



Republic of the Philippines
Department of Education

01 SEP 2016

DepEd ORDER
No. **58**, s. 2016

**IMPLEMENTING GUIDELINES ON THE UTILIZATION OF FUND
FOR MADRASAH EDUCATION PROGRAM**

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Secretary ARRM
Regional Directors
Schools Division Superintendents
All Others Concerned

1. In line with the implementation of the Madrasah Education Program (MEP), mandated through DepEd Order No. 51, s. 2004 entitled *Standard Curriculum for Elementary Public School and Private Madaris*, 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 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 MEP, this Department issues the enclosed **Implementing Guidelines on the Utilization of Fund for Madrasah Education Program**, subject to the guidelines on fund availment, release, utilization and liquidation, monitoring, evaluation, and reporting.
4. For more information, all concerned may contact the **Bureau of Learning Delivery Student Inclusion Division (BLD SID) Department of Education (DepEd) Central Office**, 4th Floor Bonifacio Bldg., 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.


LEONOR MAGTOLIS BRIONES
Secretary

Encl.:

As stated

Reference:

DepEd Order: (Nos. 51, s. 2004); 28, s. 2015

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

FUNDS

CURRICULUM

LEARNERS

PROGRAM

POLICY

STRAND: Curriculum and Instruction

R-MCR/DO-Implementing Guidelines ofn the Utilization of Fund for MEP
0441/June 21, 2016/9-01-16

Guidelines on the Utilization of Fund for Madrasah Education Program

I. Rationale

DepEd implemented an education program for the Muslim learners through the implementation of the Madrasah Education Program (MEP) in 2004. It aims to provide the Muslim learners with appropriate and relevant educational opportunities within the context of their cultures, customs, traditions and interests through the integration of Arabic Language and Islamic Values Education so that Muslim Filipinos shall have the intellectual and educational capacity to participate actively in the social, economic and political endeavor of the country.

II. Scope

1. This guidelines shall provide the rules for the availment, utilization, liquidation, monitoring, evaluation and reporting of Madrasah Program Support Fund (PSF) at the Central, Regional and Schools Division Offices including the funds provided for the compensation and allowances of the *asatidz* handling ALIVE classes.

III. Definition of Terms

2. *ALIVE Coordinators*. These are Education Supervisors, School Heads and Teachers who are designated as coordinators at the regional, division and school levels (Regional ALIVE Coordinators [RACs] and Division ALIVE Coordinators [DACs], respectively) to oversee MEP implementation.
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.
4. *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.
5. *Language Enhancement and Pedagogy (LEaP)*. A training workshop consisting of twenty-three (23) days of interaction among trainers and trainees.
6. *Arabic Emergent Reading (AER)*. A two (2)-day training program held a day after the LEaP training for *asatidz* to enhance their skills in teaching Arabic Language focusing on reading.
7. *Arabic Emergent Reading and Culture Awareness (AERCA)*. A capacity building program consisting of five (5) days for the ALIVE implementers to acquire basic knowledge on Arabic Language and Culture that are essentials for instructional supervision as well as promotes respect and understanding.
8. *In-Service Training (INSET)*. A training workshop consisting of five (5) days for the *asatidz* to keep them updated on the current trends in the teaching and learning process. The training shall be based on the result of the Training Needs Analysis (TNA).

9. *Madaris*. Plural form of the Arabic word *madrasah* which means school.
10. *Private Madaris*. This refers to the following private *Madaris*:
 - a. Traditional Madrasah that conducts classes with free tuition fees 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.
11. *Qualifying Examination in Arabic Language and Islamic Studies (QEALIS)*. An examination given to the new *asatidz* applicants, which is administered by the Bureau of Education Assessment (BEA). This is the first requirement that should be passed by any applicant to be qualified to teach ALIVE subjects in public schools.
12. *Refined Elementary Madrasah Curriculum (REMC)*. A curriculum developed specifically for ALIVE classes in public elementary schools.
13. *Refined Standard Madrasah Curriculum (RSMC)*. A curriculum developed for private madaris developed and implemented by DepEd.

IV. Policy Statements

14. To strengthen the program implementation of MEP, support for funding shall continue to be provided for the following:
 - a. Compensation for *asatidz* under Contract of Service and handling ALIVE classes pursuant to DepEd Order No. 40 s. 2011;
 - b. Teaching Materials Allowance for *asatidz* under Contract of Service and handling ALIVE classes;
 - 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 (CO) 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.

V. Procedures

15. Selection and Prioritization of Recipients

The MEP supports the regional and division offices implementing MEP as well as schools offering ALIVE classes through the Program Support Fund and the *asatidz* through providing compensation and allowance for those under the contract of service scheme, and teacher training (DepEd Order No. 28, s 2015).

- a. Program Support Fund (PSF)
 - a.1 All schools division offices (SDOs) with public elementary and/or secondary schools with organized ALIVE classes, having a total of at least fifteen (15) Muslim learners¹ shall receive PSF.

¹ SY 2015-2016 enrolment (by school) generated from DepEd EBELS (Enhanced Basic Education Information System).

a.2 All regional offices (ROs) with recipient SDOs shall receive the PSF.

b. Criteria for the Provision of Compensation to *Asatidz*

An *ustadz/ustadzah* may serve only in one region and division. *Asatidz* are entitled to a regular monthly compensation and allowance including in April and May provided that they meet the following criteria:

b.1 Status

Only *asatidz* under Contract of Service shall receive the monthly and compensation and allowance.

b.2 Number of Learners

The *ustadz/ustadzah* is handling ALIVE classes with a minimum of 15 learners from January to March and June to December of the current year.

b.3 Compulsory Hours Served

b.3.1 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;

b.3.2 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.

b.4 Attendance to Summer Activities

They participate in all of the following ALIVE activities during the months April and May of the current year.

b.4.1 School Mapping

b.4.2 *Brigada Eskwela*

b.4.3 Summer Class (if applicable)

b.4.4 In-Service Training (if applicable)

16. Allocation of Funds

a. Program Support Fund

a.1 The allocation of PSF by region shall vary depending on the number of recipient schools divisions.

a.2 The allocation of PSF by schools division is based on the number of schools with organized ALIVE classes.

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

b. Compensation for *Asatidz*

b.1 An *ustadz/ustadzah* is entitled to receive a regular monthly compensation of ₱6,000.00 subject to the adherence of the provisions in 15.b.

- b.2 On top of the monthly compensation, the *ustadz/ustadzah* is also entitled to receive an amount of P500.00 per month from January to March and from June to December for provision of instructional materials in the implementation of ALIVE classes.

17. Eligible Activities and Expenses

- a. The MEP downloaded funds shall be used for the following activities.

Particulars	Responsible Office	Eligible Activities	Eligible Expenses
Regional PSF	ROs	<ul style="list-style-type: none"> • Quarterly monitoring and technical assistance to SDOs • Five-Day Enhancement Summer Training • Conduct of advocacy activities • Participation to and/or conduct of trainings, workshops, fora, 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 • other expenses in support to eligible activities classified under MOOE
Division PSF	SDOs	<ul style="list-style-type: none"> • Quarterly monitoring and technical assistance to schools/community learning centers • Conduct of advocacy activities • Participation to and/or conduct of trainings, workshops, fora, and conferences 	
<i>Asatidz'</i> compensation and allowance	SDOs and School	<ul style="list-style-type: none"> • Payment for the compensation and allowance of <i>Asatidz</i> 	<ul style="list-style-type: none"> • Monthly compensation of an <i>Ustadz /Ustadzah</i> (January to December) • Monthly allowance for teaching materials of an <i>Ustadz /Ustadzah</i> from January to March and June to December

* See Annexes 1, 2, 3 & 4 for details of computation.

- b. 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 BLD-SID, subject to the approval of the Undersecretaries for Curriculum and Instruction and Finance and Administration.

18. Non-eligible expense items shall include:
- a. Operational expenses such as payment of utilities (water, electricity, janitorial and security services) funded by regular MOOE;
 - b. Hiring and payment of salaries of additional staff; and
 - c. Capital outlay items such as equipment; and expenses covered by Official Development Assistance-supported projects and other special or national programs or subsidies.

19. Availment of Funds

- a. Direct Release Through GAA excluding ARMM

- a.1 *Program Support Fund*

- a.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) to the RO for review of alignment with regional and BLD-SID directions. The NIR schools divisions shall request PSF from its former regional office as the fund is already released to Regions VI and VII.

- a.2 *Compensation for Asatidz*

- a.2.1 Payment of *asatidz'* compensation 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). The NIR schools divisions shall request compensation from its former region as fund is already downloaded until such time that the fund is downloaded to NIR.

- a.2.2 The following procedure shall be followed by the ROs and SDOs in the release of *asatidz'* compensation:

- The SDOs shall request all schools under ALIVE program to submit the list of *asatidz* entitled for the compensation on the current year;
 - The SDOs, through the DACs, shall summarize the said list for the submission to and approval of the SDS which shall serve as the basis for the release of the *asatidz'* compensation;
 - The respective schools shall be informed by the DAC on the approved list of *asatidz*; the same list shall be submitted to the SDO Finance and Accounting Division to effect the payment of the *asatidz'* compensation, copy furnished the ROs; and
 - The ROs, through the RACs, shall consolidate the validated list of schools and the corresponding number of *asatidz* per SDOs for submission to the BLD SID.

b. Funds for Downloading

Funds for AERCA, INSET, LEaP maybe availed subject to the submission of the liquidation reports (physical and financial utilization) of the of the previous fiscal year budget to BLD-SID.

b.1 AERCA and INSET

- The DAC shall submit to the RO the list of participants for AERCA and INSET signed by the SDS.
- The RAC shall summarize the list of participants, and prepare a training design.
- The RAC shall submit to the BLD-SID a request to download funds signed by the RD with the list of participants and training design for the AERCA and INSET.

b.2. LEaP

- The CO shall identify the regions which will conduct LEaP.
- The identified RO which will conduct the LEaP shall prepare the training design, list of participants and submit a request for downloading to BLD-SID.

b.3. Allowance for Teaching Materials

- The DAC shall prepare the list of *asatidz* who are entitled to receive allowance for instructional materials.
- The DAC shall submit the list signed by the SDS to the RO.
- The RAC shall consolidate the list of *asatidz* and make a request addressed to the BLD SID for downloading signed by the RD.

b.4. Request for additional funds (i.e. funds for newly-hired *asatidz* for the current year that have not been included in the regional MEP fund allocation)

- The DAC shall prepare the list of newly-hired *asatidz* who are entitled to receive compensation and allowance for instructional materials.
- The DAC shall submit the list signed by the SDS to the RO.
- The RAC shall consolidate the list of newly-hired *asatidz* and make a request addressed to the BLD-SID for downloading signed by the RD.

b.5. PSF, Compensation and Allowance for ARMM

- BME shall request the funds for PSF, compensation and instructional materials allowance of the *asatidz* from the BLD SID.

20. Allotment Release

- a. The Program Support Fund and *Asatidz* compensation shall be directly released to the Regional Offices as per FY 2016 GAA.
- b. The CO shall download the AERCA, INSET, LEaP, Allowance for Instructional Materials to the region upon the regions' compliance to requirements and procedure subject to usual government processing rules and regulations.

- c. For the Autonomous Region of Muslim Mindanao (ARMM), the fund shall be transferred to the DepEd ARMM through the Bureau of Madaris Education (BME).

21. Liquidation of Funds

- a. The liquidation of funds shall be subject to the usual accounting and auditing rules and regulations. Unutilized fund(s) shall be returned to the Bureau of Treasury.
- b. The supporting documents needed for liquidation are the following:
 - d.1. Official Receipts (ORs)/Cash/Sales Invoice with OR;
 - d.2. Reimbursement Expenses Receipts (RERs);
 - d.3. Petty Cash Disbursement Register (PDR);
 - d.4. Other supporting documents to vouch for other expenditures

22. Roles and Responsibilities

a. Central Office

The CO, through the BLD SID, shall be responsible for policy formulation, curriculum review and alignment, learning materials development, capacity building, monitoring, and technical assistance to the field offices as needed, and program review and evaluation. The BLD-SID shall be responsible for tracking the progress of MEP implementation in accordance with the roadmap, and ensure that mechanisms are in place, to track the achievement of Department's goals.

b. Regional Offices

- b.1. The ROs are expected to conduct regular monitoring and to provide technical assistance to the SDOs to ensure quality of implementation of the SDOs' planned activities including compliance to guidelines.
- b.2. The RO shall be responsible for the actual conduct of the five (5) day In-Service Training for the *asatidz* and the five-day AERCA for MEP implementers.
- b.3. 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* and the MEP implementers, the RACs shall closely coordinate with the BLD-SID.
- b.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.

c. Schools Division Offices

- c.1. The SDOs are required to conduct regular monitoring and to provide technical assistance to the schools with ALIVE classes to

ensure that planned activities indicated in the school's Annual Implementation Plan (AIP) are implemented accordingly.

- c.2. On hiring of the *asatidz* through Contract of Service, the SDOs shall evaluate the list of qualified applicants submitted by the schools for hiring and deployment.
 - c.3. The SDOs are required to prepare and submit the Physical and Financial Accomplishments using the template in **Annex 4a** and the master list 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).
- d. Schools
- d.1. The implementation of the Madrasah curriculum is through the organization of ALIVE classes at the school level where there are Muslim learners;
 - d.2. For schools with organized ALIVE classes, it should 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.
 - d.3. Madrasah Education Program (MEP) should be included in the SIP and AIP.

VI. Monitoring and Evaluation

The ROs shall be required to prepare and submit the Physical and Financial Accomplishments using the template in **Annex 4a and 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 BLD-SID at bld.sid@deped.gov.ph, copy furnished the Planning Service – Planning and Programming Division (PS-PPD) at ps.ppd@deped.gov.ph DepEd Complex, Meralco Avenue, Pasig City.

VII. Effectivity

All existing Orders and Memoranda inconsistent with this order are rescinded. These guidelines shall be in force starting FY 2016 unless sooner repealed, amended, or rescinded.

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

Region / Division	Program Support Fund		Total Allocation
	Region	Division	
I	Alaminos City	50,000	50,000
	Candon City	50,000	50,000
	Dagupan City	50,000	50,000
	Ilocos Sur	50,000	50,000
	La Union	50,000	50,000
	Laoag	50,000	50,000
	Pangasinan I	50,000	50,000
	Pangasinan II	50,000	50,000
	San Fernando City	50,000	50,000
	Urdaneta City	50,000	50,000
	Total Region I	130,000	500,000
II	Cagayan	50,000	50,000
	Cauayan City	50,000	50,000
	Iligan City	50,000	50,000
	Isabela City	50,000	50,000
	Nueva Viscaya	50,000	50,000
	Santiago City	50,000	50,000
	Tuguegarao City	50,000	50,000
	Total Region II	130,000	350,000
III	Angeles City	50,000	50,000
	Bulacan	50,000	50,000
	Cabanatuan	50,000	50,000
	Gapan	50,000	50,000
	Malolos	50,000	50,000
	Mecauayan	50,000	50,000
	Olongapo City	50,000	50,000
	Pampanga	50,000	50,000
	San Fernando City	50,000	50,000
	San Jose, Del Monte	50,000	50,000
	Science City of Muñoz	50,000	50,000
	Tarlac City	50,000	50,000
	Zambales	50,000	50,000
Total Region III	150,000	650,000	800,000
VI-A	Antipolo City	50,000	50,000
	Batangas Province	50,000	50,000
	Biñan City	50,000	50,000
	Calamba City	50,000	50,000
	Cavite City	50,000	50,000
	Cavite Province	50,000	50,000
	Dasmariñas City	50,000	50,000
	Laguna	50,000	50,000
	Lipa City	50,000	50,000
	Lucena City	50,000	50,000
	Quezon Province	50,000	50,000
	Rizal	50,000	50,000
	Sta. Rosa City	50,000	50,000
	Tanauan City	50,000	50,000
Total Region IV-A	150,000	700,000	850,000

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

Region / Division		Program Support Fund		Total Allocation
		Region	Division	
VI-B	Calapan		50,000	50,000
	Palawan		180,000	180,000
	Puerto Princesa		80,000	80,000
	Total Region IV-B	200,000	310,000	510,000
V	Albay		50,000	50,000
	Camarines Norte		50,000	50,000
	Camarines Sur		50,000	50,000
	Catanduanes		50,000	50,000
	Iriga City		50,000	50,000
	Legaspi City		50,000	50,000
	Ligao City		50,000	50,000
	Masbate City		50,000	50,000
	Masbate Province		50,000	50,000
	Naga City		50,000	50,000
	Sorsogon City		50,000	50,000
	Sorsogon Province		50,000	50,000
	Tabaco City		50,000	50,000
	Total Region V	150,000	650,000	800,000
VI	Aklan		50,000	50,000
	Antique		50,000	50,000
	Bacolod City		50,000	50,000
	Iloilo City		80,000	80,000
	Iloilo Province		50,000	50,000
	Roxas City		50,000	50,000
	San Carlos City		50,000	50,000
	Total Region VI	130,000	380,000	510,000
VII	Bogo City		50,000	50,000
	Bohol Province		50,000	50,000
	Cebu City		100,000	100,000
	Cebu Province		80,000	80,000
	Dumaguete City		50,000	50,000
	Lapu-lapu City		80,000	80,000
	Mandaue City		50,000	50,000
	Naga City		50,000	50,000
	Negros Oriental		50,000	50,000
	Tagbilaran City		50,000	50,000
	Talisay City		50,000	50,000
	Toledo City		50,000	50,000
	Tanjay City		50,000	50,000
Total Region VII	150,000	760,000	910,000	
VIII	Baybay		50,000	50,000
	Biliran		50,000	50,000
	Calbayog City		50,000	50,000
	Leyte		50,000	50,000
	Maasin City		50,000	50,000
	Northern Samar		50,000	50,000
	Ormoc City		50,000	50,000
	Tacloban City		50,000	50,000
	Total Region VIII	130,000	400,000	530,000

Madrasah Education Program

Allocation of Program Support Fund for the Region and Division

Region / Division		Program Support Fund		Total Allocation
		Region	Division	
IX	Dipolog City		50,000	50,000
	Isabela City		150,000	150,000
	Pagadian City		80,000	80,000
	Zamboanga City		100,000	100,000
	Zamboanga Del Norte		150,000	150,000
	Zamboanga Del Sur		100,000	100,000
	Zamboanga Sibugay		180,000	180,000
	Total Region IX	130,000	810,000	940,000
X	Bukidnon		80,000	80,000
	Cagayan De Oro City		80,000	80,000
	Gingoog City		50,000	50,000
	Iligan City		100,000	100,000
	Lanao Del Norte		180,000	180,000
	Malaybalay City		50,000	50,000
	Misamis Oriental		50,000	50,000
	Oroquieta City		50,000	50,000
	Ozamis		50,000	50,000
	Valencia City		50,000	50,000
	Total Region X	130,000	740,000	870,000
XI	Compostela Valley		100,000	100,000
	Davao City		180,000	180,000
	Davao Del Norte		50,000	50,000
	Davao del Sur		80,000	80,000
	Davao Oriental		50,000	50,000
	Digos City		80,000	80,000
	Igacos		50,000	50,000
	Mati City		100,000	100,000
	Panabo City		50,000	50,000
	Tagum City		80,000	80,000
	Total Region XI	130,000	820,000	950,000
XII	Cotabato City		180,000	180,000
	General Santos City		180,000	180,000
	Kidapawan City		80,000	80,000
	Koronadal City		50,000	50,000
	North Cotabato		180,000	180,000
	Sarangani		100,000	100,000
	South Cotabato		80,000	80,000
	Sultan Kudarat		180,000	180,000
	Tacurong City		80,000	80,000
Total Region XII	130,000	1,110,000	1,240,000	

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

Region / Division		Program Support Fund		Total Allocation
		Region	Division	
CARAGA	Agusan del Norte		50,000	50,000
	Agusan del Sur		50,000	50,000
	Bayugan City		50,000	50,000
	Bislig City		50,000	50,000
	Butuan City		50,000	50,000
	Cabadbaran		50,000	50,000
	Siargao		50,000	50,000
	Surigao City		50,000	50,000
	Surigao del Norte		50,000	50,000
	Surigao del Sur		50,000	50,000
	Tandag City		50,000	50,000
	Total Caraga	150,000	550,000	700,000
	CAR	Baguio City		50,000
Kalinga			50,000	50,000
Total CAR		100,000	100,000	200,000
NCR	Caloocan City		80,000	80,000
	Las Piñas City		50,000	50,000
	Makati City		50,000	50,000
	Malabon		50,000	50,000
	Mandaluyong		50,000	50,000
	Manila		50,000	50,000
	Marikina City		50,000	50,000
	Muntinlupa City		50,000	50,000
	Parañaque City		50,000	50,000
	Navotas		50,000	50,000
	Pasay		50,000	50,000
	Pasig City		80,000	80,000
	Quezon City		100,000	100,000
	San Juan City		50,000	50,000
	Taguig City		80,000	80,000
	Valenzuela		50,000	50,000
	Total NCR	200,000	940,000	1,140,000
ARMM	Basilan		180,000	180,000
	Lamitan		100,000	100,000
	Lanao Del Sur I		180,000	180,000
	Lanao Del Sur II		180,000	180,000
	Maguindanao I		100,000	100,000
	Maguindanao II		100,000	100,000
	Marawi City		100,000	100,000
	Sulu		100,000	100,000
	Tawi-Tawi		150,000	150,000
Total ARMM	350,000	1,190,000	1,540,000	
GRAND TOTAL		2,640,000	10,960,000	13,600,000

**Madrasah Education Program
Allocation for Asatidz' Compensation**

Region / Division		Actual No. of Asatidz (Jan. to Dec. 2016)	Actual Allocation (Jan. to Dec. 2016)	No. of Newly- Hired Asatidz (Jun. to Dec. 2016)	Allocation for Additional Asatidz (Jun. to Dec. 2016)	Total Allocation
I	Alaminos City	2	144,000			
	Candon City	3	216,000			
	Dagupan City	4	288,000			
	Ilocos Sur	2	144,000			
	La Union	3	216,000			
	Laoag	3	216,000			
	Pangasinan I	2	144,000			
	Pangasinan II	1	72,000			
	San Fernando City	3	216,000			
	Urdaneta City	2	144,000			
	Total Region I	25	1,800,000	4	168,000	1,968,000
II	Cagayan	1	72,000			
	Cauayan City	2	144,000			
	Ilagan City	3	216,000			
	Isabela City	3	216,000			
	Nueva Viscaya	5	360,000			
	Santiago City	3	216,000			
	Tuguegarao City	3	216,000			
	Total Region II	20	1,440,000	4	168,000	1,608,000
III	Angeles City	6	432,000			
	Bulacan	6	432,000			
	Cabanatuan	1	72,000			
	Gapan	4	288,000			
	Malolos	4	288,000			
	Mecauayan	4	288,000			
	Olongapo City	5	360,000			
	Pampanga	4	288,000			
	San Fernando City	5	360,000			
	San Jose, Del Monte	6	432,000			
	Science City of Muñoz	2	144,000			
	Tarlac City	2	144,000			
	Zambales	5	360,000			
	Total Region III	54	3,888,000	5	210,000	4,098,000
VI-A	Antipolo City	3	216,000			
	Batangas Province	3	216,000			
	Biñan City	3	216,000			
	Calamba City	2	144,000			
	Cavite City	3	216,000			
	Cavite Province	4	288,000			
	Dasmariñas City	8	576,000			
	Laguna	3	216,000			
	Lipa City	2	144,000			
	Lucena City	4	288,000			
	Quezon Province	2	144,000			
	Rizal	3	216,000			
	Sta. Rosa City	2	144,000			
	Tanauan City	2	144,000			
Total Region IV-A	44	3,168,000	5	210,000	3,378,000	

**Madrasah Education Program
Allocation for Asatidz' Compensation**

Region / Division		Actual No. of Asatidz (Jan. to Dec. 2016)	Actual Allocation (Jan. to Dec. 2016)	No. of Newy- Hired Asatidz (Jun. to Dec. 2016)	Allocation for Additional Asatidz (Jun. to Dec. 2016)	Total Allocation
VI-B	Calapan	3	216,000			
	Palawan	72	5,184,000			
	Puerto Princesa	23	1,656,000			
	Total Region IV-B	98	7,056,000	10	420,000	7,476,000
V	Albay	2	144,000			
	Camarines Norte	2	144,000			
	Camarines Sur	1	72,000			
	Catanduanes	1	72,000			
	Iriga City	3	216,000			
	Legaspi City	2	144,000			
	Ligao City	2	144,000			
	Masbate City	5	360,000			
	Masbate Province	3	216,000			
	Naga City	5	360,000			
	Sorsogon City	6	432,000			
	Sorsogon Province	4	288,000			
	Tabaco City	2	144,000			
	Total Region V	38	2,736,000	5	210,000	2,946,000
VI	Aklan	8	576,000			
	Antique	4	288,000			
	Bacolod City	3	216,000			
	Iloilo City	8	576,000			
	Iloilo Province	3	216,000			
	Roxas City	3	216,000			
	San Carlos City	3	216,000			
	Total Region VI	32	2,304,000	5	210,000	2,514,000
VII	Bogo City	1	72,000			
	Bohol Province	6	432,000			
	Cebu City	92	6,624,000			
	Cebu Province	6	432,000			
	Dumaguete City	4	288,000			
	Lapu-lapu City	34	2,448,000			
	Mandaue City	5	360,000			
	Naga City	1	72,000			
	Negros Oriental	4	288,000			
	Tagbilaran City	8	576,000			
	Talisay City	5	360,000			
	Toledo City	1	72,000			
	Tanjay City	5	360,000			
	Total Region VII	172	12,384,000	15	630,000	13,014,000
VIII	Baybay	1	72,000			
	Biliran	2	144,000			
	Calbayog City	2	144,000			
	Leyte	3	216,000			
	Maasin City	3	216,000			
	Northern Samar	1	72,000			
	Ormoc City	2	144,000			
	Tacloban City	4	288,000			
	Total Region VIII	18	1,296,000	5	210,000	1,506,000

**Madrasah Education Program
Allocation for Asatidz' Compensation**

Region / Division		Actual No. of Asatidz (Jan. to Dec. 2016)	Actual Allocation (Jan. to Dec. 2016)	No. of Newly- Hired Asatidz (Jun. to Dec. 2016)	Allocation for Additional Asatidz (Jun. to Dec. 2016)	Total Allocation
IX	Dipolog City	18	1,296,000			
	Isabela City	78	5,616,000			
	Pagadian City	31	2,232,000			
	Zamboanga City	191	13,752,000			
	Zamboanga Del Norte	48	3,456,000			
	Zamboanga Del Sur	49	3,528,000			
	Zamboanga Sibugay	86	6,192,000			
	Total Region IX	501	36,072,000	50	2,100,000	38,172,000
X	Bukidnon	10	720,000			
	Cagayan De Oro City	40	2,880,000			
	Gingoog City	5	360,000			
	Iligan City	89	6,408,000			
	Lanao Del Norte	390	28,080,000			
	Malaybalay City	5	360,000			
	Misamis Oriental	17	1,224,000			
	Oroquieta City	5	360,000			
	Ozamiz	1	72,000			
	Valencia City	5	360,000			
	Total Region X	567	40,824,000	50	2,100,000	42,924,000
XI	Compostela Valley	24	1,728,000			
	Davao City	107	7,704,000			
	Davao Del Norte	4	288,000			
	Davao del Sur	10	720,000			
	Davao Oriental	9	648,000			
	Digos City	9	648,000			
	Igacos	7	504,000			
	Mati City	26	1,872,000			
	Panabo City	4	288,000			
	Tagum City	10	720,000			
	Total Region XI	210	15,120,000	10	420,000	15,540,000
XII	Cotabato City	170	12,240,000			
	General Santos City	78	5,616,000			
	Kidapawan City	27	1,944,000			
	Koronadal City	13	936,000			
	North Cotabato	43	3,096,000			
	Sarangani	44	3,168,000			
	South Cotabato	15	1,080,000			
	Sultan Kudarat	57	4,104,000			
	Tacurong City	16	1,152,000			
	Total Region XII	463	33,336,000	21	882,000	34,218,000

**Madrasah Education Program
Allocation for Asatidz' Compensation**

Region / Division		Actual No. of Asatidz (Jan. to Dec. 2016)	Actual Allocation (Jan. to Dec. 2016)	No. of Newly- Hired Asatidz (Jun. to Dec. 2016)	Allocation for Additional Asatidz (Jun. to Dec. 2016)	Total Allocation
CARAGA	Agusan del Norte	4	288,000			
	Agusan del Sur	4	288,000			
	Bayugan City	4	288,000			
	Bislig City	3	216,000			
	Butuan City	7	504,000			
	Cabadbaran	5	360,000			
	Siargao	3	216,000			
	Surigao City	4	288,000			
	Surigao del Norte	3	216,000			
	Surigao del Sur	3	216,000			
	Tandag City	3	216,000			
	Total Caraga	43	3,096,000	5	210,000	3,306,000
	CAR	Baguio City	63	4,536,000		
Kalinga		8	576,000			
Total CAR		71	5,112,000	20	840,000	5,952,000
NCR	Caloocan City	18	1,296,000			
	Las Piñas City	16	1,152,000			
	Makati City	7	504,000			
	Malabon	1	72,000			
	Mandaluyong	1	72,000			
	Manila	42	3,024,000			
	Marikina City	1	72,000			
	Muntinlupa City	9	648,000			
	Navotas	1	72,000			
	Parañaque City	7	504,000			
	Pasay	7	504,000			
	Pasig City	17	1,224,000			
	Quezon City	60	4,320,000			
	San Juan City	3	216,000			
	Taguig City	24	1,728,000			
	Valenzuela	1	72,000			
Total NCR	215	15,480,000	15	630,000	16,110,000	
ARMM	Basilan	196	14,112,000			
	Lamitan	57	4,104,000			
	Lanao Del Sur I	247	17,784,000			
	Lanao Del Sur II	155	11,160,000			
	Maguindanao I	42	3,024,000			
	Maguindanao II	73	5,256,000			
	Marawi City	189	13,608,000			
	Sulu	122	8,784,000			
	Tawi-Tawi	44	3,168,000			
	Total ARMM	1,125	81,000,000	500	21,000,000	102,000,000
GRAND TOTAL		3,696	266,112,000	729	30,618,000	296,730,000

**Madrasah Education Program
Total Allocation for Asatidz's In-Service Training**

Region	No. of Asatidz	No. of Training Management/ ALIVE Focal Person/Staff	Total No. of Pax	Total Allocation
I	25	13	38	319,200
II	20	10	30	252,000
III	54	16	70	588,000
VI-A	44	17	61	512,400
VI-B	98	20	118	991,200
V	38	16	54	453,600
VI	32	10	42	352,800
VII	172	20	192	1,612,800
VIII	18	11	29	243,600
IX	501	41	542	4,552,800
X	567	50	617	5,182,800
XI	210	20	230	1,932,000
XII	463	40	503	4,225,200
CARAGA	43	20	63	529,200
CAR	71	20	91	764,400
NCR	215	30	245	2,058,000
ARMM	1125	175	1300	10,920,000
GRAND TOTAL	3,696	529	4,225	35,490,000

**FY 2016 PHYSICAL ACCOMPLISHMENTS
for the Quarter Ending _____**



Part I
Division Name: _____ **Division ID (EBEIS):** _____ **VACS Code:** _____ **Funding Source:** _____

School Name and Components (1)	School ID (EBEIS) (2)	VACS Code (3)	Performance Indicator (4)	Physical					Remarks (14)	
				F Monthly Target (5, 6 & 7)	G Total (8=5+6+7)	H Monthly Accomplishment (9, 10 & 11)	I Total (12=9+10+11)	J Variance (13=8-12)		K
School 1:										
B Honorarium			No. of Asatidz provided with honorarium							
Teaching materials allowance			No. of Asatidz provided with teaching materials allowance							
Clothing allowance			No. of Asatidz provided with clothing allowance							
Monitoring and Evaluation (M&A) Technical Assistance (TA)			No. of school heads / Asatidz benefited in the TA							
Advocacy			No. of advocacy activities conducted							
			No. of advocacy materials developed, printed and distributed							
School 2:										
			No. of Asatidz provided with honorarium							
			No. of Asatidz provided with teaching materials allowance							
			No. of Asatidz provided with clothing allowance							
			No. of schools monitored and evaluated							
			No. of school heads / Asatidz benefited in the TA							
			No. of advocacy activities conducted							
			No. of advocacy materials developed, printed and distributed							
School 3:										
Total Division:										

Prepared by: _____

Approved by: _____

Division ALIVE Coordinator in coordination with
 Schools Division Office Budget Officer

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. Accordingly, the SDO shall prepare a separate Accomplishment Report for every granted subsidy (i.e., a division with two funding sources will have two separate accomplishment reports).

- A. Prior filling-up of the Physical Accomplishment Report, the SDO shall indicate the **Division Name**, **Division ID from the EBFEIS**, **Unified Accounting Code Structure (UACS) Code**, and **Funding Source** of the respective division.
- B. Column 1. The SDO shall indicate the **School's Name and Components**.
- 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 2016 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)	Financial					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)	
B	C	D	E	F	G	H	I	J	K
School 1:			No. of Asatidz provided with honorarium						
Honorarium			No. of Asatidz provided with teaching materials allowance						
Teaching materials allowance			No. of Asatidz provided with clothing allowance						
Clothing allowance			No. of school heads / Asatidz benefited in the TA						
Monitoring and Evaluation (M&A) Technical Assistance (TA)			No. of advocacy activities conducted						
Advocacy			No. of advocacy materials developed, printed and distributed						
School 2:			No. of Asatidz provided with honorarium						
School 3:			No. of Asatidz provided with teaching materials allowance						
			No. of Asatidz provided with clothing allowance						
			No. of schools monitored and evaluated						
			No. of school heads / Asatidz benefited in the TA						
			No. of advocacy activities conducted						
			No. of advocacy materials developed, printed and distributed						
Total Division:									

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. Accordingly, the SDO shall prepare a separate Accomplishment Report for every granted subsidy (i.e., a division with two funding sources will have two separate accomplishment reports).

- A. Prior filling-up of the Financial Accomplishment Report, the SDO shall indicate the **Division Name**, **Division ID from the EBELS**, **Unified Accounting Code Structure (UACS) Code**, and **Funding Source** of the respective division.
- B. Column 1. The SDO shall indicate the **school's Name and Components**.
- 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 2016 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			No. of policies drafted No. of sites provided w/ technical assistance										
Division 1 Teachers Support Advocacy			No. of Asatidz benefited No. of learners No. of advocacy materials developed No. of advocacy activities conducted										
Division n Teachers Support Advocacy			No. of Asatidz benefited No. of learners benefited No. of advocacy materials developed No. of advocacy activities conducted										
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). Accordingly, the RO shall separately consolidate Accomplishment Reports of SDOs with more than one funding source.

- A. Prior to filling-up of the Physical Accomplishment Report, the RO shall indicate the **Regional Name, Regional ID from the EBELS, 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 EBELS.
- 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 _____**

A
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					Variance (23=18-22)	Remarks (24)
				Monthly Allocation (15, 16 & 17)	Total (18=15+16+17)	Monthly Amount Utilized (19, 20 & 21)	Total (22=19+20+21)			
Monitoring and Evaluation Technical Assistance			No. of policies drafted No. of sites provided w/ technical assistance							
Division 1 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 n 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 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). Accordingly, the RO shall separately consolidate Accomplishment Reports of SDOs with more than one funding source.

- 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 EBELIS.
- 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.