



REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
DepEd Complex, Meralco Ave., Pasig City



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DepED MEMORANDUM

No. **325**, s. 2007

**1-DAY REGIONAL ORIENTATION ON THE MECHANICS
OF PAYMENT OF ALLOWANCES FOR MUSLIM TEACHERS (ASATIDZ)
OF ARABIC LANGUAGE AND ISLAMIC VALUES EDUCATION (ALIVE)
IN PUBLIC ELEMENTARY SCHOOLS**

To: Regional Directors
Schools Division/City Superintendents
Principals/ Heads of Schools with ALIVE Program
Finance Officers
Regional/Division Accountants

1. Pursuant to DepED Memo. No. 250, s. 2007, titled "Guidelines in the Payment of Allowances of Muslim Teachers (Asatidz) of Arabic Language and Islamic Values Education (ALIVE) in the Public Elementary Schools", a 1-Day Regional Orientation on the Mechanics of Payment of the Asatidz' Allowances shall be conducted. The expected output of the orientation are as follows:

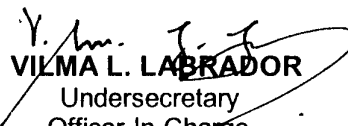

- 1.1. Requirements in the payment of the monthly allowance
- 1.2. Procedure in the preparation of the payroll of asatidz
- 1.3. Procedure of fund transfer
- 1.4. Monitoring/reporting system
- 1.5. Other financial concerns

2. The following are the schedules by region/cluster and venues:

Regions/Clusters	Dates	Venues
1. Regions III & IV-A	Aug. 15, 2007	Bulwagan ng Karunungan, DepEd, Pasig City
2. Region NCR	Aug. 17, 2007	Regl. Office Conference Rm., Quezon City
3. Region IV-B	Aug. 20, 2007	Puerto Princesa City
4. Region VII	Aug. 27, 2007	Ecotech, Cebu City
5. Region VI	Aug. 29, 2007	RELC, Iloilo City
5. Region IX	Sept. 3, 2007	RELC, Zamboanga City
6. Region XIII	Sept. 7, 2007	Butuan City
7. Region XI	Sept. 10, 2007	Davao City
8. Region XII	Sept. 12, 2007	To be identified by Regl. Office
9. Region X	Sept. 14, 2007	To be identified by Regl. Office

Orientation shall start at 8 A.M.

3. Participants to the said activity are as follows:
 - a. Regional Office
 - Regional Director/ Assistant Regional Director
 - Finance Officer
 - Accountant
 - Madrasah Coordinator
 - b. Divisions/ Schools with ALIVE program
 - SDS/ASDS
 - Accountant
 - Madrasah Coordinator
 - Principals/ School heads of schools with ALIVE classes
4. This activity shall be spearheaded by the Undersecretary for Finance and Administration and shall be assisted by the Chief Accountant and Budget Officer with their support staff.
5. Each school division must bring the list of asatidz per school with the corresponding number of contact hours per week, amount of honorarium provided by the LGU and the corresponding matching fund to be paid by DepED Central Office effective June 2007.
6. Expected output is a standard payroll for the Asatidz' allowance by school division which will be the basis of DepED CO for fund transfer.
7. Travel expenses of participants, board & lodging of those who need to stay overnight at the venue due to distance from station, extra duty allowance of facilitators/resource persons, supplies & materials and other incidental expenses shall be charged to DepED Central Office – Madrasah funds, subject to usual accounting & auditing rules and regulations. A Special Disbursing Officer from the Cash Division is authorized to handle the cash advance for this activity.
8. For immediate dissemination.


VILMA L. LABRADOR
Undersecretary
Officer-In-Charge


Reference:

DepED Memorandum: (No. 250, s. 2007)

Allotment: 1- -(D.O. 50-97)

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

ALLOWANCES
PAYMENT
RULES & REGULATIONS
TEACHERS