



Republic of the Philippines
Department of Education

15 FEB 2018

DepEd ORDER
No. **08**, s. 2018

**GUIDELINES ON THE UTILIZATION OF THE 2018 FINANCIAL SUPPORT
FOR MULTIGRADE SCHOOLS**

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Regional Secretary, ARMM
Schools Division Superintendents
Public Elementary School 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). The MPPE addresses pressing concerns and issues on the provision of customized teaching and learning materials for multigrade classes and professional development of teachers.
2. To support the plans to effectively implement the multigrade program, DepEd issues the enclosed **Guidelines on the Utilization of the 2018 Financial Support for Multigrade Schools** which stipulate the procedures on fund release, utilization, reporting, and liquidation.
3. For more information, contact the **Bureau of Learning Delivery-Teaching and Learning Division (BLD-TLD)**, Department of Education (DepEd) Central Office, 4th Floor Bonifacio Building, DepEd Complex, Meralco Avenue, Pasig City at telephone nos. (02) 687-2948; (02) 638-4799 or through email address: bld.tld@deped.gov.ph.
4. Immediate dissemination of and compliance with this Order is directed.


LEONOR MAGTOLIS BRIONES
Secretary

Encl.: As stated
Reference: N o n e
To be indicated in the Perpetual Index
under the following subjects:

ALTERNATIVE LEARNING SYSTEM
FUNDS

POLICY
SCHOOLS

GUIDELINES ON THE UTILIZATION OF THE 2018 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 2018 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, school heads/principals, and supervisors on the utilization of said materials.

II. Scope of the Policy

5. This DepEd Order provides Guidelines on the Utilization of the 2018 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

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

a. **Multigrade Daily Lesson Plans (MG-DLPs)** are the ready-made prototype detailed daily lesson plans that feature child-centered learning activities and performance-based assessment strategies. They are expected to promote effective and meaningful student learning experience in a multigrade environment. They are specifically designed for the different grade combinations in different learning areas.

b. **Integrated Multigrade Lesson Plans (IMG-LPs)** are another set of prototype lesson plans recommended for teaching a multigrade class, in which related learning competencies of different subjects are integrated using a common theme. They are 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

7. The DepEd hereby establishes the Guidelines on the Utilization of the 2018 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

8. 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 2018. 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***.

9. 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; and
- c. Orientation-training workshop of teachers and school heads/principals/supervisors on the effective utilization of MG-DLPs and IMG-LPs.

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

11. In case, there is excess in the budget, such budget will be used for printing of additional copies for other multigrade schools in the division and orientation-training. 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.

12. 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

13. 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 objectives of the workshop are 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.

14. 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 the MG-DLP and IMG-LP and formative assessment.

c. Reporting

15. 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.

16. Each SDO must submit the accomplishment report on the utilization of funds to the RO on or before August 15, 2018, 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**.

17. 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 August 31, 2018.

VI. Monitoring and Evaluation

18. 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 and evaluation activities relative to the conduct of procurement, reproduction, orientation-training as well as delivery and utilization of the materials in the multigrade schools.

VII. References

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

- a. DepEd Order No. 36, s. 2017, "*Amendment to DepEd Order No. 21, s. 2017*" (Guidelines on the Utilization of the 2017 Support Funds for Multigrade Schools)
- b. DepEd Order No. 21, s. 2017, "*Guidelines on the Utilization of the 2017 Financial Support for Multigrade Schools*"
- c. DepEd Order No. 64, s. 2016, "*Guidelines on the Utilization of the 2015 and 2016 Financial Support for Multigrade Schools*"
- d. DepEd Order No. 30, s. 2014, "*Fiscal Year (FY) 2014 Guidelines on the Utilization of the Financial Support for Multigrade Schools*"
- e. DepEd Order No. 64, s. 2016, "*Guidelines on the Utilization of the 2015 and 2016 Financial Support for Multigrade Schools*"
- f. DepEd Order No. 30, s. 2014, "*Fiscal Year (FY) 2014 Guidelines on the Utilization of the Financial Support for Multigrade Schools*"
- g. 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

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

DR. LEONOR MAGTOLIS-BRIONES
Secretary

Regions	Division	No. of Targeted Classes	Total Amount per Division	Total Amount per Region	
Region 1	Ilocos Norte	125	901,185.78		
	Ilocos Sur	134	966,071.15		
	Candon City	3	21,628.46		
	La Union	70	504,664.03		
	Pangasinan I, Lingayen	69	497,454.55		
	Pangasinan II, Binalonan	105	756,996.05		
	Regional Office Monitoring and Evaluation Fund				200,000.00
		506		PHP 3,648,000.02	
Region 2	Batanes	40	278,914.03		
	Cagayan	168	1,171,438.92		
	Cauayan City	20	139,457.01		
	Ilagan City	30	209,185.52		
	Isabela	170	1,185,384.62		
	Nueva Vizcaya	135	941,334.84		
	Quirino	94	655,447.97		
	Santiago City	6	41,837.10		
	Regional Office Monitoring and Evaluation Fund				200,000.00
		663		PHP 4,623,000.01	
Region 3	Aurora	40	268,603.35		
	Bataan	14	94,011.17		
	Bulacan	21	141,016.76		
	Malolos City	3	20,145.25		
	San Jose City	8	53,720.67		
	Gapan City	4	26,860.34		
	Munoz Science City	8	53,720.67		
	Nueva Ecija	32	214,882.68		
	Pampanga	18	120,871.51		
	Tarlac	138	926,681.56		
	Zambales	49	329,039.11		
	Mabalacat City	23	154,446.93		
	Regional Office Monitoring and Evaluation Fund				200,000.00
			358		PHP 2,404,000.00
Region IV-A	Batangas	73	504,675.09		
	Batangas City	4	27,653.43		
	Calamba City	11	76,046.93		
	Cavite	46	318,014.44		
	Laguna	94	649,855.60		
	Quezon	245	1,693,772.56		
	Rizal	56	387,148.01		
	Antipolo City	1	6,913.36		
	Tayabas City	24	165,920.58		
	Regional Office Monitoring and Evaluation Fund				200,000.00
		554		PHP 3,830,000.00	
Region IV-B	Calapan City	9	62,741.30		
	Marinduque	44	306,735.25		
	Occidental Mindoro	123	857,464.45		
	Oriental Mindoro	109	759,866.87		
	Palawan	281	1,958,922.85		

	Puerto Princesa City	26	181,252.65	
	Romblon	69	481,016.64	
	Regional Office Monitoring and Evaluation Fund			200,000.00
		661		PHP 4,608,000.02
Region 5	Albay	102	717,210.65	
	Camarines Norte	145	1,019,564.17	
	Camarines Sur	195	1,371,138.02	
	Catanduanes	100	703,147.70	
	Masbate	128	900,029.06	
	Sorsogon	140	984,406.78	
	Sorsogon City	11	77,346.25	
	Iriga City	5	35,157.39	
	Regional Office Monitoring and Evaluation Fund			200,000.00
		826		PHP 5,808,000.00
Region 6	Aklan	98	824,654.30	
	Antique	99	833,069.14	
	Cadiz City	11	92,563.24	
	Capiz	89	748,920.74	
	Guimaras	25	210,371.00	
	Kabankalan City	4	33,659.36	
	La Carlota City	3	25,244.52	
	Iloilo	145	1,220,151.77	
	Negros Occidental	108	908,802.70	
	Sagay City	11	92,563.24	
	Regional Office Monitoring and Evaluation Fund			200,000.00
		593		PHP 4,990,000.00
Region 7	Bais City	4	29,205.81	
	Bayawan City	2	14,602.91	
	Bohol	308	2,248,847.46	
	Carcar City	2	14,602.91	
	Cebu	228	1,664,731.24	
	Danao City	3	21,904.36	
	Guihulngan City	5	36,507.26	
	Negros Oriental	231	1,686,635.60	
	Siquijor	22	160,631.96	
	Talisay City	2	14,602.91	
	Tanjay City	13	94,918.89	
	Toledo City	6	43,808.72	
	Regional Office Monitoring and Evaluation Fund			200,000.00
		826		PHP 6,031,000.01
Region 8	Biliran	48	342,026.75	
	Baybay City	54	384,780.09	
	Borongan City	36	256,520.06	
	Calbayog City	63	448,910.10	
	Catbalogan City	47	334,901.19	
	Eastern Samar	228	1,624,627.04	
	Leyte	376	2,679,209.51	
	Maasin City	22	156,762.26	
	Northern Samar	100	712,555.72	
	Ormoc City	36	256,520.06	
	Samar	230	1,638,878.16	

	Southern Leyte	106	755,309.06	
	Regional Office Monitoring and Evaluation Fund			200,000.00
		1346		PHP 9,590,999.99
Region 9	Dipolog City	5	34,864.05	
	Dapitan City	7	48,809.67	
	Isabela City	13	90,646.53	
	Pagadian City	16	111,564.96	
	Zamboanga del Norte	178	1,241,160.13	
	Zamboanga del Sur	278	1,938,441.10	
	Zamboanga City	60	418,368.58	
	Zamboanga Sibugay	105	732,145.02	
	Regional Office Monitoring and Evaluation Fund			200,000.00
		662		PHP 4,616,000.02
Region 10	Bukidnon	129	899,291.99	
	Cagayan de Oro City	16	111,540.09	
	Camiguin	17	118,511.35	
	Gingoog City	47	327,649.02	
	Iligan City	21	146,396.37	
	Lanao del Norte	81	564,671.71	
	Malaybalay City	34	237,022.69	
	Misamis Occidental	122	850,493.20	
	Misamis Oriental	114	794,723.15	
	Oroquieta City	21	146,396.37	
	Ozamis City	17	118,511.35	
	Tangub City	31	216,108.93	
	Valencia City	11	76,683.81	
	Regional Office Monitoring and Evaluation Fund			200,000.00
		661		PHP 4,608,000.02
Region 11	Compostela Valley	132	902,718.96	
	Davao City	78	533,424.84	
	Davao del Norte	46	314,583.88	
	Davao del Sur	85	581,296.30	
	Davao Oriental	70	478,714.60	
	Digos City	3	20,516.34	
	Igacos	10	68,387.80	
	Mati City	21	143,614.38	
	Panabo City	12	82,065.36	
	Tagum City	2	13,677.56	
	Regional Office Monitoring and Evaluation Fund			200,000.00
Region 12		459		PHP 3,139,000.02
	Cotabato City	3	20,529.03	
	General Santos City	10	68,430.11	
	Kidapawan City	5	34,215.05	
	Koronadal City	10	68,430.11	
	North Cotabato	142	971,707.53	
	Sarangani	102	697,987.10	
	South Cotabato	95	650,086.03	
	Sultan Kudarat	94	643,243.02	
	Tacurong City	4	27,372.04	
	Regional Office Monitoring and Evaluation Fund			200,000.00
		465		PHP 3,182,000.02

XIII (CARAGA)	Agusan del Norte	57	397,361.57	
	Agusan del Sur	95	662,269.29	
	Bayugan City	35	243,993.95	
	Bislig City	27	188,223.90	
	Butuan City	47	327,649.02	
	Dinagat Islands	40	278,850.23	
	Siargao	95	662,269.29	
	Surigao City	50	348,562.79	
	Surigao del Norte	75	522,844.18	
	Surigao del Sur	140	975,975.80	
	Regional Office Monitoring and Evaluation Fund			200,000.00
		661		PHP 4,608,000.02
CAR	Abra	100	697,125.57	
	Apayao	85	592,556.73	
	Benguet	151	1,052,659.61	
	Ifugao	101	704,096.83	
	Kalinga	96	669,240.55	
	Tabuk City	25	174,281.39	
	Mt. Prov.	103	718,039.34	
	Regional Office Monitoring and Evaluation Fund			200,000.00
		661		PHP 4,608,000.02
CENTRAL OFFICE				
ARMM	Basilan	66	446,490.00	
	Lamitan City	15	101,475.00	
	Lanao del Sur - IIB (II)	41	277,365.00	
	Maguindanao I	67	453,255.00	
	Shariff Kabunsuan	61	412,665.00	
	Sulu I	51	345,015.00	
	Sulu II	63	426,195.00	
	Maguindanao II	32	216,480.00	
	Tawi-Tawi	68	460,020.00	
	Regional Office Monitoring and Evaluation Fund			200,000.00
		464		PHP 3,138,960.00
BLD-TLD			6,393,040	PHP 6,393,040.00
				PHP 9,732,000.00
	PHP 79,626,000.00		PHP 7,598.625823	per class
	PHP 3,200,000.00	Monitoring and Evaluation Fund for 16 Regions		
Total Fund:	PHP 83,026,000.17			

A. The Multigrade Daily Lesson Plans

Contents: (in Newsprint)

Subject	Grade Cluster	Estimated No. of Pages	Estimated Cost Per Page	Estimated 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	Estimated No. of Pages	Estimated 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

B. Integrated Multigrade Lesson Plans

Contents: (in Newsprint)

Integrated MLP	Grade Cluster	Estimated No. of Pages	Estimated 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	Estimated No. of Pages	Estimated 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 Participant:	PHP 1,200.00
Contingency Fund	PHP 156.63

FY 2018 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
- A. **Physical Accomplishment Report.** The Regional Office (RO) shall consolidate the division's actual quarterly physical accomplishments vis-a-vis quarterly targets.
 - 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** for every given component per division.
 - F. Columns 5, 6, & 7 shall specify the corresponding **monthly physical targets** of each performance indicator for every given component per division.
 - G. Column 8 shall specify the **total physical target** of each performance indicator for every given component per division at the given quarter.
 - H. 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.
 - I. Column 12 shall specify the **total quarterly accomplishment** for each performance indicator of every given component per division and per quarter.
 - J. Column 13 shall reflect the **variance** or the difference between columns 8 and 12.
 - K. Column 14 shall reflect the **remarks** or reasons for not accomplishing the set targets for each component and other implementation issues encountered.

FY 2018 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.

FY 2018 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											
Capacity 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.
- Physical Accomplishment Report.** The DO shall consolidate and reflect the school's actual quarterly physical accomplishments vis-a-vis the quarterly targets.
 - Column 2. The DO shall reflect the **School ID** of the recipient school.
 - Column 3. The DO shall reflect the **UACS code** of the schools.
 - Column 4. The DO shall specify the **performance indicators** for every given component per school.
 - Column 5, 6, & 7. The DO shall specify the corresponding **monthly physical target** of each performance indicator for every given component per school.
 - Column 8. The DO shall specify the **total physical target** of each performance indicator for every given component per school and quarter.
 - 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.
 - Column 12. The DO shall specify the **total accomplishment** of each performance indicator for every given component per school and quarter.
 - Column 13. The DO 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.

FY 2018 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								Remarks		
				Target				Accomplishment					Variance	
				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.
- Financial Accomplishment Report.** The Division Office (DO) shall consolidate and reflect the school's actual quarterly utilization vis-a-vis the budget allocation.
 - Column 2- The DO shall reflect the **School ID** of the recipient schools
 - Column 3- The DO shall reflect the **UACS code** of the schools.
 - Column 4. The DO shall specify the **performance indicators** for every given component per school.
 - Columns 15, 16 & 17. The DO shall specify the corresponding **monthly allocation** for each performance indicator of every given component per school.
 - Column 18. The DO shall specify the **total target allocation** of each performance indicator for every given component per school and quarter.
 - 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.
 - Column 22. The DO shall specify the **total amount utilized** of each performance indicator for every given component per school and quarter.
 - Column 23. The DO shall reflect the **variance** or the difference between columns 18 and 22.
 - Column 24 shall reflect the **remarks** or reasons for not accomplishing the set targets for each component and other implementation issues encountered.

Enclosure 5 to DepEd Order No. **08**, s. 2018

**SUGGESTED OUTLINE FOR THE PREPARATION
OF THE NARRATIVE ACCOMPLISHMENTS REPORT ON THE
UTILIZATION OF FY 2018 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.