



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



April 29, 2025

REGIONAL MEMORANDUM

No. 388, s. 2025

To: Schools Division Superintendents
SGOD Chiefs
Division Partnership Focal Persons
All Others Concerned

**GUIDELINES ON THE RELEASE, UTILIZATION, MONITORING AND REPORTING
OF PROGRAM SUPPORT FUNDS FOR BUILDING PARTNERSHIP AND
LINKAGES PROGRAM (PSF-BPLP) FOR FISCAL YEAR 2025**

1. Pursuant to Memorandum CO-EPS No. 01-014, s. 2025 dated April 12, 2025, titled *Guidelines on the Release, Utilization, Monitoring and Reporting of Program Support Funds for Building Partnership and Linkages Program (PSF-BPLP) for Fiscal Year 2025*, the Schools Divisions are required to submit the following reports:
 - 1.1. Work and Financial Plan for the PSF-BPLP to be submitted to the Education Support Services Division (ESSD), and for submission via email to the External Partnerships Service (EPS) ASAP.
 - 1.2. Physical and Financial Accomplishment Report/Utilization Report
 - 1.2.1. Status of PSF Utilization – on or before October 17, 2025
 - 1.2.2. PSF Utilization Report – on or before December 19, 2025
 - 1.3. PSF-BPLP Activity Report – on or before December 19, 2025
 - 1.4. 2025 Brigada Eskwela Report using DPDS template
 - 1.4.1. May 1 – June 9, 2025 – due on June 9, 2025
 - 1.4.2. June 10 – June 30, 2025 – due on June 30, 2025
2. Attached is a copy of Memorandum, for reference.
3. For strict compliance and immediate dissemination.

JOCELYN DR ANDAYA

Regional Director, NCR
Concurrent Officer-In-Charge, Office of the
Assistant Secretary for Operations

Encl.: As stated

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Republic of the Philippines
Department of Education

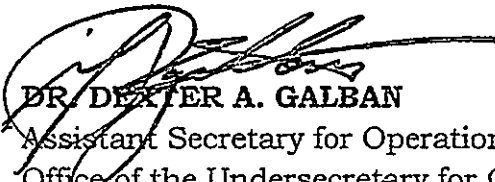
CO-EPS No. 01-014,5, 2025

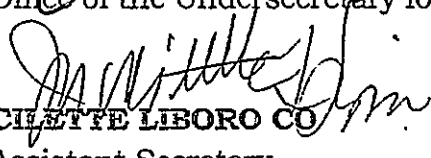
MEMORANDUM

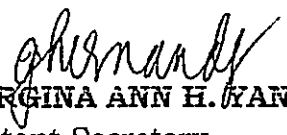
TO : REGIONAL DIRECTORS
SCHOOLS DIVISION/CITY SUPERINTENDENTS
ALL OTHERS CONCERNED

ATTENTION : EDUCATION SUPPORT SERVICE DIVISION (ESSD) CHIEFS
REGIONAL PARTNERSHIP FOCAL PERSONS

SCHOOL GOVERNANCE AND OPERATIONS DIVISION
(SGOD) CHIEFS
DIVISION PARTNERSHIP FOCAL PERSONS

FROM : 
DR. DEXTER A. GALBAN
Assistant Secretary for Operations, Officer-In-Charge
Office of the Undersecretary for Operations


CHELLETTE LIBORO CO
Assistant Secretary
Office of the Secretary


GEORGINA ANN H. YANG
Assistant Secretary
Office of the Secretary

SUBJECT : Guidelines on the Release, Utilization, Monitoring and Reporting of Program Support Funds for Building Partnership and Linkages Program (PSF-BPLP) for Fiscal Year 2025

DATE : February 12, 2025

The External Partnerships Service (EPS) being the office mandated to establish and sustain partnership with external partners shall download Program Support Funds (PSF) to its counterpart regions and schools division offices to implement programs that will encourage and motive them to invest in education. The major partnership activities which will be charged against the PSF includes the following:

1. Adopt-A-School Program (ASP); and
2. Local Stakeholders Convergence (LSC).

Provision of PSF to fund a variety of partnership activities from socializing to resource mobilization shows impact to the schools as reflected in the DepEd Partnerships Database System (DPDS) which captures the partnerships data received by the schools. This is a result of various partnership building activities conducted using the program support funds downloaded which will also be used to help achieve the 5-point reform agenda of DepEd.

With this, funding support is very much needed to achieve the goal to provide quality basic education. Partnerships with public and/or private individual and organizations to address the immediate needs of the learners may help solve the current gap in the education system.

Please be guided by the following procedures on the provision of Program Support Funds for Building Partnership and Linkages Program (PSF-BPLP) for Fiscal Year 2025:

A. BUILDING PARTNERSHIP AND LINKAGES PROGRAMS

The External Partnerships Service (EPS) through Finance Strand – Central Office (CO) shall download Program Support Funds (PSF) to the Regional Offices (ROs) through the Education Support Services Division (ESSD) which include the PSF for Schools Division Offices (SDOs) through the School Governance and Operations Division (SGOD). The PSF shall be charged against the FY 2025 (R.A. No. 12116) Building Partnership and Linkages Program (BPLP) Current Funds in support for the conduct of the following programs:

1. Adopt-a-School Program (ASP)

The ASP support funds shall be utilized to conduct ASP activities and advocacy activities for *Brigada Eskwela* Program. Partnership appreciation and recognition activities shall also be charged against the ASP funds.

Hereunder are the suggested activities under ASP funds:

- a. Orientation of School Heads on ASP and partnerships building strategies;
- b. *Brigada Eskwela* implementation, monitoring, evaluation and validation activities;
- c. Education Partners and ASP Adopting Entities' recognition and appreciation programs at the school, division and regional level; and
- d. Partnership building and planning activities at the school, division and regional levels.

2. Local Stakeholders Convergence (LSC)

The Local Stakeholders Convergence (LSC) support funds are allocated to facilitate collaborative activities among partners. These activities aim to promote networking and present priority education programs for potential collaboration and support. The LSC funds may also be used to organize Parent-Teacher Association (PTA) Forums and Local Government Unit (LGU) Forums. The following are the key considerations for the conduct of LSC activities:

- a. Discussion of Basic Education Updates and Directions
 - Presentation of education accomplishments.
 - Review of agency partnerships in relation to their contributions to access, quality, and governance.

- Identification and discussion of current issues and challenges in basic education.
- b. Recognition and Strengthening of Stakeholder Contributions
- Acknowledgment of stakeholders' contributions to education.
 - Reinforcement of stakeholder commitment to improving access, quality, and governance in basic education.
- c. Action Planning
- Consultation for the development of the strategic plan to address gaps in the basic education system.

The Adopt-a-School Program amounting to **Twenty-One Million Seven Hundred Sixty-Two Thousand Pesos (Php21,762,000.00)** and Local Stakeholders Convergence amounting to **Twenty-Three Million Four Hundred Thousand Pesos (Php23,400,000.00)** with a total amount of **Forty-Five Million One Hundred Sixty-Two Thousand Pesos (Php45,162,000.00)** shall be allocated to Implementing Units for FY 2025.

Additionally, the EPS emphasizes the importance of compliance by Implementing Units (IUs) with the framework for utilizing PSF resources. All activities should have a clear and direct impact on learning outcomes, aligning with the 5-Point Agenda.

B. DOWNLOADING OF THE PSF-BPLP

The process for the downloading of the PSF-BPLP is as follows:

1. To facilitate the release of funds to Ros and SDOs, the Finance Strand shall require, in addition to the standard documentary submissions, specific means of verification for the submitted reports. Consequently, only Ros and SDOs that have fulfilled these requirements will have their fund releases processed by the Finance Strand, upon endorsement of the program owner.
2. The PSF-BPLP shall be downloaded to the Regional Offices (ROs) through the issuance of Sub-Allotment Release Order (Sub-ARO) which will be processed by the DepEd CO - Budget Division. Upon receipt of the Sub-ARO, the ROs will download the PSF to their respective Schools Division Offices (SDOs). The list of regions and divisions with the corresponding allocation is reflected in the attached **Annex A** allotted as follows:

Programs/Projects	Regional Office Education Support Services Division (ESSD)	Schools Division Office School Governance and Operations Division (SGOD)
1. Adopt-a-School Program (ASP)	P 93,000.00	P 93,000.00
2. Local Stakeholders Convergence (LSC)	P 100,000.00	P 100,000.00
Total	P 193,000.00	P 193,000.00

3. Pursuant to the General Provision on Cash Budgeting System under the FY 2025 General Appropriations Act (R.A. No. 12116) and National Budget Circular No. 595, "Guidelines on the Release of Funds for FY 2025," the downloaded funds shall be valid for release, obligation, and disbursement until December 31, 2026.

C. UTILIZATION OF THE PSF

1. The following are the allowable expenses that are chargeable against the funds herein:

- 1.1 Advocacy and Promotional Materials
- 1.2 Meal Expenses
- 1.3 Transportation/Local Travel Expenses
- 1.4 Delivery Charges for Donations
- 1.5 Notarial Fee
- 1.6 Training Expenses
- 1.7 Other Miscellaneous Expenses

The use of funds herein shall be in accordance with the existing budget, accounting, auditing, and procurement rules and regulations.

2. Please be reminded of the following objects of expenditure that are not allowed under the PSF-BPLP:

- 2.1 Personal Services such as salaries, overtime pay and honoraria;
- 2.2 Utilities expenses (such as water, electricity, internet connectivity) funded from regular Maintenance and Other Operating Expenses (MOOE);
- 2.3 Capital Outlay such as purchase of equipment and gadgets;
- 2.4 Hiring and payment of salaries of additional staff; and
- 2.5 International travels for conferences, workshops, seminars, benchmarking sports events, competitions, study visits/tours, scholarships, fora, meetings, among others.

Any excess or balances from the fund herein may be used for other expenses related to Building Partnership and Linkages Program, subject to existing budgeting, accounting and auditing laws, rules and regulations.

D. SUBMISSION OF REPORTS

1. EPS will monitor and evaluate the utilization of downloaded PSF-BPLP through reports submitted by Implementing Units (IUs) from both Regional Offices (ROs) and Schools Division Offices (SDOs). These reports will serve to confirm that the funds were utilized for its intended purpose. Consequently, all IUs are required to submit the following reports:

- 1.1 Work and Financial Plan (WFP)

The signed WFP for the PSF-BPLP shall be submitted by the Implementing Units (IUs) to EPS. The consolidated WFP submitted by the SDOs shall be submitted by the respective ROs to the EPS via email

(externalpartnerships@deped.gov.ph) within **fifteen (15) working days** upon receipt of this Memorandum.

If necessary, IUs may upload the Expenditure Matrix in the Program Management Information System (PMIS) as maybe required by the respective ROs and SDOs' accounting rules and regulations.

1.2 Physical and Financial Accomplishment Report/Utilization Report

The signed Physical and Financial Accomplishment or the Utilization Report for the PSF-BPLP which reflects the activities undertaken shall also be submitted by the IUs from ROs and SDOs to the EPS via email (externalpartnerships@deped.gov.ph) on the following dates:

1.2.1 on or before October 17, 2025 – Status of PSF Utilization

1.2.2 on or before December 19, 2025 – PSF Utilization Report

2. PSF-BPLP Activity Report

The activities conducted charged to PSF-BPLP shall be detailed in the Activity Report. It must be submitted by the IUs from the ROs and SDOs to the EPS via email as part of the PSF Utilization Report deadline of which is **on or before December 19, 2025**. The report shall include the activity objectives, program flow, agreements and other essential information about the activities on ASP, LSC program implementation.

3. The IUs are reminded to strictly follow the format of the reports provided in the attached **Annex B** for the Physical and Financial Accomplishment Report. Utilization of Funds shall be reported **per Program Support Fund component (ASP and LSC) and not as a lumpsum amount**. The submission of the indicated documents and result of the EPS evaluation on the utilization of funds are prerequisites for the downloading of the PSF for the next fiscal year.

For any concern and additional information, your staff may contact:

Office of the Secretary - External Partnerships Service

Attention : Graciela E. Mendoza

Director IV

External Partnerships Service

Email Add : externalpartnerships@deped.gov.ph


Tel. No. : 8638-8639

For immediate dissemination and strict compliance.

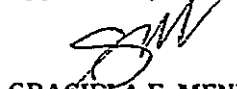
**SUMMARY LIST OF IMPLEMENTING REGIONS AND DIVISIONS
TO RECEIVE ADDITIONAL FINANCIAL SUBSIDY FOR FY 2025**

REGION	NO. OF RECIPIENT REGIONS AND DIVISIONS	ADOPT-A- SCHOOL PROGRAM	LOCAL STAKEHOLDERS CONVERGENCE	TOTAL
1 Region I	15	1,395,000.00	1,500,000.00	2,895,000.00
2 Region II	10	930,000.00	1,000,000.00	1,930,000.00
3 Region III	22	2,046,000.00	2,200,000.00	4,246,000.00
4 Region IVA CALABARZON	24	2,232,000.00	2,400,000.00	4,632,000.00
5 Region IVB MIMAROPA	8	744,000.00	800,000.00	1,544,000.00
6 Region V	14	1,302,000.00	1,400,000.00	2,702,000.00
7 Region VI	22	2,046,000.00	2,200,000.00	4,246,000.00
8 Region VII	21	1,953,000.00	2,100,000.00	4,053,000.00
9 Region VIII	14	1,302,000.00	1,400,000.00	2,702,000.00
10 Region IX	9	837,000.00	900,000.00	1,737,000.00
11 Region X	15	1,395,000.00	1,500,000.00	2,895,000.00
12 Region XI	12	1,116,000.00	1,200,000.00	2,316,000.00
13 Region XII	9	837,000.00	900,000.00	1,737,000.00
14 Region XIII-CARAGA Administrative Region	13	1,209,000.00	1,300,000.00	2,509,000.00
15 Cordillera Administrative Region (CAR)	9	837,000.00	900,000.00	1,737,000.00
16 National Capital Region (NCR)	17	1,581,000.00	1,700,000.00	3,281,000.00
TOTAL	234	21,762,000.00	23,400,000.00	45,162,000.00

Prepared by:


ROMEO A. GRANADOZIN
 Administrative Support II
 External Partnerships Service

Approved by:


GRACIELA E. MENDOZA
 Director IV
 External Partnerships Service

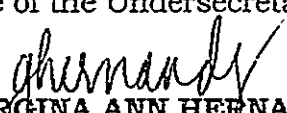



Republic of the Philippines
Department of Education
OFFICE OF THE SECRETARY
EXTERNAL PARTNERSHIPS SERVICE

CO-EPS No. 01-64, s. 2025

MEMORANDUM

FOR : **MALCOLM S. GARMA**
Assistant Secretary, Officer-In-Charge
Office of the Undersecretary for Operations

THROUGH : 
GEORGINA ANN HERNANDEZ-YANG
Assistant Secretary

FROM : 
GRACIELA E. MENDOZA
Director IV

SUBJECT : **REQUEST FOR APPROVAL OF THE GUIDELINES ON THE
RELEASE, UTILIZATION, MONITORING AND REPORTING OF
THE PROGRAM SUPPORT FUNDS FOR BUILDING
PARTNERSHIP AND LINKAGES PROGRAM (PSF-BPLP) FOR
THE FISCAL YEAR 2025.**

DATE : January 8, 2025

I. BACKGROUND INFORMATION:

The External Partnerships Service (EPS) is annually downloading Program Support Funds for Building Partnership and Linkages Program (PSF-BPLP) to its counterpart regions and schools division offices to implement programs and partnership activities to strengthen partnerships at the local level. The provision of PSF to fund variety of partnership activities from socializing to resource mobilization will make an impact to the schools to secure additional resources and opportunities to improve education services and to help achieve the 5-point reform agenda of DepEd.

The PSF-BPLP shall be downloaded to the Regional Offices (ROs) through the issuance of Sub-Allotment Release Order (Sub-ARO) which will be processed by the DepEd Budget Division allotted as follows:

Programs/Projects	Regional Office Education Support Services Division (ESSD)	Schools Division Office School Governance and Operations Division (SGOD)
1. Adopt-a-School Program (ASP)	₱ 93,000.00	₱ 93,000.00
2. Local Stakeholders Convergence (LSC)	₱ 100,000.00	₱ 100,000.00
Total	₱ 193,000.00	₱ 193,000.00

II. CLEAR STATEMENT OF THE REQUEST AND RECOMMENDED ACTION:

The External Partnerships Service is respectfully requesting Your Honor's approval on the draft Guidelines on the Release, Utilization, Monitoring and Reporting of the Program Support Funds for Building Partnership and Linkages Program for Fiscal year 2025.

IV. DRAFT ACTION DOCUMENT

Should Your Honor find the recommendation above favorable, we would appreciate receiving Your Honor's approval with Your Honor's signature affixed at the face of this Memorandum.

Thank you very much.

Attachment:

1. Draft Guidelines
2. Annex A and B



Republic of the Philippines
Department of Education

FEB 03 2025

OFFICE ORDER
OO-OSEC-2025-025

DESIGNATION OF ASSISTANT SECRETARY DEXTER A. GALBAN AS OFFICER-IN-CHARGE, OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Division Chiefs
All Others Concerned

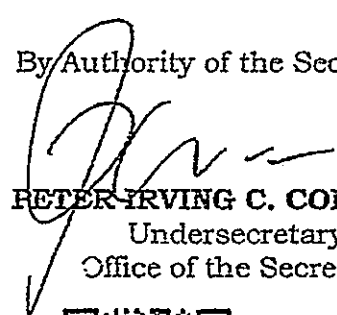
1. In view of the official foreign travel of ASec. Malcolm S. Garma, Assistant Secretary for Operations, Officer-in-Charge, Office of the Undersecretary for Operations (OUOPS), and in the exigency of service, **Assistant Secretary Dexter A. Galban**, Assistant Secretary for Operations, is designated as Officer-in-Charge (OIC) of the OUOPS effective February 8-15, 2025 or until the return to duty of Assistant Secretary Garma.

2. As OIC, **Assistant Secretary Galban** shall sign official correspondence in the following manner:

DEXTER A. GALBAN
Assistant Secretary for Operations
Officer-in-Charge
Office of the Undersecretary for Operations

3. Immediate dissemination of this Order is directed.

By Authority of the Secretary:


PETER IRVING C. CORVERA
Undersecretary
Office of the Secretary

MSCM APA MPC, OO Designation of ASec. Galban as OIC of the OUOPS
0030 -- January 30, 2025



Region: _____
 Division: _____
 Amount of Support Fund Received: _____
 Check No.: _____
 Date: _____

Amount Utilized: _____

Amount Liquidated: _____

[illegible]

Prepared By:

Partnership Focal Person

Noted By:

Approved By:

ESSD Chief/SGOD Chief

Regional Director/Schools Division Superintendent

**PROGRAM SUPPORT FUNDS FOR PARTNERSHIP BUILDING AND LINKAGES
PHYSICAL AND FINANCIAL ACCOMPLISHMENT
FY 2025 PSF-BPLP - ADOPT-A-SCHOOL PROGRAM**

Amount Utilized: _____
Amount Liquidated: _____

Prepared By:	Partnership Focal Person
Noted By:	ESSD Chief/SGOD Chief

Regional Director/Schools Division Superintendent

Annex A to CO-EPS No. 01-014, s. 2025

Sample Activity Design for Local Stakeholders Convergence

Program Objectives	<ol style="list-style-type: none"> 1. Converge with internal and external stakeholders to discuss critical issues of basic education <ol style="list-style-type: none"> 1.1 Report on the accomplishments of education 1.2 Review agencies partnership vis-s-vis its contributions to each thematic area 1.3 Orient the stakeholders <i>on the current issues and challenges of</i> education 2. To recognize the contributions of stakeholders, promote and strengthen commitment for better delivery of basic education services on access, quality and governance 3. To formulate plan of action to address the gaps of current education status
Duration	1 day or according to the need and scale
Suggested Target Participants	<ol style="list-style-type: none"> 1. Division Officials 2. PSDS, School Heads and Teachers 3. POs, CSO's, NGOs 4. PTA, SGC 5. NGAs (All concerned agencies) 6. LGUs (Governors, Mayors and Barangay Captains and Chairman of Education Committee) 7. Prospective/Existing Partners/Community Members 8. Student Leaders
Target Date	As appropriate
Program Components	<ol style="list-style-type: none"> 1. LGU Local Chief Executive to set tone for the activity 2. Presentation of the state of education (current status, accomplishments, challenges and presentation of recognition) by the School Head/SDS/RD or any other capable personnel in the office 3. Identifying Challenges in Basic Education 4. Planning Aspirations for Basic Education 5. Commitment Setting and Moving Forward 6. Grouping for plan of action
Strategies for Presentation	<ol style="list-style-type: none"> 1. Talk shows/panel discussions 2. Video presentations of both successful and challenging stories 3. Testimonies and sharing of innovations