes to ensure that planned activities indicated in the school's Annual Implementation Plan (AIP) are implemented accordingly.

7.2.2 On hiring of Asatidz as Contract of Service, the SDOs shall evaluate the list of qualified applicants submitted by the schools for hiring and deployment.

7.2.3 In terms of administration of the QEALIS, the SDOs shall review the application and the supporting documents as to compliance with the required qualification standards for admission to the QEALIS. The list of qualified test takers shall be endorsed to the Regional Office for consolidation and endorsement to the Division Testing Center assigned by National Education Testing and Research Center.

7.2.4 The SDOs are required to prepare and submit the Physical and Financial Accomplishments (see Annex 3) and the masterlist of Asatidz employed in their division to the Regional Office on or before the fifth day of the month of the succeeding quarter (July 5, October 5 and January 5).

7.3 Regional Offices

7.3.1 The ROs are expected to conduct regular monitoring and technical assistance to the SDOs to ensure quality of implementation of the SDOs' planned activities, including compliance to guidelines.

7.3.2 On the administration of QEALIS, the ROs shall consolidate the submitted list of approved applications and forward the same to the Division Testing Coordinator assigned by the National Education Testing and Research Center, copy furnished the OME.

7.3.3 Upon passing the QEALIS, the ustadz/ustadzah shall be hired by the SDO on a contractual basis and shall be required to undergo two (2) levels of Asatidz training and professionalization development (thru LEaP and ATEP). The RO shall oversee the whole training program and shall be responsible for the preparatory, actual and post training activities including the preparation of documents for payment. To ensure effective management and supervision of the training program for Asatidz, the RACs shall closely coordinate with the OME.

7.3.4 The ROs shall be required to prepare and submit the Physical and Financial Accomplishments (see Annex 4) and the consolidated masterlist of Asatidz submitted by the SDOs on or before the seventh day of the month of the succeeding quarter (July 7, October 7 and January 7), to the OME, DepEd CO at depedaliveprogram@yahoo.com, copy furnished

the Office of Planning Service – Planning and Programming Division at opsppd.deped@gmail.com DepEd Complex, Meralco Avenue, Pasig City.

7.3.5 The Regional ALIVE Coordinator shall continue to serve as the focal person for the MEP activities, while the Regional Director is responsible for the overall management of the MEP.

7.4 Central Office

7.4.1 The Central Office, through the OME, shall be responsible for policy formulation, curriculum review and alignment, learning materials development, capacity building, monitoring and technical assistance to the ROs and other field offices as needed, evaluation and program review. The OME shall be responsible for tracking the progress of MEP implementation in accordance with the roadmap, and ensure that mechanisms are in place, so that the department's goals stated therein are achieved.

8. Evaluation of the Program

Program evaluation shall be undertaken by a Composite Team to determine its alignment with the program implementation plan, in coordination with the Office of the Planning Service.

9. Effectivity

All existing Orders and Memoranda inconsistent with this order are rescinded and shall be in force starting FY 2014 unless sooner repealed, amended, or rescinded.

**MADRASAH EDUCATION PROGRAM
SUMMARY OF FY 2014 PROGRAM SUPPORT FUND AND ASATIDZ ALLOWANCES**

REGION	PROGRAM SUPPORT FUND		ASATIDZ ALLOWANCES	TOTAL
	REGION	DIVISION		
Region I	130,000	350,000	1,368,000	1,848,000
Region II	100,000	100,000	1,032,000	1,232,000
Region III	200,000	550,000	2,910,000	3,660,000
Region IV-A	200,000	680,000	2,460,000	3,340,000
Region IV-B	200,000	380,000	5,520,000	6,100,000
Region V	150,000	350,000	2,124,000	2,624,000
Region VI	150,000	500,000	1,740,000	2,390,000
Region VII	200,000	510,000	8,700,000	9,410,000
Region VIII	150,000	350,000	906,000	1,406,000
Region IX	200,000	810,000	25,500,000	26,510,000
Region X	200,000	610,000	27,870,000	28,680,000
Region XI	200,000	860,000	12,240,000	13,300,000
Region XII	200,000	1,180,000	22,020,000	23,400,000
CARAGA	200,000	450,000	2,160,000	2,810,000
ARMM	200,000	1,400,000	73,260,000	74,860,000
CAR	100,000	150,000	3,390,000	3,640,000
NCR	200,000	600,000	11,700,000	12,500,000
TOTAL	2,980,000	9,830,000	204,900,000	217,710,000

MADRASAH EDUCATION PROGRAM
Summary of Program Support Fund and Asatidz' Allowance

Region / Divisions		Program Support Fund (Division)	Asatidz' Allowance	Total Allocation
I	Alaminos City	50,000	102,000	152,000
	Candon City	50,000	180,000	230,000
	Dagupan City	50,000	240,000	290,000
	Ilocos Sur	50,000	120,000	170,000
	La Union	50,000	180,000	230,000
	Laoag City	50,000	162,000	212,000
	Pangasinan I	0	120,000	120,000
	San Fernando City	50,000	162,000	212,000
	Urdaneta City	0	102,000	102,000
	Total	350,000	1,368,000	1,718,000
II	Cauayan City	0	102,000	102,000
	Ilagan City	50,000	162,000	212,000
	Isabela Province	50,000	162,000	212,000
	Nueva Vizcaya	0	282,000	282,000
	Santiago City	0	162,000	162,000
	Tuguegarao City	0	162,000	162,000
	Total	100,000	1,032,000	1,132,000
III	Angeles City	50,000	360,000	410,000
	Bulacan	50,000	342,000	392,000
	Cabanatuan City	0	60,000	60,000
	Malolos City	50,000	222,000	272,000
	Mecauayan City	0	240,000	240,000
	Olongapo City	50,000	300,000	350,000
	Pampanga	50,000	222,000	272,000
	San Fernando City	50,000	282,000	332,000
	San Jose Del Monte City	50,000	360,000	410,000
	Science City of Muñoz	50,000	102,000	152,000
	Tarlac	50,000	0	50,000
	Tarlac City	50,000	120,000	170,000
	Zambales	50,000	300,000	350,000
Total	550,000	2,910,000	3,460,000	
IV-A	Antipolo City	50,000	162,000	212,000
	Batangas City	50,000	144,000	194,000
	Batangas Province	50,000	180,000	230,000
	Calamba City	50,000	102,000	152,000
	Cavite City	50,000	162,000	212,000
	Cavite Province	50,000	240,000	290,000
	Dasmariñas City	50,000	444,000	494,000
	Laguna	50,000	180,000	230,000
	Lipa City	50,000	102,000	152,000

Region / Divisions		Program Support Fund (Division)	Asatidz' Allowance	Total Allocation
	Lucena City	50,000	240,000	290,000
	Quezon Province	0	102,000	102,000
	Rizal	80,000	180,000	260,000
	Sta. Rosa City	50,000	120,000	170,000
	Tanauan City	50,000	102,000	152,000
	Total	680,000	2,460,000	3,140,000
IV-B	Occidental Mindoro	50,000	0	50,000
	Oriental Mindoro	50,000	0	50,000
	Palawan	180,000	4,194,000	4,374,000
	Puerto Princesa	50,000	1,326,000	1,376,000
	Romblon	50,000	0	50,000
	Total	380,000	5,520,000	5,900,000
V	Albay	50,000	120,000	170,000
	Camarines Norte	50,000	120,000	170,000
	Catanduanes	50,000	0	50,000
	Iriga City	50,000	180,000	230,000
	Legaspi City	50,000	120,000	170,000
	Ligao City	0	120,000	120,000
	Masbate City	0	282,000	282,000
	Masbate Province	50,000	180,000	230,000
	Naga City	0	282,000	282,000
	Sorsogon City	50,000	360,000	410,000
	Sorsogon Province	0	240,000	240,000
	Tabaco City	0	120,000	120,000
Total	350,000	2,124,000	2,474,000	
VI	Aklan	50,000	444,000	494,000
	Antique	50,000	222,000	272,000
	Bacolod City	50,000	162,000	212,000
	Iloilo City	50,000	444,000	494,000
	Iloilo Province	50,000	144,000	194,000
	Kabankalan City	50,000	0	50,000
	Negros Occidental	50,000	0	50,000
	Roxas City	50,000	162,000	212,000
	Sagay City	50,000	0	50,000
	San Carlos City	50,000	162,000	212,000
Total	500,000	1,740,000	2,240,000	
VII	Bohol Province	50,000	342,000	392,000
	Cebu City	80,000	4,242,000	4,322,000
	Cebu Province	50,000	342,000	392,000
	Dumaguete City	50,000	222,000	272,000
	Lapu-lapu City	80,000	2,022,000	2,102,000
	Mandaue City	50,000	282,000	332,000
	Negros Oriental	0	222,000	222,000
	Tagbilaran City	50,000	462,000	512,000
	Talisay City	50,000	282,000	332,000
	Tanjay City	50,000	282,000	332,000
	Total	510,000	8,700,000	9,210,000

Region / Divisions		Program Support Fund (Division)	Asatidz' Allowance	Total Allocation
VIII	Biliran	50,000	120,000	170,000
	Calbayog City	50,000	102,000	152,000
	Leyte	50,000	162,000	212,000
	Maasin City	50,000	180,000	230,000
	Northern Samar	50,000	0	50,000
	Ormoc City	50,000	102,000	152,000
	Tacloban City	50,000	240,000	290,000
	Total	350,000	906,000	1,256,000
IX	Dipolog City	50,000	1,026,000	1,076,000
	Isabela City	150,000	3,726,000	3,876,000
	Pagadian City	80,000	1,626,000	1,706,000
	Zamboanga City	100,000	9,726,000	9,826,000
	Zamboanga Del Norte	150,000	2,826,000	2,976,000
	Zamboanga Del Sur	100,000	2,526,000	2,626,000
	Zamboanga Sibugay	180,000	4,044,000	4,224,000
	Total	810,000	25,500,000	26,310,000
X	Bukidnon	50,000	564,000	614,000
	Cagayan De Oro City	80,000	2,310,000	2,390,000
	Gingoog City	0	228,000	228,000
	Iligan City	100,000	4,110,000	4,210,000
	Lanao del Norte	180,000	19,092,000	19,272,000
	Malaybalay City	50,000	246,000	296,000
	Misamis Oriental	50,000	810,000	860,000
	Oroquieta City	50,000	246,000	296,000
	Valencia City	50,000	264,000	314,000
	Total	610,000	27,870,000	28,480,000
XI	Compostela Valley	100,000	1,404,000	1,504,000
	Davao City	150,000	6,384,000	6,534,000
	Davao Del Norte	80,000	204,000	284,000
	Davao del Sur	100,000	564,000	664,000
	Davao Oriental	50,000	504,000	554,000
	Digos City	80,000	504,000	584,000
	IGACOS	50,000	384,000	434,000
	Mati City	100,000	1,524,000	1,624,000
	Panabo City	50,000	204,000	254,000
	Tagum City	100,000	564,000	664,000
	Total	860,000	12,240,000	13,100,000
XII	Cotabato City	180,000	8,592,000	8,772,000
	General Santos City	150,000	3,774,000	3,924,000
	Kidapawan City	80,000	1,110,000	1,190,000
	Koronadal City	80,000	264,000	344,000
	North Cotabato	180,000	1,950,000	2,130,000
	Sarangani	100,000	2,010,000	2,110,000
	South Cotabato	150,000	666,000	816,000
	Sultan Kudarat	180,000	2,928,000	3,108,000
	Tacurong City	80,000	726,000	806,000
	Total	1,180,000	22,020,000	23,200,000

Region / Divisions		Program Support Fund (Division)	Asatidz' Allowance	Total Allocation
CARAGA	Agusan del Norte	50,000	222,000	272,000
	Agusan del Sur	50,000	0	50,000
	Bayugan City	0	222,000	222,000
	Bislig City	50,000	162,000	212,000
	Butuan City	50,000	402,000	452,000
	Cabadbaran City	50,000	282,000	332,000
	Siargao	50,000	162,000	212,000
	Surigao City	50,000	222,000	272,000
	Surigao del Norte	50,000	162,000	212,000
	Surigao del Sur	50,000	162,000	212,000
	Tandag City	0	162,000	162,000
	Total	450,000	2,160,000	2,610,000
ARMM	Basilan	150,000	11,460,000	11,610,000
	Lamitan City	50,000	4,920,000	4,970,000
	Lanao Del Sur I-A	180,000	4,920,000	5,100,000
	Lanao Del Sur I-B	180,000	8,100,000	8,280,000
	Lanao Del Sur II	100,000	7,740,000	7,840,000
	Maguindanao I	100,000	4,740,000	4,840,000
	Maguindanao II	80,000	4,920,000	5,000,000
	Marawi City	180,000	11,520,000	11,700,000
	Sulu (I & II)	300,000	10,200,000	10,500,000
	Tawi-Tawi	80,000	4,740,000	4,820,000
Total	1,400,000	73,260,000	74,660,000	
CAR	Apayao	50,000	0	50,000
	Baguio City	50,000	3,126,000	3,176,000
	Kalinga	50,000	264,000	314,000
	Total	150,000	3,390,000	3,540,000
NCR	Caloocan City	50,000	984,000	1,034,000
	City of San Juan	50,000	264,000	314,000
	Las Piñas City	50,000	846,000	896,000
	Makati City	50,000	384,000	434,000
	Manila	50,000	2,250,000	2,300,000
	Muntinlupa City	50,000	462,000	512,000
	Parañaque City	50,000	384,000	434,000
	Pasay City	50,000	384,000	434,000
	Pasig City	50,000	942,000	992,000
	Quezon City	100,000	3,510,000	3,610,000
	Taguig City	50,000	1,290,000	1,340,000
Total	600,000	11,700,000	12,300,000	
GRAND TOTAL		9,830,000	204,900,000	214,730,000

Computation for the Allocation of Asatidz' Allowance

Region / Divisions		Actual No. of Asatidz (Jan to Mar, 2014)	Allocation	Target No. of Asatidz (Jun to Dec, 2014)	Allocation	Total Allocation
I	Alaminos City	1	18,000	2	84,000	102,000
	Candon City	3	54,000	3	126,000	180,000
	Dagupan City	4	72,000	4	168,000	240,000
	Ilocos Sur	2	36,000	2	84,000	120,000
	La Union	3	54,000	3	126,000	180,000
	Laoag City	2	36,000	3	126,000	162,000
	Pangasinan I	2	36,000	2	84,000	120,000
	San Fernando City	2	36,000	3	126,000	162,000
	Urdaneta City	1	18,000	2	84,000	102,000
	Total	20	360,000	24	1,008,000	1,368,000
	Cauayan City	1	18,000	2	84,000	102,000
	Ilagan City	2	36,000	3	126,000	162,000
	Isabela Province	2	36,000	3	126,000	162,000
	Nueva Viscaya	4	72,000	5	210,000	282,000
	Santiago City	2	36,000	3	126,000	162,000
	Tuguegarao City	2	36,000	3	126,000	162,000
	Total	13	234,000	19	798,000	1,032,000
III	Angeles City	6	108,000	6	252,000	360,000
	Bulacan	5	90,000	6	252,000	342,000
	Cabanatuan City	1	18,000	1	42,000	60,000
	Malolos City	3	54,000	4	168,000	222,000
	Mecauayan City	4	72,000	4	168,000	240,000
	Olongapo City	5	90,000	5	210,000	300,000
	Pampanga	3	54,000	4	168,000	222,000
	San Fernando City	4	72,000	5	210,000	282,000
	San Jose Del Monte City	6	108,000	6	252,000	360,000
	Science City of Muñoz	1	18,000	2	84,000	102,000
	Tarlac City	2	36,000	2	84,000	120,000
	Zambales	5	90,000	5	210,000	300,000
Total	45	810,000	50	2,100,000	2,910,000	
IV-A	Antipolo City	2	36,000	3	126,000	162,000
	Batangas City	1	18,000	3	126,000	144,000
	Batangas Province	3	54,000	3	126,000	180,000
	Calamba City	1	18,000	2	84,000	102,000
	Cavite City	2	36,000	3	126,000	162,000
	Cavite Province	4	72,000	4	168,000	240,000
	Dasmariñas City	6	108,000	8	336,000	444,000
	Laguna	3	54,000	3	126,000	180,000
	Lipa City	1	18,000	2	84,000	102,000
	Lucena City	4	72,000	4	168,000	240,000
	Quezon Province	1	18,000	2	84,000	102,000
	Rizal	3	54,000	3	126,000	180,000
	Sta. Rosa City	2	36,000	2	84,000	120,000
	Tanauan City	1	18,000	2	84,000	102,000
	Total	34	612,000	44	1,848,000	2,460,000

Region / Divisions		Actual No. of Asatidz (Jan to Mar, 2014)	Allocation	Target No. of Asatidz (Jun to Dec, 2014)	Allocation	Total Allocation
IV-B	Palawan	65	1,170,000	72	3,024,000	4,194,000
	Puerto Princesa	20	360,000	23	966,000	1,326,000
	Total	85	1,530,000	95	3,990,000	5,520,000
V	Albay	2	36,000	2	84,000	120,000
	Camarines Norte	2	36,000	2	84,000	120,000
	Iriga City	3	54,000	3	126,000	180,000
	Legaspi City	2	36,000	2	84,000	120,000
	Ligao City	2	36,000	2	84,000	120,000
	Masbate City	4	72,000	5	210,000	282,000
	Masbate Province	3	54,000	3	126,000	180,000
	Naga City	4	72,000	5	210,000	282,000
	Sorsogon City	6	108,000	6	252,000	360,000
	Sorsogon Province	4	72,000	4	168,000	240,000
	Tabaco City	2	36,000	2	84,000	120,000
Total	34	612,000	36	1,512,000	2,124,000	
VI	Aklan	6	108,000	8	336,000	444,000
	Antique	3	54,000	4	168,000	222,000
	Bacolod City	2	36,000	3	126,000	162,000
	Iloilo City	6	108,000	8	336,000	444,000
	Iloilo Province	1	18,000	3	126,000	144,000
	Roxas City	2	36,000	3	126,000	162,000
	San Carlos City	2	36,000	3	126,000	162,000
	Total	22	396,000	32	1,344,000	1,740,000
VII	Bohol Province	5	90,000	6	252,000	342,000
	Cebu City	70	1,260,000	71	2,982,000	4,242,000
	Cebu Province	5	90,000	6	252,000	342,000
	Dumaguete City	3	54,000	4	168,000	222,000
	Lapu-lapu City	33	594,000	34	1,428,000	2,022,000
	Mandaue City	4	72,000	5	210,000	282,000
	Negros Oriental	3	54,000	4	168,000	222,000
	Tagbilaran City	7	126,000	8	336,000	462,000
	Talisay City	4	72,000	5	210,000	282,000
	Tanjay City	4	72,000	5	210,000	282,000
Total	138	2,484,000	148	6,216,000	8,700,000	
VIII	Biliran	2	36,000	2	84,000	120,000
	Calbayog City	1	18,000	2	84,000	102,000
	Leyte	2	36,000	3	126,000	162,000
	Maasin City	3	54,000	3	126,000	180,000
	Ormoc City	1	18,000	2	84,000	102,000
	Tacloban City	4	72,000	4	168,000	240,000
	Total	13	234,000	16	672,000	906,000

Region / Divisions		Actual No. of Asatidz (Jan to Mar, 2014)	Allocation	Target No. of Asatidz (Jun to Dec, 2014)	Allocation	Total Allocation
IX	Dipolog City	15	270,000	18	756,000	1,026,000
	Isabela City	60	1,080,000	63	2,646,000	3,726,000
	Pagadian City	25	450,000	28	1,176,000	1,626,000
	Zamboanga City	160	2,880,000	163	6,846,000	9,726,000
	Zamboanga Del Norte	45	810,000	48	2,016,000	2,826,000
	Zamboanga Del Sur	40	720,000	43	1,806,000	2,526,000
	Zamboanga Sibugay	66	1,188,000	68	2,856,000	4,044,000
	Total	411	7,398,000	431	18,102,000	25,500,000
X	Bukidnon	8	144,000	10	420,000	564,000
	Cagayan De Oro City	35	630,000	40	1,680,000	2,310,000
	Gingoog City	1	18,000	5	210,000	228,000
	Iligan City	65	1,170,000	70	2,940,000	4,110,000
	Lanao del Norte	307	5,526,000	323	13,566,000	19,092,000
	Malaybalay City	2	36,000	5	210,000	246,000
	Misamis Oriental	10	180,000	15	630,000	810,000
	Oroquieta City	2	36,000	5	210,000	246,000
	Valencia City	3	54,000	5	210,000	264,000
Total	433	7,794,000	478	20,076,000	27,870,000	
XI	Compostela Valley	22	396,000	24	1,008,000	1,404,000
	Davao City	105	1,890,000	107	4,494,000	6,384,000
	Davao Del Norte	2	36,000	4	168,000	204,000
	Davao del Sur	8	144,000	10	420,000	564,000
	Davao Oriental	7	126,000	9	378,000	504,000
	Digos City	7	126,000	9	378,000	504,000
	IGACOS	5	90,000	7	294,000	384,000
	Mati City	24	432,000	26	1,092,000	1,524,000
	Panabo City	2	36,000	4	168,000	204,000
	Tagum City	8	144,000	10	420,000	564,000
	Total	190	3,420,000	210	8,820,000	12,240,000
XII	Cotabato City	139	2,502,000	145	6,090,000	8,592,000
	General Santos City	58	1,044,000	65	2,730,000	3,774,000
	Kidapawan City	15	270,000	20	840,000	1,110,000
	Koronadal City	3	54,000	5	210,000	264,000
	North Cotabato	29	522,000	34	1,428,000	1,950,000
	Sarangani	30	540,000	35	1,470,000	2,010,000
	South Cotabato	9	162,000	12	504,000	666,000
	Sultan Kudarat	46	828,000	50	2,100,000	2,928,000
	Tacurong City	10	180,000	13	546,000	726,000
	Total	339	6,102,000	379	15,918,000	22,020,000
CARAGA	Agusan del Norte	3	54,000	4	168,000	222,000
	Bayugan City	3	54,000	4	168,000	222,000
	Bislig City	2	36,000	3	126,000	162,000
	Butuan City	6	108,000	7	294,000	402,000
	Cabadbaran City	4	72,000	5	210,000	282,000
	Siargao	2	36,000	3	126,000	162,000
	Surigao City	3	54,000	4	168,000	222,000
	Surigao del Norte	2	36,000	3	126,000	162,000
	Surigao del Sur	2	36,000	3	126,000	162,000

Region / Divisions		Actual No. of Asatidz (Jan to Mar, 2014)	Allocation	Target No. of Asatidz (Jun to Dec, 2014)	Allocation	Total Allocation
	Tandag City	2	36,000	3	126,000	162,000
	Total	29	522,000	39	1,638,000	2,160,000
ARMM	Basilan	121	2,178,000	221	9,282,000	11,460,000
	Lamitan	40	720,000	100	4,200,000	4,920,000
	Lanao Del Sur I-A	40	720,000	100	4,200,000	4,920,000
	Lanao Del Sur I-B	100	1,800,000	150	6,300,000	8,100,000
	Lanao Del Sur II	80	1,440,000	150	6,300,000	7,740,000
	Maguindanao I	30	540,000	100	4,200,000	4,740,000
	Maguindanao II	40	720,000	100	4,200,000	4,920,000
	Marawi City	150	2,700,000	210	8,820,000	11,520,000
	Sulu (I & II)	100	1,800,000	200	8,400,000	10,200,000
	Tawi-Tawi	30	540,000	100	4,200,000	4,740,000
	Total	731	13,158,000	1431	60,102,000	73,260,000
CAR	Baguio City	43	774,000	56	2,352,000	3,126,000
	Kalinga	3	54,000	5	210,000	264,000
	Total	46	828,000	61	2,562,000	3,390,000
NCR	Caloocan City	15	270,000	17	714,000	984,000
	City of San Juan	3	54,000	5	210,000	264,000
	Las Piñas City	12	216,000	15	630,000	846,000
	Makati City	5	90,000	7	294,000	384,000
	Manila	34	612,000	39	1,638,000	2,250,000
	Muntinlupa City	7	126,000	8	336,000	462,000
	Parañaque City	5	90,000	7	294,000	384,000
	Pasay City	5	90,000	7	294,000	384,000
	Pasig City	15	270,000	16	672,000	942,000
	Quezon City	55	990,000	60	2,520,000	3,510,000
	Taguig City	18	324,000	23	966,000	1,290,000
	Total	174	3,132,000	204	8,568,000	11,700,000
GRAND TOTAL		2,757	49,626,000	3,697	155,274,000	204,900,000

Department of Education
 FY 2014 Work and Financial Plan

Division Name : _____
 Division ID (EBEIS) : _____
 UACS Code (if applicable) : _____
 Funding Source : _____

Component and Activity	Performance Indicator	Quarter 3								Quarter 4								Full Year	
		July		August		September		Total		October		November		December		Total		Target	Amount
		Target	Amount	Target	Amount	Target	Amount	Target	Amount	Target	Amount	Target	Amount	Target	Amount	Target	Amount		
(1)	(2)	(19)	(20)	(21)	(22)	(23)	(24)	(25)	(26)	(27)	(28)	(29)	(30)	(31)	(32)	(33)	(34)	(35)	(36)
Teachers Support	No. of Asatidz benefitted																		
Activity 1																			
Activity n																			
Capacity Building	No. of DO personnel benefitted																		
Activity 1																			
Activity n																			
Advocacy	No. of advocacy materials developed																		
Activity 1																			
Activity n																			
Monitoring and Evaluation	No. of sites visited																		
Activity 1																			
Activity n																			
Technical Assistance	No. of sites provided with technical assistance																		
Activity 1																			
Activity n																			
Total																			

Prepared by: _____ Date: _____

Division Alive Coordinator _____

Approved by: _____ Date: _____

Head of the Division _____

I N S T R U C T I O N S

The Work and Financial Plan (WFP) shall be prepared based on the approved activities of the division's Annual Implementation Plan (AIP) to be funded by the granted subsidy. Accordingly, the recipient division shall prepare a separate WFP for every granted subsidy (i.e. A division with two funding sources will have two separate WFPs).

- A. Prior filling-up of the WFP, the recipient division shall indicate the division's Name, Division ID from the EBEIS, Unified Accounting Code Structure (UACS) Code (if applicable) and Funding Source of the respective division.
- B. Column 1 shall reflect the Components and Activities indicated in the Work Plan. The recipient division shall list and classify activities according to the identified components which are derived from the eligible activities and expenses from the unified guidelines.
- C. Column 2 shall reflect the corresponding **Performance Indicator** or desired outputs to be delivered for the indicated activities.
- D. Columns 19, 21, & 23 shall reflect the corresponding **monthly physical targets** of each activity for each performance indicator of every component for the third quarter.
- E. Column 25 shall reflect the **total physical targets for the third quarter** corresponding to each activity for each performance indicator of every given component.
- F. Columns 20, 22, & 24 shall reflect the corresponding **monthly expenses for the set targets** of each activity for each performance indicator of every component for the third quarter.
- G. Column 26 shall reflect the **total expenses for the third quarter** corresponding to the set targets of each activity for each performance indicator of every given component.
- H. Columns 27, 29, & 31 shall reflect the corresponding **monthly physical targets** for each performance indicator of every component indicated for the fourth quarter.
- I. Column 33 shall reflect the **total physical targets for the fourth quarter** corresponding to each activity for each performance indicator of every component.
- J. Columns 28, 30, & 32 shall reflect the corresponding **monthly expenses for the set targets** of each activity for each performance indicator of every component for the fourth quarter.
- K. Column 34 shall reflect the **total expenses for the fourth quarter** corresponding to the set targets of each activity for each performance indicator of every given component.
- L. Column 35 shall reflect the **total annual physical targets** corresponding to each activity for each performance indicator of every given component.
- M. Column 36 shall reflect the **total annual expenses for the set targets** corresponding to each activity for each performance indicator of every given component.

Annex 4

**Department of Education
FY 2014 Work and Financial Plan**

Region Name : _____
Region ID (EBEIS) : _____
UACS Code (if applicable) : _____
Funding Source : _____

Component and Activity	Performance Indicator	Quarter 3								Quarter 4							
		July		August		September		Total		October		November		December		Total	
		Target	Amount	Target	Amount	Target	Amount	Target	Amount	Target	Amount	Target	Amount	Target	Amount	Target	Amount
(1)	(2)	(19)	(20)	(21)	(22)	(23)	(24)	(25)	(26)	(27)	(28)	(29)	(30)	(31)	(32)	(33)	(34)
Capacity Building	No. of RO personnel benefitted																
Activity 1																	
Activity n																	
Advocacy	No. of advocacy materials developed																
Activity 1																	
Activity n																	
Monitoring and Evaluation	No. of divisions monitored																
Activity 1																	
Activity n																	
Technical Assistance	No. of divisions provided with technical assistance																
Activity 1																	
Activity n																	
Total																	

Prepared by: _____ Date: _____

Regional Alive Coordinator _____

Approved by: _____ Date: _____

Head of the Region _____

INSTRUCTIONS

The work and financial plan (WFP) shall be prepared based on the approved activities of the region's Annual Implementation Plan (AIP) to be funded by the granted subsidy. Each recipient region shall prepare a separate WFP for every granted subsidy. (i.e. A region with two funding sources will have two separate WFPs)

- A. Prior filling-up of the WFP, the recipient region shall indicate the region's Name, region ID from the EBELIS, Unified Accounting Code Structure (UACS) Code (if applicable) and Funding Source of the respective region.
- B. Column 1 shall reflect the Components and Activities indicated in the work plan. The recipient region shall list and classify activities according to the identified component derived from the eligible activities and expenses from the unified guidelines.
- C. Column 2 shall reflect the corresponding **Performance Indicator** or desired outputs to be delivered for the indicated activities.
- D. Columns 19, 21, & 23 shall reflect the corresponding **monthly physical targets** of each activity for each performance indicator of every component for the third quarter.
- E. Column 25 shall reflect the **total physical targets for the third quarter** corresponding to each activity for each performance indicator of every given component.
- F. Columns 20, 22, & 24 shall reflect the corresponding **monthly expenses for the set targets** of each activity for each performance indicator of every component for the third quarter.
- G. Column 26 shall reflect the **total expenses for the third quarter** corresponding to the set targets of each activity for each performance indicator of every given component.
- H. Columns 27, 29, & 31 shall reflect the corresponding **monthly physical targets** for each performance indicator of every component indicated for the fourth quarter.
- I. Column 33 shall reflect the **total physical targets for the fourth quarter** corresponding to each activity for each performance indicator of every component.
- J. Columns 28, 30, & 32 shall reflect the corresponding **monthly expenses for the set targets** of each activity for each performance indicator of every component for the fourth quarter.
- K. Column 34 shall reflect the **total expenses for the fourth quarter** corresponding to the set targets of each activity for each performance indicator of every given component.
- L. Column 35 shall reflect the **total annual physical targets** corresponding to each activity for each performance indicator of every given component.
- M. Column 36 shall reflect the **total annual expenses for the set targets** corresponding to each activity for each performance indicator of every given component.

PHYSICAL AND FINANCIAL ACCOMPLISHMENTS
for the Quarter Ending _____

Division Name: _____
Division ID (EBEIS): _____
Region: _____

Amount of subsidy received: _____ Date: _____
Check No.: _____ Date: _____
Amount Utilized: _____ Date: _____
Amount Liquidated: _____ Date: _____

Funding Source: _____

Component and Activity	Performance Indicator	Annual Targets		Targets		Accomplishments								Variance		Remarks
		Physical	Financial	Physical	Financial	Physical				Financial				Physical	Financial	
						Month 1	Month 2	Month 3	Total	Month 1	Month 2	Month 3	Total			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10=7+8+9)	(11)	(12)	(13)	(14=11+12+13)	(15=5-10)	(16=6-14)	(17)
Teacher Support	No. of Asatids benefitted															
Activity 1																
Activity n																
Capacity Building	No. of DO personnel benefitted															
Activity 1																
Activity n																
Advocacy	No. of advocacy materials developed															
Activity 1																
Activity n																
Monitoring and Evaluation	No. of schools monitored															
Activity 1																
Activity n																
Technical Assistance	No. of schools provided with technical assistance															
Activity 1																
Activity n																

Prepared by: _____

Date: _____

Approved by: _____

Date: _____

Head of the Division

I N S T R U C T I O N S

The **Division Physical and Financial Accomplishment Report** shall be prepared by the recipient division based on the Work and Financial Plan (WFP) it submitted to its Regional Office (RO). Accomplishments shall be based on the activities culled from their approved Annual Implementation Plan (AIP) as funded by granted subsidy.

- A. Prior filling-up of the Accomplishment Form, the recipient division shall indicate the **Division Name, Division ID from the EBEIS, and Region** of the respective division. The **Amount of subsidy received, Check Number, Amount Utilized, Amount Liquidated and Funding Source** with their **corresponding dates** shall also be provided.
- B. Column 1 shall reflect the **Components and Activities**. The recipient division shall list and classify activities based on the identified components which are derived from the eligible activities and expenses indicated in the implementing guidelines.
- C. Column 2 reflects the corresponding **performance indicator** or the output to be delivered of the activities for each given component.
- D. Column 3 shall reflect the corresponding **Annual Physical Targets** of each activity for each performance indicator of every given component.
- E. Column 4 shall reflect the corresponding **Annual Financial Targets** of each activity for each performance indicator of every given component.
- F. Column 5 shall reflect the corresponding **physical targets** of each activity for each performance indicator of every given component for the given quarter.
- G. Column 6 shall reflect the corresponding **financial targets** of each activity for each performance indicator of every given component for the given quarter.
- H. Columns 7, 8, & 9 shall reflect the **monthly physical accomplishment** of each activity for each performance indicator of every given component for the given quarter.
- I. Column 10 shall reflect the **total physical accomplishment for the given quarter** of each activity for each performance indicator of every given component.
- J. Columns 11, 12, & 13 shall reflect the **monthly utilization** of each activity for each performance indicator of every given component for the given quarter.
- K. Column 14 shall reflect the **total amount utilized for the given quarter** for each activity of each performance indicator of every given component.
- L. Column 15 shall reflect the **variance** between the quarterly targets and quarterly accomplishments or the difference between column 5 and column 10.
- M. Column 16 shall reflect the **variance** between the quarterly financial targets and quarterly utilization or the difference between column 6 and column 14.
- N. Column 17 shall reflect **remarks** or reasons for the variance and other implementation issues.

PHYSICAL AND FINANCIAL ACCOMPLISHMENTS
for the Quarter Ending _____

Region Name: _____
Regional ID (EBEIS): _____

Amount of subsidy received: _____ Date: _____
Check No.: _____ Date: _____
Amount Utilized: _____ Date: _____
Amount Liquidated: _____ Date: _____

Funding Source: _____

Component and Activity	Performance Indicator	Annual Targets		Targets		Accomplishments								Variance		Remarks
		Physical	Financial	Physical	Financial	Physical				Financial				Physical	Financial	
						Month 1	Month 2	Month 3	Total	Month 1	Month 2	Month 3	Total			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10=7+8+9)	(11)	(12)	(13)	(14=11+12+13)	(15=5-10)	(16=6-14)	(17)
Capacity Building	No. of RO personnel benefitted															
Activity 1																
Activity n																
Advocacy	No. of advocacy materials developed															
Activity 1																
Activity n																
Monitoring and Evaluation	No. of divisions monitored															
Activity 1																
Activity n																
Technical Assistance	No. of divisions provided with technical assistance															
Activity 1																
Activity n																

Prepared by: _____

Date: _____

Approved by: _____

Date: _____

Head of the Division

I N S T R U C T I O N S

The **Regional Physical and Financial Accomplishment Report** shall be prepared by the recipient region based on the Work and Financial Plan (WFP) it submitted to the Central Office (CO). Accomplishments shall be based on the activities culled from their approved Annual Implementation Plan (AIP) as funded by granted subsidy.

- A. Prior filling-up of the Accomplishment Form, the recipient region shall indicate the **Region Name and Regional ID from the EBEIS** of the respective region. The **Amount of subsidy received, Check Number, Amount Utilized, Amount Liquidated and Funding Source** with their **corresponding dates** shall also be provided.
- B. Column 1 shall reflect the **Components and Activities**. The recipient region shall list and classify activities based on the identified components which are derived from the eligible activities and expenses indicated in the implementing guidelines.
- C. Column 2 reflects the corresponding **performance indicator** or the output to be delivered of the activities for each given component.
- D. Column 3 shall reflect the corresponding **Annual Physical Targets** of each activity for each performance indicator of every given component.
- E. Column 4 shall reflect the corresponding **Annual Financial Targets** of each activity for each performance indicator of every given component.
- F. Column 5 shall reflect the corresponding **physical targets** of each activity for each performance indicator of every given component for the given quarter.
- G. Column 6 shall reflect the corresponding **financial targets** of each activity for each performance indicator of every given component for the given quarter.
- H. Columns 7, 8, & 9 shall reflect the **monthly physical accomplishment** of each activity for each performance indicator of every given component for the given quarter.
- I. Column 10 shall reflect the **total physical accomplishment for the given quarter** of each activity for each performance indicator of every given component.
- J. Columns 11, 12, & 13 shall reflect the **monthly utilization** of each activity for each performance indicator of every given component for the given quarter.
- K. Column 14 shall reflect the **total amount utilized for the given quarter** for each activity of each performance indicator of every given component.
- L. Column 15 shall reflect the **variance** between the quarterly targets and quarterly accomplishments or the difference between column 5 and column 10.
- M. Column 16 shall reflect the **variance** between the quarterly financial targets and quarterly utilization or the difference between column 6 and column 14.
- N. Column 17 shall reflect **remarks** or reasons for the variance and other implementation issues.