



Republic of the Philippines
Department of Education

30 JUN 2015

DepEd ORDER
No. **28** s. 2015

**GUIDELINES ON THE UTILIZATION OF FUND
FOR MADRASAH/MUSLIM EDUCATION PROGRAM (MEP)**

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

1. In line with the implementation of the Madrasah/Muslim Education Program (MEP), mandated through DepEd Order No. 51, s. 2004, the Department of Education (DepEd) continuously supports the institutionalization of the MEP by providing the support mechanism necessary 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 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 Department shall continue to provide fund support for the MEP under the Fiscal Year (FY) 2015 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 the **Office of the Madrasah Education (OME)**, 5th Floor, Bonifacio Building, Department of Education Central Office (DepEd CO), DepEd Complex, Meralco Avenue, Pasig City at telephone nos.: (02) 635-5669; (02) 634-1250 or through email address: ome@deped.gov.ph.
5. Immediate dissemination of and strict compliance with this Order is directed.


BR. ARMIN A. LUISTRO FSC
Secretary

Encls.: As stated

References: DepEd Order: Nos. 32, s. 2014 and (51, s. 2004)

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

CURRICULUM

FUNDS

POLICY

PROGRAMS

Sally: DO-guidelines on the utilization of fund for MEP
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**Guidelines on the Utilization of Fund
for Madrasah/Muslim Education Program**

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Guidelines on the Utilization of Fund for Madrasah/Muslim Education Program

1. Purpose and Coverage

1.1 In response to the global commitment on Education For All (EFA), the Department of Education (DepEd) 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, support for funding shall continue to be provided for the following:

- a.) Allowance for Asatidz handling ALIVE classes pursuant to DepEd Order No. 40. s. 2011;
- b.) Program Support Fund (PSF) for the regions and selected divisions with public elementary and secondary schools offering ALIVE classes; and
- c.) Policy support mechanism at the Central Office (CO) level which include capacity building for ALIVE teachers and other MEP implementers, assessment, quality assurance, curriculum review & development, advocacy, learning resource development, and monitoring & evaluation.

1.3 These guidelines shall cover the rules for availment, utilization, liquidation, monitoring, evaluation, and reporting for the following:

- a.) Allowance for Asatidz handling ALIVE classes; and
- b.) PSF for the Regional and Division Offices.

1.4 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 *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.

2.2 *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.

2.3 *Asatidz.* The plural form of the Arabic word “ustadz”, a term that refers to male professor/teacher and “ustadzah”, a term that refers to female professor/teacher.

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

2.5 *Madaris*. Plural form of the Arabic word “madrasah” which means school.

2.6 *Private Madaris*. These refers to the following private Madaris:

- a.) Traditional Madrasah that offers free tuition fee and conducts classes during weekends;
- b.) Traditional Madrasah that conducts classes during weekdays or weekends with tuition fee; and
- c.) Private Madrasah that conducts regular classes during weekdays and adopts the Refined Standard Madrasah Curriculum for Private Madaris under DepEd.

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

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

2.9 *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, shall receive PSF and funds for the summer enhancement training of Asatidz.

3.1.2 All Regional Offices (ROs) with recipient SDOs per item 3.1.1 shall receive the PSF.

3.2 Allowance for Asatidz

3.2.1 All Asatidz are entitled to a regular monthly allowance including April and May provided that:

- a.) They are handling ALIVE classes (regardless of the number of enrollees);
- b.) They are rendering compulsory service in the school of assignment for at least four (4) hours a day from Monday to Friday (**20 hours a week**) including the preparation of instructional materials needed for the next teaching session;
- c.) They are handling ALIVE classes during Saturday and Sunday, rendering eight (8) hours a day; in order to complete the twenty hours per week in one school, if there is a scarcity of classrooms.
- d.) They have attended the in-service training on ALIVE during summer conducted by the Region.

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

3.2.2 To ensure quality of instructions in the classroom, the ustadz or ustadzah shall serve only in his/her assigned division.

3.2.3 The ustadz or ustadzah who passed the QEALIS and Licensure Examination for Teachers (LET) and who was given a regular plantilla item must handle the ALIVE classes with additional K to 12 subjects if necessary. He/she shall receive his/her salary as regular teacher I and is no longer entitled to receive the honorarium for the Asatidz under contract of service scheme.

4. Allocation of Funds

4.1 Program Support Fund

4.1.1 The allocation of PSF by Region shall vary depending on the number of recipient divisions per item 3.1.1. The following matrix shows the basis for RO-PSF allocation:

Number of SDOs with schools implementing ALIVE classes/RO	PSF Amount
1 to 5	₱ 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. The following matrix shows the basis for the SDO-PSF allocation:

Number of schools with organized ALIVE classes/SDO	PSF Amount
1 to 5	₱ 50,000.00
6 to 10	80,000.00
11 to 20	100,000.00
21 to 30	150,000.00
31 and above	180,000.00

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

4.1.4 The Asatidz shall undergo a Five-Day Enhancement Summer Training to review and be up-to-date on ~~the~~ new developments in the teaching and learning processes. This training shall be conducted by the region. The funds per region are shown in **Annex 1d**.

4.2 Allowance for Asatidz

4.2.1 An ustadz/ustadzah is entitled to receive a regular monthly allowance of ₱6,000.00 subject to adherence to provisions contained in item 3.2.

4.2.2 The release of Asatidz allowance per division shall be based on the actual number of Asatidz handling ALIVE classes as shown in **Annex 1b**.

4.2.3 The allowance for the newly-hired Asatidz from June to December 2015 shall be based on the actual QEALIS April 2014 passers per region.

The region shall submit a separate request for payment for newly-hired Asatidz to OME. Once approved, the OME shall issue a memorandum to effect payment.

5. Eligible Activities & Expenses

5.1 The MEP funds allocated to the regions and divisions shall be used for the following activities:

Particulars	Responsible Office	Eligible Activities	Eligible Expenses
Regional PSF	ROs	<ul style="list-style-type: none"> • regular quarterly monitoring and technical assistance to SDOs • Five-Day Enhancement Summer Training • conduct of advocacy activities • participation to and/or conduct of trainings, workshops, forums, and 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
Division PSF	SDOs	<ul style="list-style-type: none"> • regular quarterly monitoring and technical assistance to schools/community learning centers • conduct of advocacy activities • Five-Day Enhancement Summer Training • participation to and/or conduct of trainings, workshops, forums, and conferences 	<ul style="list-style-type: none"> • other expenses in support to eligible activities classified under MOOE
Asatidz' Allowance	SDOs and School	<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 1c** for details of computation.

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 Office of Madrasah Education (OME), subject to the approval of the Undersecretaries for Programs & Projects and Finance & Administration.

5.3 Ineligible expense items shall include:

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

5.3.2 Hiring and payment of salaries of additional staff; and

5.3.3 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 (SDSs), shall prepare and submit the Work and Financial Plan (WFP) using the template in **Annex 2a** to the RO for review of alignment with regional directions. Likewise, the RAC, through the Regional Director (RD), shall prepare and submit its WFP using the template in **Annex 2b** to the OME for review of alignment with the Department's strategic directions.

6.1.2 The RO and OME shall acknowledge and provide feedback on the WFPs 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 Asatidz allowance shall be subject to every month's end submission of required data/report and approval of SDS and RD, e.g. daily time record, and the Asatidz payroll, 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 allowance 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 As per FY 2015 GAA, the budget for the PSF and Asatidz allowance has been already released to the ROs.

6.3.2 Upon the approval of the WFPs, the RO-Budget Division shall issue Sub-Allotment Release Order (Sub-ARO) to the SDOs and schools with fiscal autonomy or Implementing Units (IUs), and through the SDOs for schools without fiscal autonomy. At the same time, the ROs can commence the utilization of their respective PSFs.

Plan format in **Annex 3** and request from the concerned DBM Regional Offices the corresponding cash requirements or Notice of Cash Allocation based on the approved work plan.

6.3.4 For the Autonomous Region of Muslim Mindanao (ARMM), the fund shall be transferred to the DepEd ARMM through the Bureau of Madaris Education. The procedure on the release of funds, as stipulated in sections 6.1, 6.2, and 6.3.2, shall be applied to the concerned SDOs.

6.3.5 **Annex 1c** shows the total allocation for Asatidz's allowance and Program Support Fund.

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.

6.4.2 The liquidation of all recipient schools shall be immediately after the conduct of each activity.

6.4.3 Every 5th day of the month, after the conduct of an activity, the Non-IUs shall submit their utilization and/or liquidation reports to their respective SDOs using disbursement report form for verification and proper reporting, monitoring, and consolidation. The amount specified in the liquidation report shall be the basis for the monthly financial accomplishment.

6.4.4 The supporting documents needed for liquidation are the following:

- a.) Official Receipts (ORs)/Cash/Sales Invoice with OR;
- b.) Reimbursement Expense Receipts (RERs);
- c.) Petty Disbursement Register (PDR);
- d.) Other supporting documents to vouch for related transactions

6.4.5 Supporting documents of IUs regarding the utilization and/or liquidation reports shall be retained in their respective schools. However, a report copy must be submitted to the SDO on or before the 5th day of the following month every quarter to serve as means of verification for the financial accomplishment report that will be recorded by IUs in the PMIS. All supporting documents of Non-IUs shall be retained in their respective Divisions.

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 For schools with organized ALIVE classes, accept and process applications of Asatidz 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 RO for consolidation and endorsement to Division Testing Center assigned by NETRC.

7.2.4 The SDOs are required to prepare and submit the Physical and Financial Accomplishments using the template in **Annex 4a** and the masterlist of Asatidz employed in their division to the RO on or before the second day of the month of the succeeding quarter (April 2, July 2, October 2 and January 2).

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 NETRC-assigned Division Testing Coordinator, 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 pre-, 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 RAC shall continue to serve as the focal person for the MEP activities, while the overall management of the MEP shall be the responsibility of the Regional Director.

7.4 Central Office

7.4.1 The CO, 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. Monitoring and Evaluation

- 8.1 The ROs shall be required to prepare and submit the Physical and Financial Accomplishments using the template in **Annex 4b** and the consolidated masterlist of Asatidz submitted by the SDOs on or before the fifth day of the month of the succeeding quarter (April 5, July 5, October 5 and January 5), to the OME, DepEd CO at ome@deped.gov.ph, copy furnished the Office of Planning Service – Planning and Programming Division (OPS-PPD) at opsppd.deped@gmail.com DepEd Complex, Meralco Avenue, Pasig City.
- 8.2 The detailed process flow of implementation is reflected in **Annex 5**. Instructions on filling up the required templates are provided in the respective enclosures.

9. Effectivity

All existing Orders and Memoranda inconsistent with this order are rescinded and shall be in force starting FY 2015 unless sooner repealed, amended, or rescinded.

Madrasah/Muslim Education Program
Allocation of Program Support Fund for the Region and Division

Region	Division	Program Support Fund		
		Region	Division	Total Allocation
I	Alaminos City		50,000	50,000
I	Candon City		50,000	50,000
I	Dagupan City		50,000	50,000
I	Ilocos Sur		50,000	50,000
I	La Union		50,000	50,000
I	Laoag		50,000	50,000
I	Pangasinan I		50,000	50,000
I	San Fernando City		50,000	50,000
I	Urdaneta City		50,000	50,000
	Total Region I	130,000	450,000	580,000
II	Cauayan City		50,000	50,000
II	Ilagan City		50,000	50,000
II	Isabela City		50,000	50,000
II	Nueva Viscaya		50,000	50,000
II	Santiago City		50,000	50,000
II	Tuguegarao City		50,000	50,000
	Total Region II	130,000	300,000	430,000
III	Angeles City		50,000	50,000
III	Bulacan		50,000	50,000
III	Cabanatuan			-
III	Malolos		50,000	50,000
III	Mecauayan		50,000	50,000
III	Olongapo City		50,000	50,000
III	Pampanga		50,000	50,000
III	San Fernando City		50,000	50,000
III	San Jose, Del Monte		50,000	50,000
III	Science City of Muñoz		50,000	50,000
III	Tarlac City			-
III	Zambales		50,000	50,000
	Total Region III	150,000	500,000	650,000
VI-A	Antipolo City		50,000	50,000
VI-A	Batangas City		50,000	50,000
VI-A	Batangas Province		50,000	50,000
VI-A	Calamba City		50,000	50,000
VI-A	Cavite City		50,000	50,000
VI-A	Cavite Province		50,000	50,000
VI-A	Dasmariñas City		50,000	50,000

Madrasah/Muslim Education Program
Allocation of Program Support Fund for the Region and Division

Region	Division	Program Support Fund		
		Region	Division	Total Allocation
VI-A	Laguna		50,000	50,000
VI-A	Lipa City		50,000	50,000
VI-A	Lucena City		50,000	50,000
VI-A	Quezon Province		50,000	50,000
VI-A	Rizal		50,000	50,000
VI-A	Sta. Rosa City		50,000	50,000
VI-A	Tanauan City		50,000	50,000
	Total Region IV-A	150,000	700,000	850,000
VI-B	Palawan		200,000	200,000
VI-B	Puerto Princesa		50,000	50,000
	Total Region IV-B	150,000	250,000	400,000
V	Albay		50,000	50,000
V	Camarines Norte		50,000	50,000
V	Iriga City		50,000	50,000
V	Legaspi City		50,000	50,000
V	Ligao City		50,000	50,000
V	Masbate City		50,000	50,000
V	Masbate Province		50,000	50,000
V	Naga City		50,000	50,000
V	Sorsogon City		50,000	50,000
V	Sorsogon Province		50,000	50,000
V	Tabaco City		50,000	50,000
	Total Region V	150,000	550,000	700,000
VI	Aklan		50,000	50,000
VI	Antique		50,000	50,000
VI	Bacolod City		50,000	50,000
VI	Iloilo City		80,000	80,000
VI	Iloilo Province		50,000	50,000
VI	Roxas City		50,000	50,000
VI	San Carlos City		50,000	50,000
	Total Region VI	130,000	380,000	510,000
VII	Bohol Province		50,000	50,000
VII	Cebu City		120,000	120,000
VII	Cebu Province		50,000	50,000
VII	Dumaguete City		50,000	50,000
VII	Lapu-lapu City		80,000	80,000
VII	Mandaue City		50,000	50,000

**Madrasah/Muslim Education Program
Allocation of Program Support Fund for the Region and Division**

Region	Division	Program Support Fund		
		Region	Division	Total Allocation
VII	Negros Oriental		50,000	50,000
VII	Tagbilaran City		50,000	50,000
VII	Talisay City		50,000	50,000
VII	Tanjay City		50,000	50,000
	Total Region VII	150,000	600,000	750,000
VIII	Biliran		50,000	50,000
VIII	Calbayog City		50,000	50,000
VIII	Leyte		50,000	50,000
VIII	Maasin City		50,000	50,000
VIII	Ormoc City		50,000	50,000
VIII	Tacloban City		50,000	50,000
	Total Region VIII	130,000	300,000	430,000
IX	Dipolog City		50,000	50,000
IX	Isabela City		150,000	150,000
IX	Pagadian City		50,000	50,000
IX	Zamboanga City		120,000	120,000
IX	Zamboanga Del Norte		120,000	120,000
IX	Zamboanga Del Sur		100,000	100,000
IX	Zamboanga Sibugay		200,000	200,000
	Total Region IX	130,000	790,000	920,000
X	Bukidnon		80,000	80,000
X	Cagayan De Oro City		80,000	80,000
X	Gingoog City		50,000	50,000
X	Iligan City		120,000	120,000
X	Lanao Del Norte		200,000	200,000
X	Malaybalay City		50,000	50,000
X	Misamis Oriental		50,000	50,000
X	Oroquieta City		50,000	50,000
X	Valencia City		50,000	50,000
	Total Region X	148,000	730,000	878,000
XI	Compostela Valley		100,000	100,000
XI	Davao City		200,000	200,000
XI	Davao Del Norte		50,000	50,000
XI	Davao del Sur		80,000	80,000
XI	Davao Oriental		50,000	50,000
XI	Digos City		80,000	80,000
XI	Igacos		50,000	50,000

Madrasah/Muslim Education Program
Allocation of Program Support Fund for the Region and Division

Region	Division	Program Support Fund		
		Region	Division	Total Allocation
XI	Mati City		100,000	100,000
XI	Panabo City		50,000	50,000
XI	Tagum City		80,000	80,000
	Total Region XI	130,000	840,000	970,000
XII	Cotabato City		200,000	200,000
XII	General Santos City		180,000	180,000
XII	Kidapawan City		80,000	80,000
XII	Koronadal City		50,000	50,000
XII	North Cotabato		180,000	180,000
XII	Sarangani		120,000	120,000
XII	South Cotabato		80,000	80,000
XII	Sultan Kudarat		200,000	200,000
XII	Tacurong City		80,000	80,000
	Total Region XII	124,000	1,170,000	1,294,000
CARAGA	Agusan del Norte		50,000	50,000
CARAGA	Bayugan City		50,000	50,000
CARAGA	Bislig City		50,000	50,000
CARAGA	Butuan City		50,000	50,000
CARAGA	Cabadbaran		50,000	50,000
CARAGA	Siargao		50,000	50,000
CARAGA	Surigao City		50,000	50,000
CARAGA	Surigao del Norte		50,000	50,000
CARAGA	Surigao del Sur		50,000	50,000
CARAGA	Tandag City		50,000	50,000
	Total Caraga	130,000	500,000	630,000
CAR	Baguio City		50,000	50,000
CAR	Kalinga		50,000	50,000
	Total CAR	100,000	100,000	200,000
NCR	Caloocan City		80,000	80,000
NCR	Laspiñas City		50,000	50,000
NCR	Makati City		50,000	50,000
NCR	Manila		50,000	50,000
NCR	Muntinlupa City		50,000	50,000
NCR	Parañaque City		50,000	50,000
NCR	Pasay		50,000	50,000
NCR	Pasig City		80,000	80,000
NCR	Quezon City		100,000	100,000

**Madrasah/Muslim Education Program
Allocation of Program Support Fund for the Region and Division**

Region	Division	Program Support Fund		
		Region	Division	Total Allocation
NCR	San Juan City		50,000	50,000
NCR	Taguig City		80,000	80,000
	Total NCR	150,000	690,000	840,000
ARMM	Basilan		200,000	200,000
ARMM	Lamitan		120,000	120,000
ARMM	Lanao Del Sur I		200,000	200,000
ARMM	Lanao Del Sur II		200,000	200,000
ARMM	Maguindanao I		100,000	100,000
ARMM	Maguindanao II		100,000	100,000
ARMM	Marawi City		100,000	100,000
ARMM	Sulu		100,000	100,000
ARMM	Tawi-Tawi		150,000	150,000
	Total ARMM	345,000	1,270,000	1,615,000
	GRAND TOTAL	2,527,000	10,120,000	12,647,000

**Madrasah/Muslim Education Program
Detailed Allocation for Asatidz's Allowance**

Region	Division	No. of Asatidz	Allocation
		Jan to December 2015	
I	Alaminos City	2	144,000
I	Candon City	3	216,000
I	Dagupan City	4	288,000
I	Ilocos Sur	2	144,000
I	La Union	3	216,000
I	Laoag	3	216,000
I	Pangasinan I	2	144,000
I	San Fernando City	3	216,000
I	Urdaneta City	2	144,000
	Total Region I	24	1,728,000
II	Cauayan City	2	144,000
II	Ilagan City	3	216,000
II	Isabela City	3	216,000
II	Nueva Viscaya	5	360,000
II	Santiago City	3	216,000
II	Tuguegarao City	3	216,000
	Total Region II	19	1,368,000
III	Angeles City	6	432,000
III	Bulacan	6	432,000
III	Cabanatuan	1	72,000
III	Malolos	4	288,000
III	Mecauayan	4	288,000
III	Olongapo City	5	360,000
III	Pampanga	4	288,000
III	San Fernando City	5	360,000
III	San Jose, Del Monte	6	432,000
III	Science City of Muñoz	2	144,000
III	Tarlac City	2	144,000
III	Zambales	5	360,000
	Total Region III	50	3,600,000
VI-A	Antipolo City	3	216,000
VI-A	Batangas City	3	216,000
VI-A	Batangas Province	3	216,000
VI-A	Calamba City	2	144,000
VI-A	Cavite City	3	216,000
VI-A	Cavite Province	4	288,000
VI-A	Dasmariñas City	8	576,000
VI-A	Laguna	3	216,000
VI-A	Lipa City	2	144,000
VI-A	Lucena City	4	288,000
VI-A	Quezon Province	2	144,000
VI-A	Rizal	3	216,000
VI-A	Sta. Rosa City	2	144,000
VI-A	Tanauan City	2	144,000
	Total Region IV-A	44	3,168,000

**Madrasah/Muslim Education Program
Detailed Allocation for Asatidz's Allowance**

Region	Division	No. of Asatidz	Allocation
		Jan to December 2015	
IV-B	Palawan	72	5,184,000
IV-B	Puerto Princesa	23	1,656,000
	Total Region IV-B	95	6,840,000
V	Albay	2	144,000
V	Camarines Norte	2	144,000
V	Iriga City	3	216,000
V	Legaspi City	2	144,000
V	Ligao City	2	144,000
V	Masbate City	5	360,000
V	Masbate Province	3	216,000
V	Naga City	5	360,000
V	Sorsogon City	6	432,000
V	Sorsogon Province	4	288,000
V	Tabaco City	2	144,000
	Total Region V	36	2,592,000
VI	Aklan	8	576,000
VI	Antique	4	288,000
VI	Bacolod City	3	216,000
VI	Iloilo City	8	576,000
VI	Iloilo Province	3	216,000
VI	Roxas City	3	216,000
VI	San Carlos City	3	216,000
	Total Region VI	32	2,304,000
VII	Bohol Province	6	432,000
VII	Cebu City	71	5,112,000
VII	Cebu Province	6	432,000
VII	Dumaguete City	4	288,000
VII	Lapu-lapu City	34	2,448,000
VII	Mandaue City	5	360,000
VII	Negros Oriental	4	288,000
VII	Tagbilaran City	8	576,000
VII	Talisay City	5	360,000
VII	Tanjay City	5	360,000
	Total Region VII	148	10,656,000
VIII	Biliran	2	144,000
VIII	Calbayog City	2	144,000
VIII	Leyte	3	216,000
VIII	Maasin City	3	216,000
VIII	Ormoc City	2	144,000
VIII	Tacloban City	4	288,000
	Total Region VIII	16	1,152,000

**Madrasah/Muslim Education Program
Detailed Allocation for Asatidz's Allowance**

Region	Division	No. of Asatidz	Allocation
		Jan to December 2015	
IX	Dipolog City	18	1,296,000
IX	Isabela City	63	4,536,000
IX	Pagadian City	28	2,016,000
IX	Zamboanga City	172	12,384,000
IX	Zamboanga Del Norte	48	3,456,000
IX	Zamboanga Del Sur	43	3,096,000
IX	Zamboanga Sibugay	68	4,896,000
	Total Region IX	440	31,680,000
X	Bukidnon	10	720,000
X	Cagayan De Oro City	40	2,880,000
X	Gingoog City	5	360,000
X	Iligan City	70	5,040,000
X	Lanao Del Norte	323	23,256,000
X	Malaybalay City	5	360,000
X	Misamis Oriental	15	1,080,000
X	Oroquieta City	5	360,000
X	Valencia City	5	360,000
	Total Region X	478	34,416,000
XI	Compostela Valley	24	1,728,000
XI	Davao City	107	7,704,000
XI	Davao Del Norte	4	288,000
XI	Davao del Sur	10	720,000
XI	Davao Oriental	9	648,000
XI	Digos City	9	648,000
XI	Igacos	7	504,000
XI	Mati City	26	1,872,000
XI	Panabo City	4	288,000
XI	Tagum City	10	720,000
	Total Region XI	210	15,120,000
XII	Cotabato City	168	12,096,000
XII	General Santos City	77	5,544,000
XII	Kidapawan City	27	1,944,000
XII	Koronadal City	13	936,000
XII	North Cotabato	43	3,096,000
XII	Sarangani	43	3,096,000
XII	South Cotabato	15	1,080,000
XII	Sultan Kudarat	56	4,032,000
XII	Tacurong City	15	1,080,000
	Total Region XII	457	32,904,000

**Madrasah/Muslim Education Program
Detailed Allocation for Asatidz's Allowance**

Region	Division	No. of Asatidz	Allocation
		Jan to December 2015	
CARAGA	Agusan del Norte	4	288,000
CARAGA	Bayugan City	4	288,000
CARAGA	Bislig City	3	216,000
CARAGA	Butuan City	7	504,000
CARAGA	Cabadbaran	5	360,000
CARAGA	Siargao	3	216,000
CARAGA	Surigao City	4	288,000
CARAGA	Surigao del Norte	3	216,000
CARAGA	Surigao del Sur	3	216,000
CARAGA	Tandag City	3	216,000
	Total Caraga	39	2,808,000
CAR	Baguio City	56	4,032,000
CAR	Kalinga	5	360,000
	Total CAR	61	4,392,000
NCR	Caloocan City	17	1,224,000
NCR	Laspiñas City	15	1,080,000
NCR	Makati City	7	504,000
NCR	Manila	39	2,808,000
NCR	Muntinlupa City	8	576,000
NCR	Parañaque City	7	504,000
NCR	Pasay	7	504,000
NCR	Pasig City	16	1,152,000
NCR	Quezon City	60	4,320,000
NCR	San Juan City	5	360,000
NCR	Taguig City	23	1,656,000
	Total NCR	204	14,688,000
ARMM	Basilan	111	7,992,000
ARMM	Lamitan	30	2,160,000
ARMM	Lanao Del Sur I	175	12,600,000
ARMM	Lanao Del Sur II	115	8,280,000
ARMM	Maguindanao I	30	2,160,000
ARMM	Maguindanao II	60	4,320,000
ARMM	Marawi City	129	9,288,000
ARMM	Sulu	96	6,912,000
ARMM	Tawi-Tawi	28	2,016,000
	Total ARMM	774	55,728,000
	GRAND TOTAL	3,127	225,144,000

**Madrasah/Muslim Education Program
Total Allocation for Asatidz's Allowance and Program Support Fund**

Region/ No. of Divisions	No. of Asatidz	Allocation	Program Support Fund		GRAND TOTAL	
			Jan. to Dec. 2015	Total		
I	9	1,728,000	130,000	450,000	580,000	2,308,000
II	6	1,368,000	130,000	300,000	430,000	1,798,000
III	12	3,600,000	150,000	500,000	650,000	4,250,000
VI-A	14	3,168,000	150,000	700,000	850,000	4,018,000
VI-B	2	6,840,000	150,000	250,000	400,000	7,240,000
V	11	2,592,000	150,000	550,000	700,000	3,292,000
VI	7	2,304,000	130,000	380,000	510,000	2,814,000
VII	10	10,656,000	150,000	600,000	750,000	11,406,000
VIII	6	1,152,000	130,000	300,000	430,000	1,582,000
IX	7	31,680,000	130,000	790,000	920,000	32,600,000
X	9	34,416,000	148,000	730,000	878,000	35,294,000
XI	10	15,120,000	130,000	840,000	970,000	16,090,000
XII	9	32,904,000	124,000	1,170,000	1,294,000	34,198,000
CARAGA	10	2,808,000	130,000	500,000	630,000	3,438,000
CAR	2	4,392,000	100,000	100,000	200,000	4,592,000
NCR	11	14,688,000	150,000	690,000	840,000	15,528,000
ARMM	9	55,728,000	345,000	1,270,000	1,615,000	57,343,000
GRAND TOTAL	144	3,127	2,527,000	10,120,000	12,647,000	237,791,000

Madrasah/Muslim Education Program
Budget Allocation for Asatidz's In-Service Training (Summer 2015)

Region	Division	No. of Participants	Allocation (P8,400/Pax)
I	Alaminos City	2	16,800
I	Candon City	3	25,200
I	Dagupan City	4	33,600
I	Ilocos Sur	2	16,800
I	La Union	3	25,200
I	Laoag	3	25,200
I	Pangasinan I	2	16,800
I	San Fernando City	3	25,200
I	Urduaneta City	2	16,800
	Total Region I	24	201,600
II	Cauayan City	2	16,800
II	Ilagan City	3	25,200
II	Isabela City	3	25,200
II	Nueva Viscaya	5	42,000
II	Santiago City	3	25,200
II	Tuguegarao City	3	25,200
	Total Region II	19	159,600
III	Angeles City	6	50,400
III	Bulacan	6	50,400
III	Cabanatuan	1	8,400
III	Malolos	4	33,600
III	Mecauayan	4	33,600
III	Olongapo City	5	42,000
III	Pampanga	4	33,600
III	San Fernando City	5	42,000
III	San Jose, Del Monte	6	50,400
III	Science City of Muñoz	2	16,800
III	Tarlac City	2	16,800
III	Zambales	5	42,000
	Total Region III	50	420,000
VI-A	Antipolo City	3	25,200
VI-A	Batangas City	3	25,200
VI-A	Batangas Province	3	25,200
VI-A	Calamba City	2	16,800
VI-A	Cavite City	3	25,200
VI-A	Cavite Province	4	33,600
VI-A	Dasmariñas City	8	67,200
VI-A	Laguna	3	25,200
VI-A	Lipa City	2	16,800
VI-A	Lucena City	4	33,600
VI-A	Quezon Province	2	16,800
VI-A	Rizal	3	25,200
VI-A	Sta. Rosa City	2	16,800
VI-A	Tanauan City	2	16,800
	Total Region IV-A	44	369,600

Madrasah/Muslim Education Program
Budget Allocation for Asatidz's In-Service Training (Summer 2015)

Region	Division	No. of Participants	Allocation (P8,400/Pax)
VI-B	Palawan	72	604,800
VI-B	Puerto Princesa	23	193,200
	Total Region IV-B	95	798,000
V	Albay	2	16,800
V	Camarines Norte	2	16,800
V	Iriga City	3	25,200
V	Legaspi City	2	16,800
V	Ligao City	2	16,800
V	Masbate City	5	42,000
V	Masbate Province	3	25,200
V	Naga City	5	42,000
V	Sorsogon City	6	50,400
V	Sorsogon Province	4	33,600
V	Tabaco City	2	16,800
	Total Region V	36	302,400
VI	Aklan	8	67,200
VI	Antique	4	33,600
VI	Bacolod City	3	25,200
VI	Iloilo City	8	67,200
VI	Iloilo Province	3	25,200
VI	Roxas City	3	25,200
VI	San Carlos City	3	25,200
	Total Region VI	32	268,800
VII	Bohol Province	6	50,400
VII	Cebu City	71	596,400
VII	Cebu Province	6	50,400
VII	Dumaguete City	4	33,600
VII	Lapu-lapu City	34	285,600
VII	Mandaue City	5	42,000
VII	Negros Oriental	4	33,600
VII	Tagbilaran City	8	67,200
VII	Talisay City	5	42,000
VII	Tanjay City	5	42,000
	Total Region VII	148	1,243,200
VIII	Biliran	2	16,800
VIII	Calbayog City	2	16,800
VIII	Leyte	3	25,200
VIII	Maasin City	3	25,200
VIII	Ormoc City	2	16,800
VIII	Tacloban City	4	33,600
	Total Region VIII	16	134,400
IX	Dipolog City	18	151,200
IX	Isabela City	63	529,200
IX	Pagadian City	28	235,200
IX	Zamboanga City	172	1,444,800

Madrasah/Muslim Education Program
Budget Allocation for Asatidz's In-Service Training (Summer 2015)

Region	Division	No. of Participants	Allocation (P8,400/Pax)
IX	Zamboanga Del Norte	48	403,200
IX	Zamboanga Del Sur	43	361,200
IX	Zamboanga Sibugay	68	571,200
	Total Region IX	440	3,696,000
X	Bukidnon	10	84,000
X	Cagayan De Oro City	40	336,000
X	Gingoog City	5	42,000
X	Iligan City	70	588,000
X	Lanao Del Norte	323	2,713,200
X	Malaybalay City	5	42,000
X	Misamis Oriental	15	126,000
X	Oroquieta City	5	42,000
X	Valencia City	5	42,000
	Total Region X	478	4,015,200
XI	Compostela Valley	24	201,600
XI	Davao City	107	898,800
XI	Davao Del Norte	4	33,600
XI	Davao del Sur	10	84,000
XI	Davao Oriental	9	75,600
XI	Digos City	9	75,600
XI	Igacos	7	58,800
XI	Mati City	26	218,400
XI	Panabo City	4	33,600
XI	Tagum City	10	84,000
	Total Region XI	210	1,764,000
XII	Cotabato City	168	1,411,200
XII	General Santos City	77	646,800
XII	Kidapawan City	27	226,800
XII	Koronadal City	13	109,200
XII	North Cotabato	43	361,200
XII	Sarangani	43	361,200
XII	South Cotabato	15	126,000
XII	Sultan Kudarat	56	470,400
XII	Tacurong City	15	126,000
	Total Region XII	457	3,838,800
CARAGA	Agusan del Norte	4	33,600
CARAGA	Bayugan City	4	33,600
CARAGA	Bislig City	3	25,200
CARAGA	Butuan City	7	58,800
CARAGA	Cabadbaran	5	42,000
CARAGA	Siargao	3	25,200
CARAGA	Surigao City	4	33,600
CARAGA	Surigao del Norte	3	25,200
CARAGA	Surigao del Sur	3	25,200
CARAGA	Tandag City	3	25,200
	Total Caraga	39	327,600

Madrasah/Muslim Education Program
Budget Allocation for Asatidz's In-Service Training (Summer 2015)

Region	Division	No. of Participants	Allocation (P8,400/Pax)
CAR	Baguio City	56	470,400
CAR	Kalinga	5	42,000
	Total CAR	61	512,400
NCR	Caloocan City	17	142,800
NCR	Laspiñas City	15	126,000
NCR	Makati City	7	58,800
NCR	Manila	39	327,600
NCR	Muntinlupa City	8	67,200
NCR	Parañaque City	7	58,800
NCR	Pasay	7	58,800
NCR	Pasig City	16	134,400
NCR	Quezon City	60	504,000
NCR	San Juan City	5	42,000
NCR	Taguig City	23	193,200
	Total NCR	204	1,713,600
ARMM	Basilan	111	932,400
ARMM	Lamitan	30	252,000
ARMM	Lanao Del Sur I	175	1,470,000
ARMM	Lanao Del Sur II	115	966,000
ARMM	Maguindanao I	30	252,000
ARMM	Maguindanao II	60	504,000
ARMM	Marawi City	129	1,083,600
ARMM	Sulu	96	806,400
ARMM	Tawi-Tawi	28	235,200
	Total ARMM	774	6,501,600
	GRAND TOTAL	3,127	26,266,800

**Department of Education
FY 2015 Work and Financial Plan**

Division Name: _____ **Funding Source:** _____

Division ID (EBEIS): _____ **UACS Code:** _____

Performance Indicator (2): _____

Component and Activity (1)	Performance Indicator (2)	Month (4)			Quarter (5) (6) (7)			3rd Month (8)			4th Month (15) (16) (17)			Total Amount (18)
		Target (3)	Amount		Target	Amount		Target	Amount		Target	Amount		
Teacher Support	No. of Asatidz benefited													
Activity 1														
Activity n														
Capacity Building	No. of SDO personnel benefited													
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 w/ technical assistance													
Activity 1														
Activity n														
Total														

Prepared by: _____

Approved by: _____

Division ALIVE Coordinator in coordination with
Schools Division Office Budget Officer
Date: _____

Schools Division Office Head
Date: _____

INSTRUCTIONS

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 Program Support Fund (PSF).

- A. Prior filling-up of the WFP, the recipient division shall indicate the **Division 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 Madrasah/Muslim Education Program guidelines.
- C. Column 2 shall reflect the corresponding **Performance Indicator** or desired outputs to be delivered for the indicated activities.
- D. Columns 3, 5, 7, 11, 13, and 15 shall reflect the corresponding **Monthly Physical Targets** of each activity for each performance indicator of every component for every quarter.
- E. Indicate which quarter is being reflected in the WFP by ticking the small squares before each ordinal (1st, 2nd, 3rd, and 4th). Note that 1st and 2nd quarters go together in one sheet while 3rd and 4th quarters are in another sheet.
- F. Columns 9 and 17 shall reflect the **Total Physical Targets for every Quarter** corresponding to each activity for each performance indicator of every given component.
- G. Columns 4, 6, 8, 12, 14, and 16 shall reflect the corresponding **Monthly Expenses for the set Targets** of each activity for each performance indicator of every component for every quarter.
- H. Columns 10 and 18 shall reflect the **Total Expenses for every Quarter** corresponding to the set targets of each activity for each performance indicator of every given component.

* This form shall be accomplished and submitted to the Regional Office (RO) by the recipient division within the 3rd to 4th week of June.

**Department of Education
FY 2015 Work and Financial Plan**

Region Name: _____ **Region ID (EBEIS):** _____ **Funding Source:** _____

UACS Code: _____

Component and Activity (1)	Performance Indicator (2)	Quarter <input type="checkbox"/> 1st <input type="checkbox"/> 3rd			Quarter <input type="checkbox"/> 2nd <input type="checkbox"/> 4th			Total Target Amount	Total Amount (18)									
		Month (3)	Month (4)	Month (5)	Month (6)	Month (7)	Month (8)			Month (9)	Month (10)	Month (11)	Month (12)	Month (13)	Month (14)	Month (15)	Month (16)	Month (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																		
Total																		

Prepared by: _____

Approved by: _____

Regional ALIVE Coordinator in coordination with
Regional Office Budget Officer
Date: _____

Regional Director

Date: _____

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 Program Support Fund (PSF).

- A. Prior filling-up of the WFP, the recipient region shall indicate the **Regional Name**, **Regional ID from the EBEIS**, **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 components which are derived from the eligible activities and expenses from the Madrasah/Muslim Education Program guidelines.
- C. Column 2 shall reflect the corresponding **Performance Indicator** or desired outputs to be delivered for the indicated activities.
- D. Columns 3, 5, 7, 11, 13, and 15 shall reflect the corresponding **Monthly Physical Targets** of each activity for each performance indicator of every component for every quarter.
- E. Indicate which quarter is being reflected in the WFP by ticking the small squares before each ordinal (1st, 2nd, 3rd, and 4th). Note that 1st and 2nd go together in one sheet while 3rd and 4th are in another sheet.
- F. Columns 9 and 17 shall reflect the **Total Physical Targets for every Quarter** corresponding to each activity for each performance indicator of every given component.
- G. Columns 4, 6, 8, 12, 14, and 16 shall reflect the corresponding **Monthly Expenses for the set Targets** of each activity for each performance indicator of every component for every quarter.
- H. Columns 10 and 18 shall reflect the **Total Expenses for every Quarter** corresponding to the set targets of each activity for each performance indicator of every given component.

* This form shall be accomplished and submitted to the Central Office (CO) thru the Office of Madrasah Education (OME) and Office of Planning Service - Planning and Programming Division (OPS-PPD) by the recipient Regional Office within the 1st week of July.

**Department of Education
FY 2015 Financial Plan/Monthly Disbursement Program (MDP)**

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

School Name	School ID (EBEIS)	UACS Code	Total Cash Program (TCP)	Tax Remittance Advice (TRA)	Net Program	Full Year Requirement																
						Quarter 1			Quarter 2			Quarter 3			Quarter 4							
						Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total				
1	2	3	4	5	6=4-5	7	8	9	10=7+8+9	11	12	13	14=11+12+13	15	16	17	18=15+16+17	19	20	21	22=19+20+21	
Non-Implementing Units (Non-IUs)																						
Elementary Schools																						
1																						
2																						
N																						
Secondary Schools																						
1																						
2																						
N																						
Sub-Total (Non-IUs)																						
Implementing Units (IUs)																						
Elementary Schools																						
1																						
2																						
N																						
Secondary Schools																						
1																						
2																						
N																						
Sub-Total (IUs)																						
Total Division																						

Prepared by: _____ Approved by: _____
 Division Planning Officer Division Accountant Division Office Head
 Date: _____ Date: _____

INSTRUCTIONS

The Division Financial Plan or the Monthly Disbursement Program (MDP)* shall be prepared by the Schools Division Office (SDO) based on the consolidated estimated costs of schools for activities culled from their approved Annual Implementation Plan (AIP).

- A. Prior filling-up of the Financial Plan, the SDO shall indicate the Division Name, Division ID from the EBEIS, and Unified Accounting Code Structure (UACS) Code of the respective division.
- B. Column 1 shall reflect the School Name of non-implementing units (non-IUs), both elementary and secondary, and implementing units (IUs).
- C. Column 2 shall reflect the School ID of each school identified from the EBEIS.
- D. Column 3 shall reflect UACS Code of each school.
- E. Column 4 shall reflect the Total Cash Program (TCP) or the total annual estimated cost of the schools.
- F. Column 5 shall reflect the estimated requirements pertaining to remittance of taxes through the Tax Remittance Advice (TRA). The estimated taxes shall be based on the following: a) for Personal Services (PS), 8% withholding tax for salaries; and, b) for Maintenance and Other Operating Expenses (MOOE)/Capital Outlay (CO), 5% withholding tax.
- G. Column 6 shall reflect the Net Program or the difference between the TCP and TRA (Column 4 - Column 5).
- H. Columns 7, 8, & 9 shall reflect the corresponding Monthly Estimated Cost of each school for the first quarter.
- I. Column 10 shall reflect the corresponding Total Estimated Cost for the first quarter of each school.
- J. Columns 11, 12, & 13 shall reflect the corresponding Monthly Estimated Cost of each school for the second quarter.
- K. Column 14 shall reflect the corresponding Total Estimated Cost for the second quarter of each school.
- L. Columns 15, 16, & 17 shall reflect the corresponding Monthly Estimated Cost of each school for the third quarter.
- M. Column 18 shall reflect the corresponding Total Estimated Cost for the third quarter of each school.
- N. Columns 19, 20, & 21 shall reflect the corresponding Monthly Estimated Cost of each school for the fourth quarter.
- O. Column 22 shall reflect the corresponding Total Estimated Cost for the fourth quarter of each school.

* This form shall be accomplished and submitted to the Regional Office (RO) by the SDOs within the the 1st and 2nd week of March.

FY 2015 PHYSICAL ACCOMPLISHMENTS
for the Quarter Ending _____

Part I

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



School Name and Components (1)	School ID (EBEIS) (2)	UACS Code (3)	Performance Indicator (4)	Monthly Target (5, 6 & 7)	Total (8= 5+6+7)	Physical		Remarks (14)
						Monthly Accomplishment (9, 10 & 11)	Variance (13=8-12)	
Monitoring and Evaluation			No. of sites: Visited					
Technical Assistance			Provided w/ technical assistance					
Non-Implementing Units (Non-IUs)								
Elementary Schools	← C	← D	← E	← F	← G	← H	← I	← J
School 1			No. of Asatidz benefitted					
Teachers Support			No. of learners benefitted					
Advocacy			No. of advocacy materials developed					
			No. of advocacy activities conducted					← K
Secondary Schools								
School 1			No. of Asatidz benefitted					
Teachers Support			No. of learners benefitted					
Advocacy			No. of advocacy materials developed					
			No. of advocacy activities conducted					
Implementing Units (IUs)								
Secondary Schools								
School 1			No. of Asatidz benefitted					
Teachers Support			No. of learners benefitted					
Advocacy			No. of advocacy materials developed					
			No. of advocacy activities conducted					
Total Division								
Teachers Support			No. of Asatidz benefitted					
Advocacy			No. of learners benefitted					
			No. of advocacy materials developed					
			No. of advocacy activities conducted					

Prepared by:

Approved by:

Division ALIVE Coordinator in coordination with
Schools Division Office Budget Officer
Date:

Schools Division Office Head
Date:

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

The **Division Physical Accomplishment Report*** shall be prepared by the Schools Division Office (SDO), thru the Division ALIVE Coordinators (DACs) in coordination with the Division Budget Officer, based on the physical accomplishment reports submitted by the schools.

- A. Prior filling-up of the Physical Accomplishment Report, the SDO shall indicate the **Division Name**, **Division ID from the EBEIS**, **Unified Accounting Code Structure (UACS) Code**, and **Funding Source** of the respective division.
- B. **Physical Accomplishment Report**. The SDO shall consolidate and indicate the school's actual quarterly physical accomplishments vis-a-vis the quarterly targets.
- C. Column 2. The SDO shall indicate the **School ID** of the recipient school.
- D. Column 3. The SDO shall indicate the **UACS Code** of the schools.
- E. Column 4. The SDO shall specify the **Performance Indicators** for every given component per school.
- F. Columns 5, 6 & 7. The SDO shall specify the corresponding **Monthly Physical Target** of each performance indicator for every given component per school.
- G. Column 8. The SDO shall specify the **Total Physical Target** of each performance indicator for every given component per school and per quarter.
- H. Columns 9, 10 & 11. The SDO shall specify the corresponding **Physical Accomplishments** based on set targets of each performance indicator for every given component per school.
- I. Column 12. The SDO shall specify the **Total Accomplishment** of each performance indicator for every given component per school and per quarter.
- J. Column 13. The SDO shall indicate the **Variance** or the difference between Column 8 and Column 12.
- K. Column 14 shall indicate the **Remarks** or reasons for not accomplishing the set targets for each component and other implementation issues encountered.

* This form shall be submitted to the Regional Office (RO) by the SDO every 2nd day of April, July, October, and January.

FY 2015 FINANCIAL ACCOMPLISHMENTS
for the Quarter Ending _____

Part II

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

School Name and Components (1)	School ID (EBEIS) (2)	UACS Code (3)	Performance Indicator (4)	Monthly Target (15, 16 & 17)	Total (18= 15+16+17)	Financial		Remarks (24)
						Monthly Accomplishment (19, 20 & 21)	Total (22= 19+20+21)	
Monitoring and Evaluation			No. of sites: Visited					
Technical Assistance			Provided w/ technical assistance					
Non-Implementing Units (Non-IUs)								
School 1 Teachers Support Advocacy	C	D	E No. of Asatidz benefitted No. of learners benefitted No. of advocacy materials developed No. of advocacy activities conducted	F	G	H	I	J
Secondary Schools School 1 Teachers Support Advocacy			No. of Asatidz benefitted No. of learners benefitted No. of advocacy materials developed No. of advocacy activities conducted	B				K
Implementing Units (IUs)								
Secondary Schools School 1 Teachers Support Advocacy			No. of Asatidz benefitted No. of learners benefitted No. of advocacy materials developed No. of advocacy activities conducted					
Total Division Teachers Support Advocacy			No. of Asatidz benefitted No. of learners benefitted No. of advocacy materials developed No. of advocacy activities conducted					

Prepared by: _____

Approved by: _____

Schools Division Office Budget Officer
Date: _____

Schools Division Office Head
Date: _____

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

The **Division Financial Accomplishment Report*** shall be prepared by the Schools Division Office (SDO), thru the Division ALIVE Coordinators (DACs) in coordination with the Division Budget Officer, based on the financial accomplishment reports submitted by the schools.

- A. Prior filling-up of the Financial Accomplishment Report, the SDO shall indicate the **Division Name, Division ID from the EBEIS, Unified Accounting Code Structure (UACS) Code, and Funding Source** of the respective division.
- B. **Financial Accomplishment Report**. The SDO shall consolidate and indicate the school's actual quarterly utilization vis-a-vis the budget allocation.
- C. Column 2. The SDO shall indicate the **School ID** of the recipient schools.
- D. Column 3. The SDO shall indicate the **UACS Code** of the schools.
- E. Column 4. The SDO shall specify the **Performance Indicators** for every given component per school.
- F. Columns 15, 16 & 17. The SDO shall specify the corresponding **Monthly Allocation** for each performance indicator of every given component per school.
- G. Column 18. The SDO shall specify the **Total Target Allocation** of each performance indicator for every given component per school and per quarter.
- H. Columns 19, 20 & 21. The SDO shall specify the corresponding **Amount Utilized** based on set targets of each performance indicator for every given component per school.
- I. Column 22. The SDO shall specify the **Total Amount Utilized** of each performance indicator for every given component per school and per quarter.
- J. Column 23. The SDO shall indicate the **Variance** or the difference between Column 18 and Column 22.
- K. Column 24 shall indicate the **Remarks** or reasons for not accomplishing the set targets for each component and other implementation issues encountered.

* This form shall be submitted to the Regional Office (RO) by the SDO every 2nd day of April, July, October and January.

FY 2015 PHYSICAL ACCOMPLISHMENTS
for the Quarter Ending _____

Part I

Region Name: _____

Region ID (EBEIS): _____

UACS Code: _____

Funding Source: _____

Division Name and Components (1)	Division ID (EBEIS) (2)	UACS Code (3)	Performance Indicator (4)	Physical			Remarks (14)		
				Monthly Target (5, 6 & 7)	Total (8= 5+6+7)	Monthly Accomplishment (9, 10 & 11)		Total (12= 9+10+11)	Variance (13=8-12)
Monitoring and Evaluation Technical Assistance	C		No. of policies drafted No. of sites provided w/ technical assistance						
Division I Teachers Support Advocacy	D	E	No. of Asatidz benefited No. of learners benefited No. of advocacy materials developed No. of advocacy activities conducted	G	H	I	J	K	L
Division II Teachers Support Advocacy			No. of Asatidz benefited No. of learners benefited No. of advocacy materials developed No. of advocacy activities conducted	B					
Total Region Teachers Support Advocacy			No. of Asatidz benefited No. of learners benefited No. of advocacy materials developed No. of advocacy activities conducted						

Prepared by: _____

Approved by: _____

Regional ALIVE Coordinator in coordination with Regional Office Budget Officer
Date: _____

Regional Director
Date: _____

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

The **Regional Physical Accomplishment Report*** shall be consolidated by the Regional Office (RO), thru the Regional ALIVE Coordinators (RACs) in coordination with the Regional Budget Officer, based on the physical accomplishment reports submitted by the Schools Division Offices (SDOs).

- A. Prior to filling-up of the Physical Accomplishment Report, the RO shall indicate the **Regional Name**, **Regional ID from the EBEIS**, **Unified Accounting Code Structure (UACS) Code**, and **Funding Source** of the respective region.
 - B. **Physical Accomplishment Report**. The RO shall consolidate the SDO's actual quarterly physical accomplishments vis-a-vis the quarterly targets.
 - C. Column 1 shall indicate the **Division Name and Components** consolidated from the recipient schools of every division.
 - D. Column 2 shall indicate the **Division ID** identified from the EBEIS.
 - E. Column 3 shall indicate the **UACS Code** of the divisions.
 - F. Column 4 shall specify the **Performance Indicators** for every given component per division.
 - G. Columns 5, 6 & 7 shall specify the corresponding **Monthly Physical Targets** of each performance indicator for every given component per division.
 - H. Column 8 shall specify the **Total Physical Target** of each performance indicator for every given component per division at the given quarter.
 - I. Columns 9, 10 & 11 shall specify the corresponding **Monthly Physical Accomplishments** based on set targets of each performance indicator for every given component per division.
 - J. Column 12 shall specify the **Total Quarterly Accomplishment** for each performance indicator of every given component per division and per quarter.
 - K. Column 13. The RO shall indicate the **Variance** or the difference between Column 8 and Column 12.
 - L. Column 14 shall indicate the **Remarks** or reasons for not accomplishing the set targets for each component and other implementation issues encountered.
- * This form shall be accomplished and submitted to the Central Office (CO) thru the Office of Madrasah Education (OME) and Office of Planning Service – Planning and Programming Division (OPS-PPD) by the RO every 5th day of April, July, October, and January.

FY 2015 FINANCIAL ACCOMPLISHMENTS
for the Quarter Ending _____

Part II

Region Name: _____

Region ID (EBEIS): _____

UACS Code: _____

Funding Source: _____

Division Name and Components (1)	Division ID (EBEIS) (2)	UACS Code (3)	Performance Indicator (4)	Physical			Remarks (24)
				Monthly Allocation (15, 16 & 17)	Monthly Amount Utilized (19, 20 & 21)	Total (22= 19+20+21)	
Monitoring and Evaluation Technical Assistance	C		No. of policies drafted No. of sites provided w/ technical assistance				
Division 1 Teachers Support Advocacy	D	E	No. of Asatidz fitted No. of learners benefited No. of advocacy materials developed No. of advocacy activities conducted	G	H	I	J
Division n Teachers Support Advocacy			No. of Asatidz benefited No. of learners benefited No. of advocacy materials developed No. of advocacy activities conducted	B			K
Total Region Teachers Support Advocacy			No. of Asatidz benefited No. of learners benefited No. of advocacy materials developed No. of advocacy activities conducted				

Prepared by: _____

Approved by: _____

Regional Budget Officer
Date: _____

Regional Director
Date: _____

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

The **Regional Physical Accomplishment Report*** shall be consolidated by the Regional Office (RO), thru the Regional ALIVE Coordinators (RACs) in coordination with the Regional Budget Officer, based on the physical accomplishment reports submitted by the Schools Division Offices (SDOs).

- A. **Financial Accomplishment Report.** The RO shall consolidate the SDO's actual quarterly utilization vis-a-vis quarterly allocation.
- B. Column 1 shall indicate the **Division Name and Components** consolidated from the recipient schools of every division.
- C. Column 2 shall indicate the **Division ID** identified from the EBELS.
- D. Column 3 shall indicate the **UACS Code** of the divisions.
- E. Column 4 shall specify the **Performance Indicators** of every given component per division.
- F. Columns 15, 16 & 17 shall indicate the corresponding **Monthly Allocation** of each performance indicator for every given component per division.
- G. Column 18 shall indicate the **Total Allocation** for each performance indicator of every given component per division at the given quarter.
- H. Columns 19, 20 & 21 shall indicate the corresponding **Monthly Utilization** of each performance indicator for every given component per division.
- I. Column 22 shall indicate the **Total Quarterly Utilization** of each performance indicator for every given component per division at the given quarter.
- J. Column 23 shall indicate the **Variance** or the difference between Column 21 and Column 25.
- K. Column 24 shall indicate the **Remarks** or reasons for not accomplishing the set targets for each component and other implementation issues encountered.

* This form shall be accomplished and submitted to the Central Office (CO) thru the Office of Madrasah Education (OME) and Office of Planning Service – Planning and Programming Division (OPS-PPD) by the RO every 5th day of April, July, October, and January.

Madrasah/Muslim Education Program Implementation Process Flow

