



Republic of the Philippines
Department of Education

20 APR 2017

DepEd O R D E R
No. **21**, s. 2017

**GUIDELINES ON THE UTILIZATION OF THE 2017 FINANCIAL
SUPPORT FOR MULTIGRADE SCHOOLS**

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Public and Private Elementary and Secondary Schools Heads
All Others Concerned

1. One of the continuing initiatives of the Department of Education (DepEd) along its thrust of increasing access to quality elementary education is strengthening the implementation of the Multigrade Program in Philippine Education (MPPE) to address pressing concerns and issues on the provision of customized teaching and learning materials for multigrade classes and professional development of teachers.
2. In support to DepEd's plans to effectively implement the multigrade program, the enclosed **Guidelines on the Utilization of the 2017 Financial Support for Multigrade Schools**, stipulates the procedures on funds release, utilization, reporting, and liquidation.
3. For more information and inquiries, all concerned may contact the Bureau of Learning Delivery-Teaching and Learning Division (BLD-TLD), 4th Floor, Bonifacio Building, Department of Education (DepEd) Central Office, DepEd Complex, Meralco Avenue, Pasig City at telephone nos. (02) 687-2948 and (02) 638-4799 or through email address: bld.tld@deped.gov.ph.
4. Immediate dissemination of and strict compliance with this Order is directed.


LEONOR MAGTOLIS BRIONES
Secretary

Encl.: As stated
Reference: DepEd Order: No. 64, s. 2016
To be indicated in the Perpetual Index
under the following subjects:

BUREAUS AND OFFICES	PROGRAMS
FUNDS	SCHOOLS
LEARNERS	

MCDJ/ R DO Guidelines on the Utilization for Multigrade Schools
0336/April 5, 2017

GUIDELINES ON THE UTILIZATION OF THE 2017 FINANCIAL SUPPORT FOR MULTIGRADE SCHOOLS

I. Rationale

1. The Education Act of 1982 declares that the educational system shall make maximum contribution to the attainment of national development goals; that among others the State promotes and maintains equality of access to education; that the State recognizes education as an instrument for the development of the cultural communities of the nation; that the educational system reach out to serve educationally deprived communities to enrich their participation in the community and national life, and to unify all Filipinos into a free and just nation. This was reiterated in the 1987 Constitution which guarantees the right to education of every Filipino. Such right to education is further emphasized in the Republic Act 9155 or the *Governance of Basic Education Act of 2001* in which, the education governance and decision-making are decentralized, thereby allowing education leaders and managers to deliver demand-driven services on the ground including multigrade schools.

2. Consistent with its mandate to improve access to quality elementary education particularly in the far-flung, isolated and poor communities, the DepEd through the Bureau of Elementary Education (BEE), then launched **the Multigrade Program in Philippine Education** (MPPE) in 1993. The Department's first initiative for MPPE was to improve the conditions of the MG education in the country through training programs, curriculum development and development of appropriate learning materials.

3. Anchored on the Basic Education Act of 2013, Republic Act (RA) No. 10533, the DepEd is strengthening the implementation of Multigrade Program in Philippine Education (MPPE) through clearly defined standards, mechanisms and processes in the organization of multigrade classes, adoption of multigrade teaching as well as content of the curriculum, mode of instruction, provision of education resources, administration of assessment, development of pupils and teachers, incentives and benefits of teachers, creation of appropriate learning environment, and monitoring and supervision of schools.

4. In view of the above, this Order aims to establish Guidelines on the Utilization of the 2017 Financial Support for Multigrade Schools which will be used in the reproduction of the Multigrade Teaching-Learn Package that contains Multigrade Daily Lesson Plans (MG-DLPs) and Integrated Multigrade Lesson Plans (IMG-LPs) and orientation-training of teachers on the utilization of said materials.

II. Scope of the Policy

1. This DepEd Order provides Guidelines on the Utilization of the 2017 Financial Support for Multigrade Schools. It covers procedures on the release, utilization, liquidation of said funds, and reporting of accomplishments by specific activity.

III. Definition of Terms

2. For purposes of this Order, the following terms are defined as follows:

a. **Multigrade Daily Lesson Plan (MG-DLP)** is a ready-made prototype detailed daily lesson plan in Mother Tongue, Filipino, English, Science, Mathematics, and Araling Panlipunan that features performance-based and child-centered learning activities and assessment strategies. The contents of the lesson plan and the way it is written promote maximum participation of children in the teaching and learning processes. Thus, ensuring effective and meaningful teaching and learning in a multigrade environment.

b. **Integrated Multigrade Lesson Plan (IMG-LP)** is another prototype lesson plan recommended for teaching a multigrade class in which learning competencies of different subject are integrated using a common theme. It is written on a weekly basis. The themes were based on the government thrusts for basic education, such as climate change; peace education; health education; financial literacy; and culture and the arts.

IV. Policy Statement

3. The DepEd hereby establishes the Guidelines on the Utilization of the 2017 Financial Support for Multigrade Schools that cover procedures on its release, utilization, liquidation, and reporting of accomplishments by specific activity.

V. Procedures

a. Release and Utilization

4. A total of **eighty-three million twenty-six thousand pesos (P83,026,000.00)** is allocated under the General Appropriation Act (GAA) for fiscal year 2017. The Regional Office shall issue a Sub-Allotment Release Order (Sub-ARO) to recipient Schools Division Offices (SDOs) of which the breakdown of allotment is found in **Enclosure 2**.

5. The Sub-ARO shall be used for the following activities:

- a. Printing of MG-DLPs in Mother, Filipino, English, Science, Mathematics, and Araling Panlipunan.
- b. Printing of IMG-LPs.
- c. Orientation-training workshop of teachers on the effective utilization of MG-DLPs and IMG-LPs.

6. The total estimated budget for (1) printing with descriptions and technical specification, (2) orientation-training workshop of teachers, and (3) the contingency funds are found in **Enclosure 3**.

7. In case, there are excess in the budget, such budget will be used for printing of additional copies for other multigrade schools in the division and orientation-training of teachers. However, if the funding is insufficient to print all materials to cover needed copies for the entire division, priority should be given to

schools with pure multigrade classes or the SDO may charge the outstanding reproduction cost to the MOOE of the division.

8. The BLD-TLD shall provide the digital copy of each set of the above-mentioned materials to every recipient SDO. Each SDO shall in turn reproduce and facilitate the distribution of printed materials to recipient multigrade schools. The delivery cost of the materials from the division to recipient school shall be charged against the school's MOOE.

b. Orientation-Training

9. Upon distribution of the materials to multigrade schools, an orientation-training workshop of multigrade teachers shall be conducted through the district-based LAC session. The SDO shall organize a team of trainers from each district to manage the orientation-training. The objective of the workshop is to familiarize teachers with the contents and features of the materials provided and orient them on how to use such materials effectively in the multigrade classroom.

10. The SDO shall prepare the session guides for the orientation-training workshop and orient the training team from all districts. Clustering of teachers by district is encouraged to effectively manage the activity. The allotted amount for the activity should be maximized to include other topics essential to multigrade teaching such as lesson planning modelled after MG-DLP and IMG-LP and formative assessment.

c. Reporting

11. Each SDO is accountable for the disbursement and liquidation of funds based on the eligible activities (Item No. 9) set forth in these guidelines subject to the usual accounting and auditing rules and regulations.

12. Each SDO must submit the accomplishment report on the utilization of funds to the RO on or before July 15, 2017 following the format found in **Enclosures 4a, 4b, 4c, & 4d**. The report shall be accompanied by the narrative report of which format is found in **Enclosure 5**.

13. The RO shall consolidate the accomplishment reports submitted by SDOs using the format found in **Enclosure 5**, and submit to the BLD-TLD, 4th Floor, Bonifacio Bldg., DepEd Complex, Meralco Avenue, Pasig City on or before July 31, 2017.

VI. Monitoring and Evaluation

14. To ensure proper implementation of activities and utilization of funds, monitoring and evaluation shall be conducted by the BLD-TLD Education Program Specialists in coordination with the Regional Offices. Support fund is allocated for the RO to be used in the monitoring of the conduct of procurement, reproduction, orientation-training as well as delivery and utilization of the materials in the multigrade schools.

VII. References

15. This Order is formulated on the basis of the provisions stipulated in the following issuances:

- a. DepEd Order No. 64, s. 2016, *“Guidelines on the Utilization of the 2015 and 2016 Financial Support for Multigrade Schools”*
- b. DepEd Order No. 30, s. 2014, *“Fiscal Year (FY) 2014 Guidelines on the Utilization of the Financial Support for Multigrade Schools”*
- c. DepEd Order No. 52, s. 2012, *“Guidelines on the Utilization of the Financial Support for Multigrade Schools”*

VIII. List of Enclosure

- a. Regional breakdown of allotment **(Enclosure 2)**
- b. Technical specifications and estimated costs of printing per set of materials **(Enclosure 3)**
- c. Physical accomplishment report **(Enclosures 4a, 4b, 4c, and 4d)**
- d. Narrative accomplishment report **(Enclosure 5)**

IX. Effectivity

16. This Order shall take effect immediately upon its approval.

DR. LEONOR MAGTOLIS-BRIONES
Secretary

BREAKDOWN OF ALLOCATION PER DIVISION

Enclosure 2

Regions	Division	No. of Targeted Classes	Total Amount per Division	Total Amount per Region	
Region 1	Alaminos City	7	53,190.38		
	Ilocos Norte	143	1,086,603.49		
	Ilocos Sur	116	881,440.60		
	Candon City	3	22,795.88		
	La Union	70	531,903.81		
	Pangasinan I, Lingayen	69	524,305.18		
	Pangasinan II, Binalonan	116	881,440.60		
	Urdaneta City	5	37,993.13		
	Regional Office Monitoring and Evaluation Fund				200,000.00
		529		PHP 4,019,673.06	
Region 2	Batanes	40	303,945.03		
	Cagayan	168	1,276,569.14		
	Cauayan City	20	151,972.52		
	Iligan City	30	227,958.77		
	Isabela	170	1,291,766.39		
	Nueva Vizcaya	135	1,025,814.49		
	Quirino	94	714,270.83		
	Santiago City	6	45,591.75		
	Regional Office Monitoring and Evaluation Fund				200,000.00
		663		PHP 5,037,888.92	
Region 3	Aurora	40	303,945.03		
	Bataan	14	106,380.76		
	Bulacan	21	159,571.14		
	Malolos City	3	22,795.88		
	San Jose City	8	60,789.01		
	Gapan City	4	30,394.50		
	Munoz Science City	8	60,789.01		
	Nueva Ecija	32	243,156.03		
	Pampanga	18	136,775.26		
	Tarlac	138	1,048,610.36		
	Zambales	49	372,332.67		
	Mabalacat City	23	174,768.39		
	Regional Office Monitoring and Evaluation Fund				200,000.00
			358		PHP 2,720,308.04
Region IV-A	Batangas	73	554,699.69		
	Batangas City	4	30,394.50		
	Calamba City	11	83,584.88		
	Cavite	46	349,536.79		
	Laguna	94	714,270.83		
	Quezon	245	1,861,663.33		
	Rizal	56	425,523.05		
	Antipolo City	1	7,598.63		
	Tayabas City	24	182,367.02		
Regional Office Monitoring and Evaluation Fund				200,000.00	
		554		PHP 4,209,638.71	
Region IV-B	Calapan City	9	68,387.63		
	Marinduque	44	334,339.54		
	Occidental Mindoro	123	934,630.98		
	Oriental Mindoro	109	828,250.21		
	Palawan	281	2,135,213.86		
	Puerto Princesa City	26	197,564.27		

BREAKDOWN OF ALLOCATION PER DIVISION

Enclosure 2

	Romblon	69	524,305.18
	Regional Office Monitoring and Evaluation Fund		200,000.00
		661	PHP 5,022,691.67
Region 5	Albay	102	775,059.83
	Camarines Norte	145	1,101,800.74
	Camarines Sur	195	1,481,732.04
	Catanduanes	100	759,862.58
	Masbate	128	972,624.11
	Sorsogon	140	1,063,807.62
	Sorsogon City	11	83,584.88
	Iriga City	5	37,993.13
	Regional Office Monitoring and Evaluation Fund		200,000.00
		826	PHP 6,276,464.93
Region 6	Aklan	99	752,263.96
	Antique	188	1,428,541.65
	Capiz	89	676,277.70
	Guimaras	25	189,965.65
	Iloilo	145	1,101,800.74
	Regional Office Monitoring and Evaluation Fund		200,000.00
		546	PHP 4,148,849.70
Region 7	Bohol	308	2,340,376.75
	Carcar City	2	15,197.25
	Cebu	228	1,732,486.69
	Danao City	3	22,795.88
	Siquijor	22	167,169.77
	Talisay City	2	15,197.25
	Toledo City	6	45,591.75
	Regional Office Monitoring and Evaluation Fund		200,000.00
		571	PHP 4,338,815.34
Region 8	Biliran	48	364,734.04
	Baybay City	54	410,325.79
	Borongan City	36	273,550.53
	Calbayog City	63	478,713.43
	Catbalogan City	47	357,135.41
	Eastern Samar	228	1,732,486.69
	Leyte	376	2,857,083.31
	Maasin City	22	167,169.77
	Northern Samar	100	759,862.58
	Ormoc City	36	273,550.53
	Samar	230	1,747,683.94
	Southern Leyte	106	805,454.34
	Regional Office Monitoring and Evaluation Fund		200,000.00
		1346	PHP 10,227,750.36
Region 9	Dipolog City	5	37,993.13
	Dapitan City	7	53,190.38
	Isabela City	13	98,782.14
	Pagadian City	16	121,578.01
	Zamboanga del Norte	178	1,352,555.40
	Zamboanga del Sur	278	2,112,417.98
	Zamboanga City	60	455,917.55
	Zamboanga Sibugay	105	797,855.71
	Regional Office Monitoring and Evaluation Fund		200,000.00
		662	PHP 5,030,290.29
Region 10	Bukidnon	129	980,222.73
	Cagayan de Oro City	16	121,578.01

BREAKDOWN OF ALLOCATION PER DIVISION

Enclosure 2

	Camiguin	17	129,176.64	
	Gingoog City	47	357,135.41	
	Iligan City	21	159,571.14	
	Lanao del Norte	81	615,488.69	
	Malaybalay City	34	258,353.28	
	Misamis Occidental	122	927,032.35	
	Misamis Oriental	114	866,243.34	
	Oroquieta City	21	159,571.14	
	Ozamis City	17	129,176.64	
	Tangub City	31	235,557.40	
	Valencia City	11	83,584.88	
	Regional Office Monitoring and Evaluation Fund			200,000.00
		661		PHP 5,022,691.67
Region 11	Compostela Valley	132	1,003,018.61	
	Davao City	78	592,692.81	
	Davao del Norte	46	349,536.79	
	Davao del Sur	85	645,883.19	
	Davao Oriental	70	531,903.81	
	Digos City	3	22,795.88	
	Igacos	10	75,986.26	
	Mati City	21	159,571.14	
	Panabo City	12	91,183.51	
	Tagum City	2	15,197.25	
	Regional Office Monitoring and Evaluation Fund			200,000.00
Region 12		459		PHP 3,487,769.25
	Cotabato City	3	22,795.88	
	General Santos City	10	75,986.26	
	Kidapawan City	5	37,993.13	
	Koronadal City	10	75,986.26	
	North Cotabato	142	1,079,004.87	
	Sarangani	102	775,059.83	
	South Cotabato	95	721,869.45	
	Sultan Kudarat	94	714,270.83	
	Tacurong City	4	30,394.50	
	Regional Office Monitoring and Evaluation Fund			200,000.00
		465		PHP 3,533,361.01
CARAGA	Agusan del Norte	57	433,121.67	
	Agusan del Sur	95	721,869.45	
	Bayugan City	35	265,951.90	
	Bislig City	27	205,162.90	
	Butuan City	47	357,135.41	
	Dinagat Islands	40	303,945.03	
	Siargao	95	721,869.45	
	Surigao City	50	379,931.29	
	Surigao del Norte	75	569,896.94	
	Surigao del Sur	140	1,063,807.62	
	Regional Office Monitoring and Evaluation Fund			200,000.00
		661		PHP 5,022,691.67
CAR	Abra	100	759,862.58	
	Apayao	85	645,883.19	
	Benguet	151	1,147,392.50	
	Ifugao	101	767,461.21	
	Kalinga	121	919,433.72	
	Mt. Prov.	103	782,658.46	
	Regional Office Monitoring and Evaluation Fund			200,000.00

BREAKDOWN OF ALLOCATION PER DIVISION

Enclosure 2

		661	PHP 5,022,691.67	
ARMM	Basilan	66	501,509.30	
	Lamitan City	15	113,979.39	
	Lanao del Sur - IIB (II)	41	311,543.66	
	Maguindanao I	67	509,107.93	
	Shariff Kabunsuan	61	463,516.18	
	Sulu I	51	387,529.92	
	Sulu II	63	478,713.43	
	Maguindanao II	32	243,156.03	
	Tawi-Tawi	68	516,706.56	
		Regional Office Monitoring and Evaluation Fund		200,000.00
		464	PHP 3,525,762.38	
NIR	Kabankalan City	4	30,394.50	
	La Carlota City	3	22,795.88	
	Negros Occ.	108	820,651.59	
	Negros Or.	231	1,755,282.57	
	Bais City	4	30,394.50	
	Bayawan City	2	15,197.25	
	Guihulngan City	5	37,993.13	
	Tanjay City	13	98,782.14	
	Cadiz City	11	83,584.88	
	Sagay City	11	83,584.88	
		Regional Office Monitoring and Evaluation Fund		200,000.00
			392	PHP 2,978,661.32
				PHP 79,626,000.00
	PHP 79,626,000.00	10479	PHP 7,598.625823 per class	
	PHP 3,400,000.00	Monitoring and Evaluation Fund for 17 Regions		
Total Fund:		PHP 83,026,000.00		

Printing and Production of Multigrade Teach-Learn Package
Budget Estimates for Printing

Enclosure 3

A. The Multigrade Daily Lesson Plans

Contents: (in Newsprint or Bookprint)

Subject	Grade Cluster	No. of Pages Per Grade Cluster	Cost Per Page	Colored Cover and Binding Cost	No. of Copies	Total
Mother Tongue	1, 2, & 3	110	PHP 1.00	PHP 65.00	1	PHP 175.00
Filipino	1, 2, & 3	100	PHP 1.00	PHP 65.00	1	PHP 165.00
	3&4	70	PHP 1.00	PHP 65.00	1	PHP 135.00
	4,5, & 6	160	PHP 1.00	PHP 65.00	1	PHP 225.00
English	1, 2, & 3	165	PHP 1.00	PHP 65.00	1	PHP 230.00
	3&4	175	PHP 1.00	PHP 65.00	1	PHP 240.00
	4,5, & 6	175	PHP 1.00	PHP 65.00	1	PHP 240.00
Mathematics	1, 2, & 3	120	PHP 1.00	PHP 65.00	1	PHP 185.00
	3&4	80	PHP 1.00	PHP 65.00	1	PHP 145.00
	4,5, & 6	95	PHP 1.00	PHP 65.00	1	PHP 160.00
Science	3&4	200	PHP 1.00	PHP 65.00	1	PHP 265.00
	4,5, & 6	180	PHP 1.00	PHP 65.00	1	PHP 245.00
Araling Panlipunan	1, 2, & 3	135	PHP 1.00	PHP 65.00	1	PHP 200.00
	3&4	190	PHP 1.00	PHP 65.00	1	PHP 255.00
	4,5, & 6	110	PHP 1.00	PHP 65.00	1	PHP 175.00
Total						PHP 3,040.00

Appendices: (in Bookprint)

Subject	Grade Cluster	No. of Pages Per Grade Cluster	Cost Per Page	Plastic Expanding Envelope	No. of Copies	Total
Mother Tongue		55	PHP 1.00	PHP 35.00	1	PHP 90.00
Filipino	1, 2, & 3	54	PHP 1.00	PHP 35.00	1	PHP 89.00
	3&4	30	PHP 1.00	PHP 35.00	1	PHP 65.00
	4,5, & 6	86	PHP 1.00	PHP 35.00	1	PHP 121.00
English	1, 2, & 3	83	PHP 1.00	PHP 35.00	1	PHP 118.00
	3&4	87	PHP 1.00	PHP 35.00	1	PHP 122.00
	4,5, & 6	87	PHP 1.00	PHP 35.00	1	PHP 122.00
Mathematics	1, 2, & 3	51	PHP 1.00	PHP 35.00	1	PHP 86.00
	3&4	30	PHP 1.00	PHP 35.00	1	PHP 65.00
	4,5, & 6	33	PHP 1.00	PHP 35.00	1	PHP 68.00
Science	3&4	100	PHP 1.00	PHP 35.00	1	PHP 135.00
	4,5, & 6	90	PHP 1.00	PHP 35.00	1	PHP 125.00
Araling Panlipunan	1, 2, & 3	75	PHP 1.00	PHP 35.00	1	PHP 110.00
	3&4	85	PHP 1.00	PHP 35.00	1	PHP 120.00
	4,5, & 6	51	PHP 1.00	PHP 35.00	1	PHP 86.00
Total						PHP 1,522.00

Printing and Production of Multigrade Teach-Learn Package
Budget Estimates for Printing

Enclosure 3

B. Integrated Multigrade Lesson Plans

Contents: (in Newsprint or Bookprint)

Integrated MLP	Grade Cluster	No. of Pages Per Grade Cluster	Cost Per Page	Colored Cover and Binding Cost	No. of Copies	Total
	1, 2, & 3	250	PHP 1.00	PHP 65.00	1	PHP 315.00
	3&4	260	PHP 1.00	PHP 65.00	1	PHP 325.00
	4,5, & 6	420	PHP 1.00	PHP 65.00	1	PHP 485.00
Total						PHP 1,125.00

Appendices: (in Bookprint)

Integrated MLP	Grade Cluster	No. of Pages Per Grade Cluster	Cost Per Page	Plastic Expanding Envelope	No. of Copies	Total
	1, 2, & 3	135	PHP 1.00	PHP 35.00	1	PHP 170.00
	3&4	115	PHP 1.00	PHP 35.00	1	PHP 150.00
	4,5, & 6	200	PHP 1.00	PHP 35.00	1	PHP 235.00
Total						PHP 555.00

Fund Allocation:	PHP 7,598.625823
Grand Total for printing:	PHP 6,242.00
Orientation Fund per Teacher:	PHP 1,200.00
Contingency Fund	PHP 156.63

Enclosure 4a

FY 2017 PHYSICAL ACCOMPLISHMENTS
for the Quarter Ending _____

Part 1
Region: _____
Region ID (EBEIS) : _____
UACS Code : _____

Division Name and Components	Division ID (EBEIS)	UACS Code	Performance Indicator	Physical								Variance	Remarks
				Target				Accomplishment					
				Month 1	Month 2	Month 3	Total	Month 1	Month 2	Month 3	Total		
1	2	3	4	5	6	7	8=5+6+7	9	10	11	(12=9+10+11)	(13=8-12)	14
Division 1 Reproduction of Materials Capability Building			No. of materials printed and distributed No. of teachers trained										
Division n Reproduction of Materials Capability Building			No. of materials printed and distributed No. of teachers trained										
Total Region Reproduction of Materials Capability Building			No. of materials printed and distributed No. of teachers trained										

Prepared by: _____ Date: _____

Approved by: _____ Date: _____
Head of the Division

INSTRUCTIONS

- The Regional Physical Accomplishment Report shall be prepared by the Regional Office (RO) based on the physical accomplishment reports submitted by the divisions. Accordingly, the RO shall prepare a separate Accomplishment Report for every granted subsidy (i.e. A
- Physical Accomplishment Report.** The Regional Office (RO) shall consolidate the division's actual quarterly physical accomplishments vis-a-vis quarterly targets.
 - Column 1 shall reflect the **Division Name and Components** consolidated from the recipient schools of every division.
 - Column 2 shall reflect the **Division ID** identified from the EBEIS.
 - Column 3 shall reflect the **UACS Code** of the divisions.
 - Column 4 shall specify the **performance indicators** for every given component per division.
 - Columns 5, 6, & 7 shall specify the corresponding **monthly physical targets** of each performance indicator for every given component per division.
 - Column 8 shall specify the **total physical target** of each performance indicator for every given component per division at the given quarter.
 - 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.
 - Column 12 shall specify the **total quarterly accomplishment** for each performance indicator of every given component per division and per quarter.
 - Column 13 shall reflect the **variance** or the difference between columns 8 and 12.
 - Column 14 shall reflect the **remarks** or reasons for not accomplishing the set targets for each component and other implementation issues encountered.

Enclosure 4b :

FY 2017 FINANCIAL ACCOMPLISHMENTS
for the Quarter Ending _____

Part 2

Region: _____
Region ID (EBEIS) : _____
UACS Code : _____

Division Name and Components	Division ID (EBEIS)	UACS Code (if applicable)	Performance Indicator	Financial								Variance	Remarks
				Target				Accomplishment					
				Month 1 Allocation	Month 2 Allocation	Month 3 Allocation	Total Allocation	Month 1 Amount Utilized	Month 2 Amount Utilized	Month 3 Amount Utilized	Total Amount Utilized		
1	2	3	4	15	16	17	(18=15+16+17)	19	20	21	(22=19+20+21)	(23=18-22)	24
Division 1 Reproduction of Materials Capability Building			No. of materials printed and distributed No. of teachers trained										
Division n Reproduction of Materials Capability Building			No. of materials printed and distributed No. of teachers trained										
Total Region Reproduction of Materials Capability Building			No. of materials printed and distributed No. of teachers trained										

Prepared by: _____ Date: _____

Approved by: _____ Date: _____
Head of the Division

INSTRUCTIONS

- The **Regional Financial Accomplishment Report** shall be prepared by the Regional Office (RO) based on the financial accomplishment reports submitted by the divisions. Accordingly, the RO shall prepare a separate Accomplishment Report for every granted A. **Financial Accomplishment Report**. The Regional Office (RO) shall consolidate the divisions actual quarterly utilization vis-a-vis quarterly allocation.
- B. Column 1 shall reflect the **Division Name and Components** consolidated from the recipient schools of every division.
- C. Column 2 shall reflect the **Division ID** identified from the EBEIS.
- D. Column 3 shall reflect 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 reflect the corresponding **monthly allocation** of each performance indicator for every given component per division.
- G. Column 18 shall reflect the **total allocation** for each performance indicator of every given component per division at the given quarter.
- H. Columns 19, 20, & 21 shall reflect the corresponding **monthly utilization** of each performance indicator for every given component per division.
- I. Column 22 shall reflect the **total quarterly utilization** of each performance indicator for every given component per division at the given quarter.
- J. Column 23 shall reflect the **variance** or the difference between columns 21 and 25.
- K. Column 24 shall reflect the **remarks** or reasons for not accomplishing the set targets for each component and other implementation issues encountered.

Enclosure 4c

FY 2017 PHYSICAL ACCOMPLISHMENTS
for the Quarter Ending _____

Part 1

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

School Name and Component	School ID (EBEIS)	UACS Code	Performance Indicator	Physical								Remarks		
				Target				Accomplishment					Variance	
				Month 1	Month 2	Month 3	Total	Month 1	Month 2	Month 3	Total			
1	2	3	4	5	6	7	8=5+6+7	9	10	11	12=9+10+11	13=8-12	14	
Elementary Schools														
School 1														
Reproduction of Materials			No. of materials printed and distributed											
Capability Building			No. of teachers trained											
School n														
Reproduction of Materials			No. of materials printed and distributed											
Capacity Building			No. of teachers trained											
Total Division														
Reproduction of Materials			No. of materials printed and distributed											
Capacity Building			No. of teachers trained											

Prepared by: _____ Date: _____

 Approved by: _____ Date: _____

 Head of the Division

INSTRUCTIONS

The **Division Physical Accomplishment Report** shall be prepared by the Division Office (DO) based on the physical accomplishment reports submitted by the schools. Accordingly, the DO shall prepare a separate Accomplishment Report for every granted subsidy (i.e. A division with two funding sources will have two separate accomplishment reports.)

Prior to completing the Physical Accomplishment Report, the DO shall indicate the **Division Name, Division ID from the EBEIS, Unified Accounting Code Structure (UACS) Code and Funding Source** of the respective division.

A. **Physical Accomplishment Report.** The DO shall consolidate and reflect the school's actual quarterly physical accomplishments vis-a-vis the quarterly targets.

B. Column 2. The DO shall reflect the **School ID** of the recipient school.

C. Column 3. The DO shall reflect the **UACS code** of the schools.

D. Column 4. The DO shall specify the **performance indicators** for every given component per school.

E. Column 5, 6, & 7. The DO shall specify the corresponding **monthly physical target** of each performance indicator for every given component per school.

F. Column 8. The DO shall specify the **total physical target** of each performance indicator for every given component per school and quarter.

G. Columns 9, 10, & 11. The DO shall specify the corresponding **physical accomplishments** based on set targets of each performance indicator for every given component per school.

H. Column 12. The DO shall specify the **total accomplishment** of each performance indicator for every given component per school and quarter.

I. Column 13. The DO shall reflect the **variance** or the difference between columns 8 and 12.

J. Column 14 shall reflect the **remarks** or reasons for not accomplishing the set targets for each component and other implementation issues encountered.

FY 2017 FINANCIAL ACCOMPLISHMENTS
for the Quarter Ending _____

Part 2

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

School Name and Components	School ID (EBEIS)	UACS Code	Performance Indicator	Financial								Variance	Remarks	
				Target				Accomplishment						
				Month 1	Month 2	Month 3	Total	Month 1	Month 2	Month 3	Total			
1	2	3	4	15	16	17	(18=15+16+17)	19	20	21	(22=19+20+21)	(23=18-22)	24	
Elementary Schools														
School 1														
Reproduction of Materials			No. of materials printed and distributed											
Capability Building			No. of teachers trained											
School n														
Reproduction of Materials			No. of materials printed and distributed											
Capability Building			No. of teachers trained											
Total Division														
Reproduction of Materials			No. of materials printed and distributed											
Capability Building			No. of teachers trained											

Prepared by: _____ Date: _____

Approved by: _____ Date: _____

Head of the Division

INSTRUCTIONS

- The **Division Financial Accomplishment Report** shall be prepared by the Division Office (DO) based on the financial accomplishment reports submitted by the schools. Accordingly, the DO shall prepare a separate Accomplishment Report for every granted subsidy (i.e. A division with two funding sources will have two separate accomplishment reports.)
- Prior to completing the Financial Accomplishment Report, the DO shall indicate the **Division Name, Division ID from the EBEIS, Unified Accounting Code Structure (UACS) Code and Funding Source** of the respective division.
- A. **Financial Accomplishment Report**. The Division Office (DO) shall consolidate and reflect the school's actual quarterly utilization vis-a-vis the budget allocation.
 - B. Column 2- The DO shall reflect the **School ID** of the recipient schools
 - C. Column 3- The DO shall reflect the **UACS code** of the schools.
 - D. Column 4. The DO shall specify the **performance indicators** for every given component per school.
 - E. Columns 15, 16 & 17. The DO shall specify the corresponding **monthly allocation** for each performance indicator of every given component per school.
 - F. Column 18. The DO shall specify the **total target allocation** of each performance indicator for every given component per school and quarter.
 - G. Columns 19, 20, & 21 . The DO shall specify the corresponding **amount utilized** based on set targets of each performance indicator for every given component per school.
 - H. Column 22. The DO shall specify the **total amount utilized** of each performance indicator for every given component per school and quarter.
 - I. Column 23. The DO shall reflect the **variance** or the difference between columns 18 and 22.
 - J. Column 24 shall reflect the **remarks** or reasons for not accomplishing the set targets for each component and other implementation issues encountered.

Enclosure 5

**SUGGESTED OUTLINE FOR THE PREPARATION
OF THE NARRATIVE ACCOMPLISHMENTS REPORT ON THE
UTILIZATION OF FY 2017 SUPPORT FUNDS
FOR MULTIGRADE SCHOOLS**

The narrative report should cover the following elements:

I. Introduction

II. Goal and objectives

III. Highlights of the report

Example:

- ✓ Training activity successes (factors, causes)
- ✓ Training activity failures (reasons)

IV. Lessons learned

V. Suggestions and recommendations

VI. Appendices

- Information that supplements the report including list of trained teachers, training program, cost details, etc.