



Republic of the Philippines
Department of Education

21 JUN 2019

DepEd ORDER
No. **012** s. 2019

IMPLEMENTING GUIDELINES ON THE UTILIZATION OF PROGRAM SUPPORT FUNDS TO ALTERNATIVE LEARNING SYSTEM AT THE REGIONAL OFFICES FOR CALENDAR YEAR 2019

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

1. The Department of Education (DepEd) issues the enclosed **Implementing Guidelines on the Utilization of Program Support Funds to Alternative Learning System (ALS) at the Regional Offices for Calendar Year 2019**.
2. The guidelines aim to promote and support the program management activities and capacity building programs for ALS implementers especially for the roll out of the ALS K to 12 Basic Education Curriculum. This is in line with the thrust of DepEd to strengthen and expand the ALS program.
3. All DepEd Orders and other related issuances, rules and regulations, and provisions, which are inconsistent with these guidelines are repealed, rescinded, or modified accordingly.
4. For more information, please contact the **Alternative Learning System Task Force**, 5th Floor, Bonifacio Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City through email at als.taskforce@deped.gov.ph or at telephone no. (02) 636-3603.
5. Immediate dissemination of and strict compliance with this Order is directed.


LEONOR MAGTOLIS BRIONES
Secretary

Encl.: As stated

References:

DepEd Order Nos. 2, s. 2018; 21, s. 2018; 38, s. 2018 and 52, s. 2018

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

ALTERNATIVE LEARNING SYSTEM
BASIC EDUCATION
CURRICULUM
FUNDS
POLICY
PROGRAMS
RULES AND REGULATIONS

Implementing Guidelines on the Utilization of Program Support Funds to Alternative Learning System (ALS) at the Regional Offices for 2019

I. Rationale and Objectives

1. Pursuant of its goal of providing quality, inclusive, relevant and liberating learning opportunities to out-of-school children, youth and adult (OSCYA), the Department of Education (DepEd) is expanding and strengthening the ALS programs.
2. For this purpose, funds are allocated to support the Regional Offices in their ALS related activities to ensure that the ALS programs are reaching the unreached and the quality of program delivery is based on the standards.
3. These guidelines aim to ensure that the utilization of funds in support to ALS program implementation at the Regional Office is managed efficiently, effectively, and strategically.

II. Scope

4. These guidelines shall provide the rules for release, utilization, and liquidation of the Program Support Funds to ALS program to the Regional Offices for Calendar Year 2019.

III. Definition of Terms

5. For purposes of these guidelines, the following terms are defined/ understood as follows:
 - **Capacity Building** – this refers to the training-workshop for ALS implementers on the delivery of the ALS K to 12 Basic Education Curriculum (ALS K to 12 BEC).
 - **Operational Concerns/Issues** – challenges in implementing a policy which may be addressed by existing processes, systems such as administrative matters (e.g. lack of resources and manpower, management style, and attitude and behavior of people).
 - **Policy-related Concerns/Issues** – issues and concerns requiring the amendment/ termination of existing policies or creation of new ones.
 - **Program Management** – this includes Monitoring and Evaluation, regular meetings with the Division ALS Focal Persons and other organizational management activities;

IV. Policy Statement

6. The DepEd hereby establishes the rules for release, utilization and liquidation of the Program Support Funds to ALS at the Regional Offices Calendar Year 2019.

V. Procedure

A. Allocation of Funds

7. All Regions shall receive equal amount of Support to Operations (STO) fund as indicated in Enclosure No. 2.

8. Additional funds shall be provided to Regions for the Conduct of Mass Training of ALS Teachers and the Reproduction of ALS Materials for the Mass Trainings. The amount per Region, as indicated in Enclosure No. 2, is based on the number of ALS Teachers to be trained multiplied by the expense to print and/or reproduce and package each of the six (6) ALS K to 12 BEC documents; board and lodging, travelling expenses (including per diem) of all participants, trainers and facilitators and miscellaneous expenses.
9. The Budget Division-Financial and Management Service (Budget Division-FMS) shall issue the Sub-Allotment Release Order (Sub-ARO) through the Regional Offices. *(furnish advance copy of the signed Sub-ARO to the Regional Budget Officers and regional ALS Focal Persons).*
10. After receipt of Sub-ARO, Regional Offices shall request from DBM-Regional Offices the corresponding cash requirements or Notice of Cash Allocation (NCA).

B. Eligible Activities

11. The Program Support Fund shall be used by the Regional ALS Focal Persons for the activities related to the following:
 - a. **Program Management** such as conduct of Monitoring and Evaluation, regular meetings with the Division ALS Focal Persons, hiring of two (2) Contract of Service (COS) ALS Support Staff, and other organizational management activities to address operational concerns/issues;
 - b. **Capacity Building** such as conduct of training-workshop for ALS implementers (DepEd-procured and non-DepEd financed/partners) on the utilization of the ALS K to 12 BEC, training on life skills for ALS teachers; and
 - c. **Teaching and Learning Resources** such as printing/reproduction of existing ALS Modules/contextualized ALS learning resources, Curriculum Guide, Budget of Work, Recognition of Prior Learning (RPL), Functional Literacy Test (FLT) and other ALS Forms.
12. The Allowable Expenses in the Utilization of STO Fund:
 - a. Board and lodging of participants, resource persons, and management team, use of function room/s, provision of audio-visual system or facility, and other equipment and requirements as prescribed in DepEd Order No. 2, s. 2018 entitled *Guidelines on the Allocation of Funds for Venue, Meals, Snacks, and Room Accommodation for Official Activities Organized and Conducted by the Department of Education*;
 - b. Payment of service providers or institutions as provided for in the approved Service or Memorandum of Agreement signed by the Regional Director;
 - c. Transportation cost and per diem of resource persons and management team;
 - d. Supplies and materials at standard cost;
 - e. Professional fees or honoraria of non-DepEd resource persons subject to the guidelines under Budget Circular Nos. 20017-1 and 2 and National Budget Circular No. 2007-510;
 - f. Payment of services of COS Personnel: one (1) Technical Support and one (1) Administrative Support Staff in the Regional Office as prescribed in CSC-COA-DBM Joint Circular No. 1, s. 2017 (*Rules and Regulations Governing Contract of Service and Job Order Workers in the Government*) and CSC-COA-DBM Joint Circular No. 1, s. 2018 (*Amendment to the CSC-COA-DBM Joint Circular No. 1, s. 2017*);

- g. Contingency allowance to cover payment of miscellaneous or incidental expenses such as communication, gasoline, and over-the counter medicine;
 - h. Other expenses in support of the abovementioned activities are eligible provided the expenses are classified under Maintenance and Other Operating Expenses (MOOE).
13. The Allowable Expenses in the Utilization of Mass Training Fund:
 - a. Transportation Allowance (including per diem) of identified participants, trainers and facilitators;
 - b. Board and lodging of identified participants, trainers and facilitators;
 - c. Supplies and materials at standard cost;
 - d. Conduct of Pre and Post – Planning meetings; and
 - e. Miscellaneous expenses specific to the conduct of the of the Mass Training
 14. The Allowable Expenses in the Utilization of Reproduction of ALS Materials for the Mass Training Fund:
 - a. Supplies and materials at standard cost;
 - b. Printing/reproduction and packaging of ALS teaching and learning materials; and
 - c. Miscellaneous expenses specific to the reproduction of ALS Materials for the Mass Training; and
 15. The Ineligible Expenses are:
 - a. Purchase of capital outlay items (e.g. equipment) ;
 - b. Payment of subscriptions (internet connection, cable TV, satellite TV, subscription and reading materials); and
 - Operational expenses such as payment of utilities (water, electricity, janitorial, and security services).
 16. All expenses shall be subject to the usual budgeting, accounting, auditing and procurement rules and regulations. Procurement shall be based on DepEd Order No. 38, s. 2018 – Procurement Guidelines on the Implementation of Cash-Based Budgeting for Fiscal Year 2019 or the latest issuances on procurement.
 17. To ensure that the resources are maximized, using DepEd facilities such as Regional Education Learning Centers (RELC) or National Educators Academy of the Philippines (NEAP-R), Ecotech and Baguio Teachers Camp and other government-owned venues is highly encouraged.
 18. The Regional ALS Focal Persons shall submit a consolidated report on the utilization of program support funds, duly signed by the Regional Directors to the ALS Task Force through email – als.taskforce@deped.gov.ph.

C. Availment, Release, Utilization and Liquidation

Central Office

19. Preparation of Allocation and Procedure in the Release of Funds
 - a. The template, process and workflow involved in the approval of an AR and ATC shall follow the most recent DepEd Order on Implementing Guidelines on the Release and Use of Funds for the corresponding year.
20. Utilization and Liquidation

- a. Use of the funds shall be consistent with the existing budgeting, accounting, auditing and procurement rules and regulations and internal policies of the Department of Education.
- b. Cash advance/s should be liquidated immediately and any unexpended balance should be refunded within five (5) days after the conduct of the activity.

Regional Office

21. The template, process and workflow involved in the approval of an AR and ATC shall follow the most recent DepEd Order on Implementing Guidelines on the Release and Use of Funds for the corresponding year.

VI. Monitoring and Evaluation

The Central Office, through the ALS Task Force, shall conduct regular monitoring of program implementation/fund utilization of Regional Offices in coordination with the ALS Regional Focal Persons, as part of its mandated functions and responsibilities.

6. Effectivity

This Order shall take effect upon its approval. Obligation and disbursement of funds shall be in accordance with applicable Department of Budget and Management (DBM) and DepEd guidelines.

7. References

CSC-COA-DBM Joint Circular No. 1, s. 2017 (*Rules and Regulations Governing Contract of Service and Job Order Workers in the Government*).

CSC-COA-DBM Joint Circular No. 1, s. 2018 (*Amendment to the CSC-COA-DBM Joint Circular No. 1, s. 2017*).

DBM National Budget Circular No. 2007-510, Guidelines on the Grant of Honoraria to the Governing Boards and Collegial Bodies.

DBM Circular No. 2007-1, Guidelines on the Grant of Honoraria to Lecturers, Resource Persons, Coordinators and Facilitators.

DepEd Order 21, s. 2018, Implementing Guidelines on the Allocation and Utilization of the Human Resource Development Funds for Personnel in Schools and Learning Centers.

DepEd Order No. 2, s. 2018, Guidelines on the Allocation of Funds for Venue, Meals, Snacks, and Room Accommodation for Official Activities Organized and Conducted by the Department of Education.

DepEd Order No. 38, s.2018, Procurement Guidelines on the Implementation of Cash-Based Budgeting for Fiscal Year 2019.

PROGRAM SUPPORT FUNDS

REGIONAL OFFICE	Support to Operations (STO)	Regional Mass Training on ALS K to 12 BEC for ALS Teachers	Reproduction of ALS Materials for Mass Training
I	1,764,600.00	8,937,800.00	678,646.50
II	1,764,600.00	7,711,700.00	590,291.50
III	1,764,600.00	11,261,900.00	862,115.75
IVA	1,764,600.00	11,481,500.00	879,571.75
IVB	1,764,600.00	6,137,900.00	466,335.75
V	1,764,600.00	10,218,800.00	780,174.50
VI	1,764,600.00	10,767,800.00	798,619.50
VII	1,764,600.00	10,712,900.00	817,195.75
VIII	1,764,600.00	11,993,900.00	921,607.75
IX	1,764,600.00	7,034,600.00	533,662.00
X	1,764,600.00	9,194,000.00	710,696.00
XI	1,764,600.00	8,077,700.00	612,740.75
XII	1,764,600.00	8,901,200.00	689,688.75
XIII (CARAGA)	1,764,600.00	8,571,800.00	654,776.75
BARMM	1,764,600.00	6,650,300.00	508,371.75
CAR	1,764,600.00	5,717,000.00	429,981.75
NCR	1,764,600.00	3,795,500.00	282,156.25
TOTAL	29,998,200.00	147,166,300.00	11,216,632.75