



JUL 13 2011

DepEd ORDER
No. **53**, s. 2011

POLICY GUIDELINES ON THE UTILIZATION OF FUNDS FOR ALTERNATIVE DELIVERY MODES (ADMs) IN FORMAL BASIC EDUCATION

To: Undersecretaries
Assistant Secretaries
Bureau Directors
Directors of Services, Centers and Heads of Units
Regional Directors
Schools Division/City Superintendents
Heads, Public Elementary and Secondary Schools

1. The Alternative Delivery Modes (ADMs) in formal basic education are implemented to improve certain performance indicators in order to achieve the 2015 targets of Education For All (EFA) and the Millennium Development Goal (MDG) on achieving the universal primary education. The ADMs both at the elementary and secondary levels include the following:

ADMs	Level
a. Enhanced Instructional Management by Parents Community and Teachers (e-IMPACT) System; b. Modified In-School, Off-School Approach (MISOSA); c. Home Schooling Program; d. Multigrade Program in Philippine Education (MPPE); and	Elementary
e. Dropout Reduction Program (DORP).	Secondary

2. The ADMs address the learning needs of the marginalized students and those learners at risk of dropping out in order to help them overcome social and economic constraints in their schooling. With these ADMs, the schools are then more flexible in accommodating children with diverse socio-cultural and economic backgrounds.

3. Under the Fiscal Year (FY) 2011 General Appropriations Act (GAA), Two Hundred Million Pesos (PhP200,000,000.00) shall be utilized for the implementation of ADMs both at the elementary and secondary levels. The Seventy Five Percent (75%) of this amount or One Hundred Fifty Million Pesos (PhP150,000,000.00) shall be allocated for the implementation of MISOSA, e-IMPACT and Multigrade Program in the Philippine Education (MPPE) while the Twenty Five Percent (25%) or Fifty Million Pesos (PhP50,000,000.00) shall be allocated for the implementation of DORP.

4. All project activities are subject to the provisions of Republic Act (R.A.) No. 9184, entitled "Government Procurement Reform Act and Its Implementing Rules and Regulations (IRR.)"



5. The specific guidelines on the utilization of funds for ADMs are contained in the enclosures enumerated below:

- Enclosure No. 1 - Work Plan for the Implementation of the e-IMPACT System
- Enclosure No. 2 - Work Plan on MISOSA and MPPE for FY 2011
- Enclosure No. 3 - Guidelines on the Utilization of the Downloaded Funds for the Implementation of MISOSA
- Enclosure No. 4 - Guidelines on the Utilization of ADM Funds for the Secondary Level for FY 2011
- Enclosure No. 5 - Guidelines on the Utilization of ADM Funds for Progress Monitoring and Evaluation (PME)
- Enclosure No. 6 - Work Plan on ADMs at the Secondary Level for FY 2011
- Enclosure No. 7 - Guidelines on the Conduct of CFSS-ADMs Regional and Division Training at the Secondary Level

6. For more information, please contact **Mr. Galileo Go**, Curriculum Development Division, Bureau of Elementary Education (CDD-BEE) at telephone no.: (02) 638-4799 and **Ms. Prudencia Martinez-Sanoy**, Curriculum Development Division, Bureau of Secondary Education (CDD-BSE) at telephone no. (02) 635-9822, DepEd Complex, Meralco Avenue, Pasig City.

7. Immediate dissemination of and compliance with this Order is directed.


BR. ARMIN A. LUISTRO FSC
Secretary

Encls.:

As stated

Reference:

N o n e

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

FUNDS
POLICY
PROGRAMS
PROJECTS
SCHOOLS

Madel: DO Guidelines ADM
June 27, 2011

WORKPLAN FOR THE IMPLEMENTATION OF e-IMPACT

1. The e-IMPACT System shall be introduced to all Regions and Divisions in FY 2011 for implementation and eventual scaling-up.
2. The matrix below shows the tentative timeline of activities in the implementation of the e-IMPACT system, which covers nineteen (19) model schools:

Activities	Tentative Schedule
A. Preliminary Activities a. Consultative Meetings (DepEd, SEAMEO INNOTECH, Field Implementers) b. Signing of Memorandum of Agreement (DepEd, SEAMEO INNOTECH, Field Implementers) c. Identification of recipient schools based on agreed criteria	May – June 2011
B. Component 1 a. Orientation of Key DepEd Champions to e-IMPACT and visits to e-IMPACT schools b. Advocacy and social mobilization of LGUs, parents, community members and pupil representatives in 19 schools covered c. Participation in a Two-Week Training Course on Instructional Delivery System and Educational Technology Enhancements and Instructional Materials Development with one-day debriefing session as part of technology-transfer mode (1 st batch of 2 to 3 schools)	1 st week July 2011 2 nd and 3 rd week of July 2011 1 st to 2 nd week of August 2011
d. Attendance in a Two-Week Training on e-IMPACT Instructional Delivery and Educational Technology Enhancements and Instructional Materials Development (2 nd Batch participating as trainers/facilitators 50% of the time) with one day debriefing session (2 nd batch of 2 to 3 schools)	3 rd and 4 th week of August 2011
e. Attendance to two One-Week Training on e-IMPACT Instructional Delivery and Educational Technology Enhancements and Instructional Materials Development (3 rd batch of 2 – 3 schools participating as trainers/ facilitators 100% of the time) with one day debriefing session	1 st and 2 nd week of September 2011
f. Attendance to a One Week Training on Mentors and Coaches of e-IMPACT	December 2011

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g. Participation in the year-round monitoring, coaching and technical assistance visits to e-IMPACT schools in their respective areas	SY 2012 – 2013
h. Attendance to other training to be provided to school staff (posttest development, module writing, etc.)	The schedule for school staff training will follow.
C. Component 2	
a. Orientation on e-IMPACT of school officials, parents, local officials, community members, students and other key stakeholders	July 2011
b. Attendance to a Two-Week Training on Instructional Delivery and Educational Enhancements and Instructional Materials Development (1 st batch of 2-3 schools)	July 2011
c. Printing of e-IMPACT Modules	July – August 2011
d. Preparation of instructional materials, physical renovation of classrooms, training of Programmed Teachers, and Peer-Group Leaders and preparation for e-IMPACT Launch in schools	September 2011
e. Start of e-IMPACT implementation for 1 st batch of schools (2 -3 per Division)	November 2011
f. Full implementation of e-IMPACT in schools	SY 2012 – 2013
g. Conduct of Training on Posttests Development and Module Writing (2 weeks)*	2012 - 2013

8. With the PhP72,300,000.00 share, the budget allocation across components are as follows:

Component 1: Developing Key e-IMPACT Champions for Technology Transfer (including development of Region and Division Action Plan for gradual introduction to other schools)----- PhP 21,000,000.00

Component 2: Developing School and Community-based e-IMPACT Champions' Assumptions: at PhP2,700,000.00/school for 19 schools (including printing of e-IMPACT modules and support to Instructional Materials Development)----- PhP51,300,000.00

Total for Components 1 and 2 PhP72,300,000.00

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(Enclosure No. 2 to DepEd Order No. 53, s. 2011)

WORK PLAN FOR MISOSA AND MULTIGRADE PROGRAM FOR FY 2011

Activity	Date of Implementation	Estimated Budget
MISOSA		
1. Consultative Conference/Meeting with Field Implementers	July 2011	484,000.00
2. Revision and Finalization of MISOSA Modules and Manual of Implementation	August 2011	900,000.00
3. Training/Orientation of MISOSA Implementers	September 2011	700,000.00
4. Printing and Distribution of MISOSA Modules (to be downloaded)	August to October 2011	17,000,000.00
5. Downloading of Operating funds	August 2011	20,400,000.00
6. Development, Field Testing of Monitoring and Assessment Tools	October – December 2011	400,000.00
7. Monitoring of Implementing Schools	November-December 2011	498,000.00
Subtotal		40,382,000.00
MULTIGRADE		
8. Development of Multigrade Teach-Learn Package (MG-TLP) in Edukasyong Pantahanan at Pangkabuhayan (EPP), Musika, Sining at Pagpapalakas ng Katawan (MSEP), and Edukasyong Pagpapakatao (EP)	September to December 2011	809,400.00
9. Finalization of Multigrade Teach-Learn Package (MG-TLP) in Edukasyong Pantahanan at Pangkabuhayan (EPP), Musika, Sining at Pagpapalakas ng Katawan (MSEP), and Edukasyong Pagpapakatao (EP)	September to December 2011	809,400.00
10. Printing and Distribution of existing MG-TLP in English, Science, Math, Filipino, Sibika at Kultura/HEKASI, EPP, MSEP, and EP for tryout	September to December 2011	7,130,000.00
11. Procurement of 100 Books for the Library	September to December 2011	23,632,000.00
12. Training on Enhancing Pedagogical Skills for Multigrade Teacher Trainers (Two Batches)	October 2011	1,193,200.00
13. Provision of Food Supplement	September to December 2011	3,550,500.00
14. Monitoring and Evaluation	November to December 2011	193,500.00
Subtotal		37,318,000.00
TOTAL		PhP77,700,000.00

**GUIDELINES ON THE UTILIZATION OF THE DOWNLOADED FUNDS
FOR THE IMPLEMENTATION OF MISOSA**

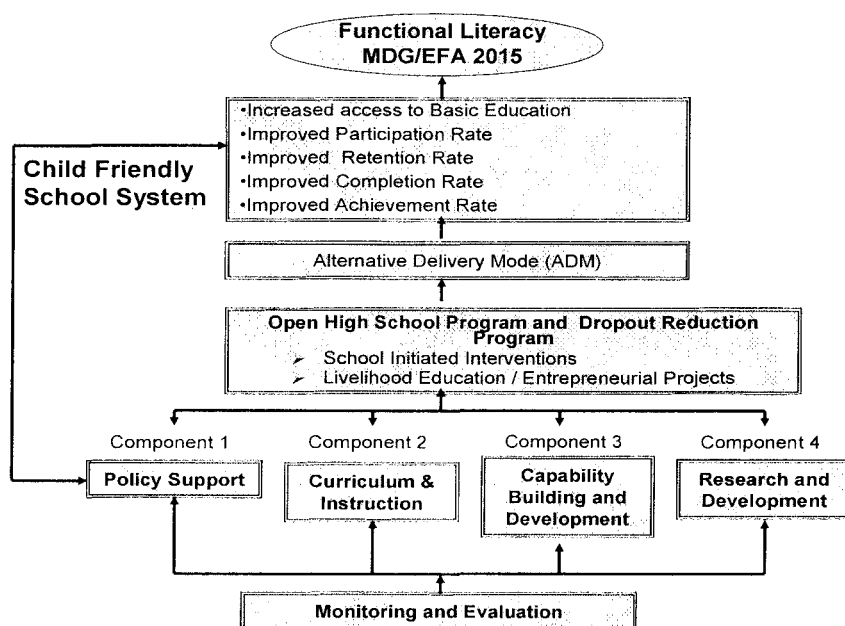
1. Support funds amounting to Two Million Two Hundred Thousand Pesos (PhP2,200,000.00) shall be downloaded to the recipient regions through a Sub-Allotment Release Order (Sub-ARO).
2. The downloaded funds shall be used for the following:
 - a. advocacy meetings with parents
 - b. printing and distribution of MISOSA Modules
 - c. honorarium of MISOSA Teacher-Facilitators
 - d. monitoring the progress of the implementation
3. The Bureau of Elementary Education shall provide the final copy of the MISOSA modules for reproduction.
4. An accomplishment report shall be submitted to the Bureau of Elementary Education (BEE) addressed to the Director. It shall cover the following:
 - a. Date of receipt of funds transferred by the Region to the Divisions
 - b. Disbursement and liquidation of funds
 - c. Number of copies of modules printed and distributed
 - d. List of recipient schools



(Enclosure No. 4 to DepEd Order No. 53, s. 2011)

GUIDELINES ON THE UTILIZATION OF ADM FUNDS FOR THE SECONDARY LEVEL FOR FY 2011

1. The Utilization of ADM Funds at the secondary level shall be guided by the ADM Conceptual Framework below to ensure alignment of activities with the goals of Philippine Education For All (EFA) 2015 as complemented by Millennium Development Goals 2015. Details about the program are provided in the BSE website.



ADM Conceptual Framework

2. All regions are enjoined to fully mainstream the ADM programs in the regular schools to decrease dropout rate and increase participation rate. All secondary schools are encouraged to organize their school DORP team. The composition of the DORP team is as follows:

- School Head
- Class Adviser
- Guidance Counselor
- PTA Representative
- Students' Representative
- LGU Representative

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3. Out-of-school youth and adults (OSY/A) shall be covered by the Bureau of Alternative Learning System (BALS). However, the OSY/A who opt to be mainstreamed to the formal basic education shall not be denied access to the program.
4. For FY 2011, each Region shall receive a start-up fund in the amount of Two Hundred Fifty Thousand Pesos (Php250,000.00) through a Sub-Allotment Release Order (Sub-ARO) for the reproduction and distribution of ADM materials (materials such as modules may be downloaded from the BSE website: www.bse.ph). Additional allocation shall be transferred before the beginning of the second semester and end of the school year as sustainability funds. These sustainability funds shall depend on the number of OHSP enrollees and identified students at-risk of dropping out (SARDOs) per division.
5. The sustainability funds shall be disbursed by the region to ensure that each division under its jurisdiction shall put up livelihood education projects and other measures that will address the needs of learners.
6. The regions shall submit a report addressed to the Director of the Bureau of Secondary Education (BSE). The report shall include the following:
 - Date when the fund transfer was received
 - Date when the team convened to deliberate on the disbursement of the funds
 - Highlights of the discussion/deliberation
 - Action taken to fast track the reproduction and distribution of the modules and handbooks and other concrete steps conducted to sustain the program
 - List of recipient schools that received the materials and other advocacy materials
 - Proof that these materials and other advocacy materials were received by the schools
 - Number of students using the ADM materials
 - Number of beneficiaries, i.e. SARDOs and OHSP learners
7. The report signed by the Regional Director shall be submitted to these e-mail addresses: save_sardo@yahoo.com; bse.deped@yahoo.com or 222.126.126.211 or to the Director, Bureau of Secondary Education, 3rd Floor, Bonifacio Building, DepEd Complex, Meralco Avenue, Pasig City.
8. The deadline for the submission of the liquidation report is one month after the disbursement of funds to give ample time for the reproduction and distribution of Distance Learning Materials, Handbooks and other Advocacy Materials.
9. Should the Regional DORP team fail to disburse the transferred amount for any reason, the succeeding fund transfer will not be granted until such time when the required report shall have been complied with.

(Enclosure No. 5 to DepEd Order No. 53, s. 2011)

**GUIDELINES ON THE UTILIZATION OF FUNDS FOR PROGRESS MONITORING
AND EVALUATION (PME)**

1. The Bureau of Secondary Education shall transfer ADM funds to the regions for Progress Monitoring and Evaluation activities.
2. The procedure on the disbursement of funds shall be as follows:
 - 2.1 Each region shall receive the amount of One Hundred Fifty Thousand Pesos (PhP150,000.00) in two tranches through a Sub-Allotment Release Order (SUB-ARO).
 - 2.1 The first tranche shall be released on or before the end of July and the second tranche will be on or before the end of November.
 - 2.2 The Regional DORP team shall deliberate on how the amount shall be allocated to high need divisions.
 - 2.3 A report signed by the Regional Director shall be submitted to the BSE. It shall cover the following:
 - a. Date when the regional DORP team was informed of the fund transfer and the amount of the fund transferred
 - b. Date when the team convened to deliberate on the manner of disbursing the amount
 - c. Highlights of the discussion/deliberation
 - d. Details of the amount allocated per division
 - e. Agreement on the monitoring scheme - e.g. team level monitoring. For example, the regional DORP-CFSS shall monitor by themselves or combined monitoring -- i.e., region and division DORP-CFSS team
 - f. Schedule of the monitoring- date and places to be monitored. Priority must be given to the former SEDIP divisions and the division/schools trained in the 2008 rollout.
 - g. Monitoring tools/instrument shall be attached to the report.

Note:

- a. The Monitoring and Evaluation report shall be submitted one month after the conduct of the activity.
- b. Failure to comply with the above-mentioned requirements shall be the basis for withholding succeeding releases.

(Enclosure No. 6 to DepEd Order No. 53, s. 2011)

WORK PLAN FOR THE SECONDARY LEVEL FOR FY 2011

The activities on ADMs in public and private secondary schools are as follows:

Activities	Objectively Verifiable Indicators	Expected Outputs
1. Development, Validation and Finalization of Distance Learning Materials aligned with 2010 SEC	To develop, produce and distribute new sets of DLMs for DORP and OHSP aligned with the 2010 SEC	DLMs in First and Second Year levels
2. Expansion of ADM programs by cluster in high need divisions	To capacitate high need divisions and schools on the implementation of DORP and OHSP	No. of Division and school DORP and OHSP teams capacitated
3. Training on CP-TLE Integration on DORP and OHSP by cluster	To capacitate high need schools on CP-TLE integration to DORP and OHSP as one intervention for dropping out	-No. of Teachers trained -No. of School Heads trained -No. of Project Proposals submitted
4. Training of Guidance Counselors/Designate on Psycho-social and Emotional Learning Support by cluster	To form pool of trainers on Guidance and Counseling Program per division/ regions from the high need divisions/region	A comprehensive Guidance and Counseling Program for each school
5. Reproduction and Distribution of DLM, Handbook and Advocacy Materials thru Fund Transfer by Region	To provide secondary schools DLM, Handbooks and Advocacy Materials	-Liquidation Report of the region -No. of school recipient
6. Semestral Conference of CFSS-DORP and OHSP Coordinators by clusters	To establish strong linkages among region, division and school coordinators To identify facilitating and hindering factors on CFSS-DORP and OHSP implementation	Best Practices per Region and Division Action Plans

<p>7. Two-Tiered Progress Monitoring and Evaluation by cluster</p>	<p>To gather comprehensive data on CFSS-DORP and OHSP implementation</p>	<p>Reports on identified and saved SARDOs Practices</p> <p>Updated Performance Indicators</p>
<p>8. Development of Comprehensive ADM Monitoring and Evaluation Handbook</p>	<p>To develop M&E Handbook at the elementary and secondary levels</p>	<p>ADM Monitoring and Evaluation Handbook</p>
<p>9. Multi-sectoral Conference on ADM Advocacy</p>	<p>To establish strong information and advocacy linkages with multi-sectoral education advocates</p>	<ul style="list-style-type: none"> - Action Plans - Resolutions from stakeholders

(Enclosure No. 7 to DepEd Order No. 53, s. 2011)

**GUIDELINES ON THE CONDUCT OF CFSS-ADM REGIONAL AND DIVISION
TRAINING AT THE SECONDARY LEVEL**

1. The Regions and Divisions shall tap the following SEDIP-NEAP accredited trainers to serve as CFSS-ADM (DORP and OHSP) trainer-facilitators in the conduct of their training:
 - Dr. Nemia M. Manlapaz - Division of Masbate
NEAP, Central Office
 - Ms. Emilia Faustino - Division of Benguet
NEAP, Baguio City
 - Dr. Arturo Bayocot - Division of Zamboanga del Sur
Assistant Schools Division Superintendent
 - Dr. Jeanelyn Aleman - Division of Zamboanga del Sur
 - All INSET Secondary School Alternative (SSA) Trainers of SEDIP Divisions
2. Each region shall maximize the expertise of their Regional CFSS-DORP Teams. Technical assistance from the Bureau of Secondary Education may be requested when necessary.
3. The regions can tap former SEDIP divisions for CFSS-ADM expansion of CFSS-ADM training, as follows:
 - a. Luzon: Divisions of Benguet, Ifugao, Masbate and Romblon
 - b. Visayas: Divisions of Antique, Guimaras, Negros Oriental, Biliran, Leyte and Southern Leyte
 - c. Mindanao: Zamboanga del Sur, Zamboanga Sibugay, Cotabato, Agusan del Sur and Surigao del Sur
4. The training funds shall be transferred to the region for the target division beneficiaries.
5. The disbursement and liquidation of training funds shall follow the usual government accounting and auditing rules and regulations.

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