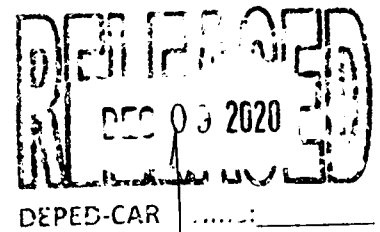




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION



December 7, 2020

REGIONAL MEMORANDUM

No. 394.2020

**GUIDELINES ON THE UTILIZATION OF THE DOWNLOADED FUNDS
FOR ELLN, IPED, and MEP**

To: OIC-Assistant Regional Director
Schools Division Superintendents
All Others Concerned
All Divisions

1. The Department of Education – Cordillera Administrative Region issues the Guidelines on the Utilization of the Downloaded 2020 Funds for the Early Language, Literacy and Numeracy (ELLN); Indigenous Peoples Education (IPed); and Madrasah Education Program (MEP).
2. Attached are the following Enclosures for your guidance:
Enclosure 1: Fund Allotment per Division
Enclosure 2: Terms of Reference on the Utilization of the Downloaded Funds for ELLN, IPED, and MEP
3. Utilization and liquidation of the downloaded funds shall adhere to existing budgeting, accounting, auditing, and procurement rules and procedures.
4. Reports shall be submitted to the Regional Office Program Focal Persons through email at clmd.depedcar@gmail.com on or before January 15, 2021.
5. Immediate dissemination of and strict compliance with this Memorandum is desired.


ESTELA L. CARIÑO EdD, CESO III
Director IV/Regional Director 

CLMD/CFM/ptd/ttd/abc



Address: Wangal, La Trinidad, Benguet, 2601
Telephone No: (074) 422 - 1318 | Fax No.: (074) 422-4074
Website: www.depedcar.ph | Email Address: car@deped.gov.ph



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Enclosure 1 of RM No. _____

Fund Allotment per Division

Division	ELLN	IPED	MEP
Abra	38,811.25	0	0
Apayao	38,811.25	0	0
Baguio City	38,811.25	0	966,534.00
Benguet	38,811.25	810,945.00	0
Ifugao	38,811.25	0	0
Kalinga	38,811.25	0	0
Mountain Province	38,811.25	0	0
Tabuk City	38,811.25	0	234,826.00
TOTAL	310,490.00	810,945.00	1,201,360.00



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MANAGEMENT SYSTEMS SOLUTIONS



Republic of the Philippines
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Enclosure 2 of Rm No. _____

Terms of Reference on the Utilization of the Downloaded Funds for ELLN, IPed, and MEP

A. For ELLN Funds

1. The downloaded fund is equally divided among the eight (8) Divisions in CAR. Each SDO will receive a total of Thirty-Eight Thousand Eight Hundred Eleven pesos and Twenty-Five centavos. (PhP 38, 811.25).
2. Funds shall be used to cover the division wide training of untrained Division Supervisors, Public Schools District Supervisors, School Heads, K to 3 teachers and one (1) select teacher to handle the school reading program for the Training on the Adoption of the Blended Delivery Mode for TPD: Roll-Out of ELLN Digital and Training on Literacy Instruction as a support to DepEd Memorandum No. 173, s.2019 "Hamon:Bawat Bata Bumabasa".
3. SDOs through the Division ELLN Focal persons are requested to submit to the Regional Office the Implementation Plan for the conduct of School-based Learning Action Cell (LAC) Sessions first week of January 2021. Reports shall be emailed to clmd.depedcar@gmail.com.

B. For IPed Funds

1. As agreed upon during the last meeting with IPsEO, SDO Benguet shall be allotted the fund amounting to Eight hundred ten thousand nine hundred forty-five pesos as support fund to schools in far-flung areas needing printers and other printing resources for the reproduction of Self-learning modules and Walkie Talkie or two (2) way radio with repeater.

C. For MEP Funds

1. Program Support Funds are allotted to SDOs Baguio City and Tabuk City as implementers of the Madrasah Education Program in the region.
2. The additional PSF shall be utilized for the following expenditures:

A. Technical Support

- Conduct of training for MEP personnel from the divisions and schools for the ALIVE program e.g. delivery modes, use of technology, etc. The participation to paid online workshops and/or training shall be subject to approval of the regional office.
- Conduct activities pertaining to quality assurance of learning materials and/or resources including honoraria of non-DepEd participant/evaluator.





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B. Administrative Support

- Payment of non-DepEd resource speakers for activities whether actual or on-line, subject to auditing rules and regulations.
- Payment of courier services, supplies and materials and allowable communication expenses.
- Development, quality assurance of all learning resources and reproduction of books, modules, big books and other print or non-print learning resources deemed important by the region.
- Expenses in support to eligible activities classified under MOOE.
- Procure other learning materials needed for any endeavor relative to LCP, as determined by the Regional Director.

C. Monitoring and Evaluation (M&E)

- M&E of SDOs, Schools and other learning centers implementing ALIVE.
- Travel expenses of MEP personnel who will conduct on-site monitoring and evaluation.
- Other expenses deemed imperative by the regional office in order to carry-out plans and activities for MEP under LCP Proper allocation for the Technical Support, Administration Support and Monitoring and Evaluation (M&E) shall be determined by the Division ALIVE Coordinators (DACs) taking into consideration the strategic planning for the cost of different flexible learning options in the delivery and implementation of ALIVE program. All expenses to be made and incurred under the abovementioned lists are subject to government accounting and auditing rules and regulations.

