



Republic of the Philippines
Department of Education

02 DEC 2016

DepEd MEMORANDUM
No. **211**, s. 2016

GUIDELINES ON THE UTILIZATION OF DISTRIBUTION FUNDS FOR CENTRALLY PROCURED K TO 12 LEARNING RESOURCES

To: Regional Directors
Schools Division Superintendents
Public Elementary and Secondary/Senior High Schools Heads
All Others Concerned

1. The Department of Education (DepEd), through the Bureau of Learning Resources (BLR), issues the following **Guidelines on the Utilization of Distribution Funds for Centrally Procured K to 12 Learning Resources** for the information and guidance of all concerned:

- a. The Distribution Funds allotted for learning resources procured by the DepEd Central Office is Two Pesos (P 2.00) only per printed learning resource (Textbook, Teacher's Manual, Learner's Material, Reader, and Teacher's Guide). It shall cover actual expenses for the delivery of the learning Resources from the schools division office (SDO) to the recipient schools;
- b. These Funds shall be downloaded by the Central Office to the SDOs through the issuance of Sub-Allotment Release Order (Sub-ARO) which shall be used for the intended purpose and not to procure workbooks, supplementary materials, and other instructional materials;
- c. These Funds shall only be used for the actual expenses incurred during the process of transporting the learning resources from the SDOs to the elementary schools;
- d. The release of corresponding Notice of Cash Allocation (NCA) will be made by the Regional Office of the Department of Budget and Management (RO-DBM) and then to be forwarded to the SDOs concerned;
- e. The SDO shall maintain a separate subsidiary ledger on which receipts and expenditures shall be recorded and shall report the utilization of the Distribution Funds using the format provided in the enclosure to be certified by the Schools Division Accountant and approved by the Schools Division Superintendent for submission to the BLR within six months;
- f. The SDO will not be provided with Distribution Funds for the next deliveries of learning resources if it fails to submit disbursement reports within the specified time; and
- g. The ROs and the SDOs shall oversee the distribution of materials to the elementary schools and high schools to ensure 1:1 ratio materials to learners, validate deliveries of the learning resources, and ensure proper utilization of funds for the intended purpose.

2. For more information, all concerned may contact the **Dr. Edel B. Carag**, Director III, Officer-in-Charge, Office of the Director IV, Bureau of Learning Resources (BLR)-Department of Education (DepEd) Central Office, DepEd Complex, Meralco Avenue, Pasig City at telefax no. (02) 634-1072 or send a message through email address at blr.lrpd@deped.gov.ph or blr.lrqad@deped.gov.ph

3. Immediate dissemination of this Memorandum is desired.


LEONOR MAGTOLIS BRIONES
Secretary

Encl.:

As stated

Reference:

DepEd Memorandum No. 87, s. 2014

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

ALLOTMENT
FUNDS
MANUALS
LEARNING RESOURCES
OFFICIALS
PROGRAMS
PROJECTS
TEXTBOOKS

Department of Education
Division of _____

Quarterly Disbursement Report and Status of Funds

Region : _____
Sub-ARO No.: _____
Amount: _____

Reference		PAYEE	NATURE OF PAYMENT	AMOUNT	ACTIVITY	LIST OF SCHOOL/DISTRICT
CHECK NO.	DATE					
		Total				

It is hereby certified that the above amounts have been paid for proper execution of Distribution Funds for Instructional Materials to defray expenses for the distribution to Public Elementary Schools. All documents for authenticating have been retained in the Division of _____.

CERTIFIED CORRECT:

APPROVED:

Division Accountant

Schools Division Superintendent

Note: Please send thru email or fax the accomplished form within six (6) months upon disbursement.
email: blr.lrpd@deped.gov.ph or blr.od@deped.gov.ph
Telefax numbers: 634-09-01, 631-49-85, 634-10-72