



Republic of the Philippines
Department of Education
REGION X

SCHOOLS DIVISION OF MISAMIS ORIENTAL

Office of the Schools Division
Superintendent

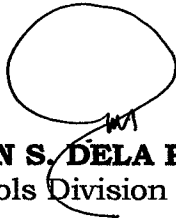
6 DECEMBER 2019

DIVISION MEMORANDUM
No. **723**, s. 2019

**REIMBURSEMENT OF TRANSPORTATION EXPENSES FOR THE
DELIVERY OF LEARNING RESOURCES CY 2019**

To: **ALL SCHOOL HEADS CONCERNED**
ALL SCHOOL PROPERTY CUSTODIANS CONCERNED

1. Relative to the Sub-Allotment Release Order No. OSEC-10-19-1583, this Office will subsidize to cover the expenses incurred in transporting the centrally procured learning resources to your respective schools.
2. A distribution fund of one peso and fifty centavos (PhP1.50) per Learner's Material and Activity Sheet from District Offices to Schools to cover actual expenses of transporting the learning resources.
3. The mode of payment shall be through reimbursement scheme. The following acceptable supporting documents must be prepared:
 - a) Annex 1 - Itinerary of Travel
 - b) Annex 2 - Certificate of Appearance
 - c) Annex 3 - Travel Order
 - d) Annex 4 - Certificate of Travel Completed
 - e) Annex 5 - List of Books Transferred from District Office to School
 - f) Annex 6 - If applicable, Certification of Expenses Not Requiring Receipts (not more than Php 300.00 per COA Circular 2017-01).
 - g) If applicable, bus or analogous means of transportation TICKET.
4. All supporting documents for the reimbursement of transportation expenses shall be submitted to the Accounting Office on or before **December 15, 2019**.
5. For compliance


JONATHAN S. DELA PEÑA, PhD, CESO V
Schools Division Superintendent





Republic of the Philippines
Department of Education
 REGION X

SCHOOLS DIVISION OF MISAMIS ORIENTAL

Annex 1

ITINERARY OF TRAVEL

Name _____
 Position _____ (Date) _____
 Official Station _____
 Purpose of Travel To pick up Learners Material/Teachers Guide and/or
Textbook/Teachers
Manual from District Office to School

Date	Place to be Visited	Time		Allowable Transportation	Amount
		Departure	Arrival		
				GRAND TOTAL	

Prepared by:

 School Property Custodian

APPROVED:

 Principal /School Head





Republic of the Philippines
Department of Education
REGION X

SCHOOLS DIVISION OF MISAMIS ORIENTAL

Annex 2

CERTIFICATE OF APPEARANCE

This is to certify that Mr/Mrs _____ of
(School Property Custodian)

_____ has appeared in the **District Office to pick up**
(name of school)

the Learners Materials/ Teacher's Guide/ Textbooks/Teacher's Manual _____ on

(month/date/year)

Issued this _____ day of _____ 2019.

Public Schools District Supervisor



Address: Del Pilar corner Velez Street, Brgy. 29, Cagayan de Oro City 9000
Telephone Nos.: (088) 881-3094 | Text: 0917-8992245 (Globe)
Website: www.deped.misor.net | Email: misamis.oriental@deped.gov.ph



Republic of the Philippines
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Annex 3

TRAVEL ORDER

Name	Position	Name of School
	School Property Custodian	

DESTINATION: DISTRICT OFFICE OF _____

DEPARTURE DATE: _____

DATE OF EXPECTED RETURN: _____

PURPOSE: To pick up Learners Material/ Teacher's Guide and/or Textbooks/Teacher's Manual from District Office to School.

APPROVED:

School Principal/ School Head



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Appendix 4

CERTIFICATE OF TRAVEL COMPLETED

Entity Name:

Pick up Learners Material/ Teacher's Guide and/or Textbooks/Teacher's Manual from District Office to School.

I HEREBY CERTIFY THAT I have completed the travel as authorized in the Travel Order dated _____ under conditions indicated below:

- / x / Strictly in accordance with the approved itinerary.
- / / Cut short as explained below. Excess payment in the amount of _____
- / / Extended as explained below, additional itinerary was submitted
- / / Other deviation as explained below.

Evidence of travel:

Approved Itinerary
Certificate of Appearance
Bus Tickets or RER

Respectfully submitted:

School Property Custodian

On evidence and information of which I have the knowledge, the travel was actually undertaken.

Approved:

School Head



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Republic of the Philippines
Department of Education

31 JUL 2014

DepEd MEMORANDUM
No. **87**, s. 2014

GUIDELINES ON THE UTILIZATION OF DISTRIBUTION FUNDS FOR CENTRALLY PROCURED INSTRUCTIONAL MATERIALS

To: Regional Directors
Schools Division Superintendents
Heads, Public Elementary Schools
All Others Concerned

1. The Department of Education (DepEd) issues the **Guidelines on the Utilization of Distribution Funds for Centrally Procured Instructional Materials** for the information and guidance of all concerned.

2. The distribution funds (DFs) allotted for instructional materials (learner's materials and activity sheets) procured by the DepEd Central Office (CO) is three pesos (P 3.00) per copy for the delivery of buffer stock from schools division offices (SDOs) to the elementary schools, and one peso and fifty centavos (P 1.50) from district offices to elementary schools. The list of instructional materials (IMs) covered by the DFs is detailed in Enclosure No. 1, while the breakdown of funds per division is contained in Enclosure No. 2.

3. The DFs shall be downloaded by the CO to the SDOs through the issuance of a Sub-ARO. The release of the 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.

4. The SDOs shall maintain a separate subsidiary ledger on which receipts and expenditures shall be recorded. The DFs shall be used only for the intended purpose and must not be used to procure workbooks, supplementary materials, and other IMs. The SDO shall report the utilization of the DFs using the format in Enclosure No. 3 to be certified by the division accountant and approved by the schools division superintendent (SDS) for submission to the Instructional Materials Council Secretariat (IMCS) within six months. The SDOs which fail to submit disbursement reports within the specified time, will not be provided with DFs for the next deliveries of elementary IMs.

5. The DFs shall only be used for the actual expenses incurred during the process of transporting the IMs from the schools division/district offices to the district offices/elementary schools. For example, schools in the district offices, which are the delivery points, shall not incur transportation costs; hence, they will not have any allocation, while schools in hard-to-reach areas may need more than the allotted funds per material.

6. The mode of payment shall be through a reimbursement scheme with provision of acceptable supporting documents such as Travel Order, Itinerary of Travel, bus or analogous means of transportation ticket, RER, and other documents. Expenses incurred are subject to the usual government accounting and auditing rules and regulations.

7. The regional and schools division offices shall oversee the distribution of the materials to the elementary schools to ensure 1:1 ratio of materials to pupils, validate deliveries of the IMs, and ensure proper utilization of funds for the intended purpose.

8. For more information or clarification, all concerned may contact **Engr. Benjamin DC. Caburnay** or **Mr. Antonio L. Tan** at telefax nos.: (02) 634-0901; (02) 631-4985 or mobile phone nos.: 0928-696-0132; 0917-472-0653 or through email addresses: imcs@deped.gov.ph; depedimcs@gmail.com.

9. Immediate dissemination of this Memorandum is desired.



BR. ARMIN A. LUISTRO FSC
Secretary

Encls.:

As stated

Reference:

DepEd Memorandum: No.: 174, s. 2013

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

FUNDS
INSTRUCTIONAL MATERIALS
MANUALS
PUPILS
SCHOOLS
TEACHERS

Madel: Guidelines on Centrally Procured Instructional Materials
0446-June 13, 2014/6-17/6-18/69

A. Learning Materials Procured and Covered by the Distribution Funds for SY 2014-2015

Type of Material/s	Delivery Points	Awarded Supplier/s	Delivery Period
Kindergarten Activity Sheets	District Offices	Vicarish Publication	June 25-July 25, 2014
Grade 1 English Activity Sheets	District Offices	Lexicon Press, Inc.	June 25-July 25, 2014
Grade 3 Filipino LMs	Division Buffer Stock & District Office	Lexicon Press, Inc	August-Sept. 2014
Grade 3 MTB-MLE LMs	Division Buffer Stock & District Office	Book Media Press	August-Sept. 2014
Grade 3 Mathematics LMs	Division Buffer Stock & District Office	Book Media Press	August-Sept. 2014
Grade 3 Edukasyon sa Pagpapakato (EsP) LMs	Division Buffer Stock & District Office	Studio Graphics	August-Sept. 2014
Grade 3 MAPEH LMs	Division Buffer Stock & District Office	Rex Book Store	August-Sept. 2014

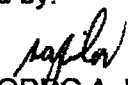
B. Learning Materials to be Procured in CY 2014

Type of Material/s	Delivery Points	Proposed Delivery Period
Grade 3 English LMs & TGs	District Offices	Sept. – Nov. 2014
Grade 3 AP LMs & TGs	District Offices	Sept. – Nov. 2014
Grade 3 Science LMs & TGs	District Offices	Sept. – Nov. 2014
Grade 3 Filipino TGs	District Offices	Sept. – Nov. 2014
Grade 3 MTB-MLE TGs	District Offices	Sept. – Nov. 2014
Grade 3 Mathematics TGs	District Offices	Sept. – Nov. 2014
Grade 3 EsP TGs	District Offices	Sept. – Nov. 2014
Grade 3 MAPEH TGs	District Offices	Sept. – Nov. 2014
Grade 3 AP Resource Book	District Offices	Sept. – Nov. 2014

Prepared by:


 ANTONIO L. TAN
 Project Development Officer III

Noted by:


 SOCORRO A. PILOR
 Executive Director

**Allocation of Distribution of Funds per Division for Centrally Procured Instructional Materials (IMs)
Guidelines on the Utilization of Distribution Funds for IMs**

Region	Division	QUANTITY				Total Cost
		District			Division	
		Grade 1 Activity Sheet	Kindergarten Activity Sheets	Grade 3 LMs (Filipino, MTB- MLE, Math, EsP & MAPEH)	Grade 3 (LMs) Buffer Stock	
GRAND TOTAL (All Zones)		2,477,881	1,916,026	12,067,868	251,132	25,446,058.50
TOTAL - ZONE 1		482,574	408,480	2,287,953	54,821	4,932,973.50
I	TOTAL	112,603	102,103	556,922	16,031	1,205,535.00
I	Alaminos City	2,198	1,928	11,163	598	24,727.50
I	Candon City	1,234	1,037	5,933	324	13,278.00
I	Dagupan City	4,088	3,100	20,105	494	42,421.50
I	Ilocos Norte	8,875	8,587	50,443	1,637	106,768.50
I	Ilocos Sur	12,090	10,298	61,526	1,680	130,911.00
I	La Union	12,840	12,965	68,551	1,708	146,658.00
I	Laoag City	1,812	1,623	10,617	648	23,022.00
I	Batac City	915	854			2,653.50
I	Pangasinan I	33,377	28,289	156,687	3,911	339,262.50
I	Pangasinan II, Binalonan	24,374	23,162	116,438	2,329	252,948.00
I	San Carlos City, I	4,780	5,167	23,192	1,098	53,002.50
I	San Fernando City, I	1,928	1,617	10,473	648	22,971.00
I	Urdaneta City	3,101	2,643	16,585	488	34,957.50
I	Vigan City	991	833	5,209	468	11,953.50
II	TOTAL	81,142	73,854	380,067.00	9,481.00	831,037.50
II	Batanes	353	348	2,260	324	5,413.50
II	Cagayan	25,582	23,700	116,942	2,955	258,201.00
II	Cauayan City	3,054	3,712	14,154	504	32,892.00
II	Isabela	27,100	24,615	130,481	2,587	281,055.00
II	Ilagan City	3,145	2,711	13,175	360	29,626.50
II	Nueva Vizcaya	11,347	9,136	52,760	1,215	113,509.50
II	Quirino	4,502	4,049	22,430	668	48,475.50
II	Santiago City	3,127	3,024	13,840	508	31,510.50
II	Tuguegarao City	2,932	2,559	14,025	360	30,354.00
III	TOTAL	249,902	198,445	1,163,200	24,573	2,491,039.50
III	Angeles City	9,570	4,807	41,944	835	86,986.50
III	Aurora	5,310	5,033	27,950	550	59,089.50
III	Balanga City	1,968	1,697	9,740	360	21,187.50
III	Bataan	15,256	11,939	68,015	1,300	146,715.00
III	Bulacan	47,821	36,151	219,925	4,305	468,760.50
III	Cabanatuan City	6,626	5,372	30,365	595	65,329.50
III	Gapan City	3,703	2,226	12,125	360	28,161.00
III	Mabalacat City	4,993	3,767	25,378	1,098	54,501.00

**Allocation of Distribution of Funds per Division for Centrally Procured Instructional Materials (IMs)
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Region	Division	QUANTITY				Total Cost
		District			Division	
		Grade 1 Activity Sheet	Kindergarten Activity Sheets	Grade 3 LMs (Filipino, MTB- MLE, Math, EsP & MAPEH)	Grade 3 (LMs) Buffer Stock	
III	Meycauayan City	4,240	3,063	19,295	380	41,037.00
III	Malolos City	4,428	3,727	21,540	420	45,802.50
III	Munoz Science City	1,924	1,671	9,470	360	20,677.50
III	Nueva Ecija	33,568	30,115	158,550	3,110	342,679.50
III	Olongapo City	5,326	4,294	24,030	470	51,885.00
III	Pampanga	36,510	29,121	176,146	3,441	372,988.50
III	San Fernando City, III	6,542	4,967	32,016	991	68,260.50
III	San Jose City	3,239	2,447	14,320	280	30,849.00
III	San Jose del Monte City	12,747	7,861	55,415	1,030	117,124.50
III	Tarlac	23,837	20,291	115,080	2,317	245,763.00
III	Tarlac City	7,565	7,649	36,646	1,047	80,931.00
III	Zambales	14,729	12,247	65,250	1,324	142,311.00
CAR	TOTAL	38,927	34,078	187,764	4,736	405,361.50
CAR	Abra	5,090	4,938	26,840	825	57,777.00
CAR	Apayao	3,505	3,263	15,870	478	35,391.00
CAR	Baguio City	6,105	5,429	30,309	851	65,317.50
CAR	Benguet	8,516	7,211	41,130	881	87,928.50
CAR	Ifugao	5,810	4,852	25,720	505	56,088.00
CAR	Kalinga	5,848	4,866	29,615	836	63,001.50
CAR	Mt. Province	4,053	3,519	18,280	360	39,858.00
TOTAL - ZONE 2		786,551	570,612	3,898,506	74,541	8,107,126.50
IV-A	TOTAL	298,085	220,092	1,464,840	28,215	3,059,170.50
IV-A	Antipolo City	16,931	9,791	82,595	1,560	168,655.50
IV-A	Bacoor City	9,610	6,106	46,675	790	95,956.50
IV-A	Batangas	38,578	32,136	190,480	3,640	402,711.00
IV-A	Batangas City	6,145	5,750	32,425	635	68,385.00
IV-A	Calamba City	9,343	6,531	47,680	850	97,881.00
IV-A	Cavite	39,698	27,794	182,080	3,570	385,068.00
IV-A	Cavite City	2,283	1,773	11,475	360	24,376.50
IV-A	Dasmaringas City	11,170	6,645	59,830	1,105	119,782.50
IV-A	Imus City	6,289	4,278	31,590	580	64,975.50
IV-A	Laguna	39,303	30,126	191,825	3,575	402,606.00
IV-A	Lipa City	6,790	5,620	35,020	680	73,185.00
IV-A	Lucena City	6,631	5,870	32,290	595	68,971.50
IV-A	Quezon	43,654	35,461	238,390	4,630	490,147.50
IV-A	Rizal	43,706	27,890	193,430	3,795	408,924.00
IV-A	San Pablo City	5,922	4,913	27,570	540	59,227.50
IV-A	Sta. Rosa City	6,672	4,848	32,075	590	67,162.50
IV-A	Tanauan City	3,489	2,967	18,030	360	37,809.00

**Allocation of Distribution of Funds per Division for Centrally Procured Instructional Materials (IMs)
Guidelines on the Utilization of Distribution Funds for IMs**

Region	Division	QUANTITY				Total Cost
		District			Division	
		Grade 1 Activity Sheet	Kindergarten Activity Sheets	Grade 3 LMs (Filipino, MTB- MLE, Math, EsP & MAPEH)	Grade 3 (LMs) Buffer Stock	
IV-A	Tayabas City	1,871	1,593	11,380	360	23,346.00
IV-B	TOTAL	83,531	69,930	445,470	8,435	923,701.50
IV-B	Calapan City	2,849	2,549	16,955	360	34,609.50
IV-B	Marinduque	6,133	5,192	33,130	640	68,602.50
IV-B	Occidental Mindoro	13,197	10,239	79,605	1,390	158,731.50
IV-B	Oriental Mindoro	19,311	16,296	101,870	1,870	211,825.50
IV-B	Palawan	27,166	23,353	137,820	2,700	290,608.50
IV-B	Puerto Princesa City	6,499	4,864	32,275	615	67,302.00
IV-B	Romblon	8,376	7,437	43,815	860	92,022.00
V	TOTAL	168,591	137,636	910,601	16,781	1,875,585.00
V	Albay	22,473	19,194	126,155	2,475	259,158.00
V	Camarines Norte	16,641	12,783	88,510	1,735	182,106.00
V	Camarines Sur	47,270	38,373	279,236	4,236	560,026.50
V	Catanduanes	6,995	6,106	38,170	735	79,111.50
V	Iriga City	2,622	2,663	14,320	344	30,439.50
V	Legazpi City	4,376	3,933	27,055	455	54,411.00
V	Ligao City	3,223	2,896	16,425	360	34,896.00
V	Masbate	30,113	23,257	138,800	2,861	296,838.00
V	Masbate City	3,441	2,837	14,995	360	32,989.50
V	Naga City	5,242	3,827	23,020	450	49,483.50
V	Sorsogon	17,951	15,521	98,910	1,940	204,393.00
V	Sorsogon City	4,840	3,478	21,990	430	46,752.00
V	Tabaco City	3,404	2,768	23,015	400	44,980.50
NCR	TOTAL	236,344	142,954	1,077,595	21,110	2,248,669.50
NCR	Calocan City	30,397	15,958	137,235	2,645	283,320.00
NCR	Las Piñas City	12,178	5,190	54,465	1,070	110,959.50
NCR	Makati City	8,972	6,353	42,140	825	88,672.50
NCR	Malabon City	9,180	5,301	41,425	800	86,259.00
NCR	Mandaluyong City	5,633	4,184	27,095	530	56,958.00
NCR	Manila	36,627	19,342	156,290	3,065	327,583.50
NCR	Mankina City	8,190	3,499	39,305	770	78,801.00
NCR	Muntinlupa City	8,438	6,112	41,850	820	87,060.00
NCR	Navotas City	6,512	3,509	27,175	535	57,399.00
NCR	Paranaque City	10,767	6,519	53,390	1,045	109,149.00
NCR	Pasay City	6,658	5,292	29,245	575	63,517.50
NCR	Pasig City	13,034	9,278	63,430	1,245	132,348.00
NCR	Quezon City	49,281	29,512	222,545	4,365	465,102.00
NCR	San Juan City	1,511	963	7,265	180	15,148.50

**Allocation of Distribution of Funds per Division for Centrally Procured Instructional Materials (IMs)
Guidelines on the Utilization of Distribution Funds for IMs**

Region	Division	QUANTITY				Total Cost
		District			Division	
		Grade 1 Activity Sheet	Kindergarten Activity Sheets	Grade 3 LMs (Filipino, MTB- MLE, Math, EsP & MAPFH)	Grade 3 (LMs) Buffer Stock	
NCR	Taguig City & Pateros	15,407	12,092	74,550	1,460	157,453.50
NCR	Valenzuela City	13,559	9,850	60,190	1,180	128,938.50
CO	CO Bufferstock					-
TOTAL - ZONE 3		498,063	401,840	2,537,490	50,780	5,308,429.50
VI	TOTAL	190,250	149,809	950,155	19,085	1,992,576.00
VI	Aklan	12,466	10,538	71,910	1,355	146,436.00
VI	Antique	14,805	14,144	78,010	1,605	165,253.50
VI	Bacolod City	13,245	7,401	56,095	1,100	118,411.50
VI	Bago City	4,331	3,273	21,645	425	45,148.50
VI	Cadiz City	4,135	2,852	21,170	415	43,480.50
VI	Capiz	14,309	13,779	73,855	1,450	157,264.50
VI	Escalante City	2,735	1,989	14,355	360	29,698.50
VI	Guimaras	3,707	3,486	20,535	405	42,807.00
VI	Iloilo	43,253	35,094	220,865	4,325	461,793.00
VI	Iloilo City	8,429	5,840	42,715	840	87,996.00
VI	Kabankalan City	6,177	4,426	29,350	725	62,104.50
VI	La Carlota City	1,743	1,505	8,320	180	17,892.00
VI	Negros Occidental	45,167	32,971	204,835	3,895	436,144.50
VI	Passi City	1,862	1,491	12,320	360	24,589.50
VI	Roxas City	3,545	3,103	18,260	360	38,442.00
VI	Sagay City	4,286	2,886	21,355	540	44,410.50
VI	San Carlos City, VI	3,162	2,506	19,900	385	39,507.00
VI	Silay City	2,893	2,525	14,660	360	31,197.00
VII	TOTAL	185,024	150,887	934,425	18,865	1,962,099.00
VII	Bais City	2,128	1,614	10,610	360	22,608.00
VII	Bayawan City	4,335	2,729	15,275	360	34,588.50
VII	Bogo City	1,992	1,857	8,845	180	19,581.00
VII	Bohol	29,778	25,342	165,785	3,170	340,867.50
VII	Carcar City	2,926	3,014	18,575	360	37,852.50
VII	Cebu City	20,320	13,053	97,250	1,905	201,649.50
VII	Cebu	56,685	47,777	268,290	5,190	574,698.00
VII	Danao City	3,397	3,224	19,845	370	40,809.00
VII	Dumaguete City	2,586	1,872	12,140	360	25,977.00
VII	Guihulngan City	2,634	2,646	12,840	360	28,260.00
VII	Lapu-Lapu City	9,839	8,458	50,360	985	105,940.50
VII	Mandaue City	7,264	6,637	39,015	710	81,504.00
VII	Naga City	2,858	2,256	15,340	360	31,761.00
VII	Negros Oriental	21,909	17,270	117,105	2,245	241,161.00

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Guidelines on the Utilization of Distribution Funds for IMs**

Region	Division	QUANTITY				Total Cost
		District			Division	
		Grade 1 Activity Sheet	Kindergarten Activity Sheets	Grade 3 LMs (Filipino, MTB- MLE, Math, EsP & MAPEH)	Grade 3 (LMs) Buffer Stock	
VII	Siquijor	1,822	1,644	10,485	360	22,006.50
VII	Tagbilaran City	1,851	1,525	9,435	360	20,296.50
VII	Talisay City	5,431	4,090	26,935	515	56,229.00
VII	Tanjay City	1,933	1,808	9,075	180	19,764.00
VII	Toledo City	5,336	4,071	27,220	535	56,545.50
VIII	TOTAL	122,789	101,144	652,910	12,830	1,353,754.50
VIII	Baybay City	2,694	1,996	13,320	360	28,095.00
VIII	Biliran	4,739	4,065	26,710	720	55,431.00
VIII	Borongan City	1,860	1,417	9,465	180	19,653.00
VIII	Calbayog City	4,905	4,106	28,240	530	57,466.50
VIII	Catbalogan City	2,615	2,096	17,245	360	34,014.00
VIII	Eastern Samar	11,744	9,454	64,795	1,220	132,649.50
VIII	Leyte	39,613	33,791	193,490	3,705	411,456.00
VIII	Maasin City	1,614	1,470	10,310	175	20,616.00
VIII	Northern Samar	20,656	15,662	108,115	2,040	222,769.50
VIII	Ormoc City	5,083	3,834	24,450	475	51,475.50
VIII	Samar (Western Samar)	13,779	12,334	83,635	1,660	169,602.00
VIII	Southern Leyte	7,980	6,797	43,560	850	90,055.50
VIII	Tacloban City	5,507	4,122	29,575	555	60,471.00
TOTAL - ZONE 4		710,693	535,094	3,343,919	70,990	7,097,529.00
IX	TOTAL	105,505	85,594	555,183	12,365	1,156,518.00
IX	Dapitan City	1,987	1,755	12,842	327	25,857.00
IX	Dipolog City	2,957	2,292	16,840	712	35,269.50
IX	Isabela City	3,432	3,582	15,763	647	36,106.50
IX	Pagadian City	5,000	3,591	26,026	485	53,380.50
IX	Zamboanga City	24,343	20,521	125,682	3,513	266,358.00
IX	Zamboanga del Norte	27,578	21,130	124,000	2,430	266,352.00
IX	Zamboanga del Sur	22,062	19,498	126,652	2,431	259,611.00
IX	Zamboanga Sibugay	18,146	13,225	107,378	1,820	213,583.50
X	TOTAL	130,327	101,256	610,560	12,095	1,299,499.50
X	Bukidnon	36,406	25,662	156,825	3,075	337,564.50
X	Cagayan de Oro City	15,167	11,787	73,335	1,420	154,693.50
X	Camiguin	2,196	2,062	11,757	334	25,024.50
X	El Salvador City	1,167	1,150	5,600	166	12,373.50
X	Gingoog City	3,782	3,494	19,435	380	41,206.50
X	Iligan City	9,076	7,324	45,503	855	95,419.50
X	Lanao del Norte	17,768	14,066	79,520	1,560	171,711.00

**Allocation of Distribution of Funds per Division for Centrally Procured Instructional Materials (IMs)
Guidelines on the Utilization of Distribution Funds for IMs**

Region	Division	QUANTITY				Total Cost
		District			Division	
		Grade 1 Activity Sheet	Kindergarten Activity Sheets	Grade 3 LMs (Filipino, MTB- MLE, Math, EsP & MAPEH)	Grade 3 (LMs) Buffer Stock	
X	Malaybalay City	5,471	3,636	23,810	465	50,770.50
X	Misamis Occidental	7,783	6,568	38,380	750	81,346.50
X	Misamis Oriental	19,007	16,678	96,140	1,885	203,392.50
X	Oroquieta City	1,606	1,238	9,770	177	19,452.00
X	Ozamis City	3,194	2,331	16,050	351	33,415.50
X	Tangub City	1,693	1,485	8,450	177	17,973.00
X	Valencia City	6,011	3,775	25,985	500	55,156.50
XI	TOTAL	131,797	92,505	634,307	12,483	1,325,362.50
XI	Compostela Valley	18,979	14,082	103,835	2,035	211,449.00
XI	Davao City	39,687	27,808	174,532	3,360	373,120.50
XI	Davao del Norte	11,892	9,393	68,224	1,455	138,628.50
XI	Davao del Sur	26,223	17,190	111,479	2,160	238,818.00
XI	Davao Oriental	7,841	5,444	36,235	710	76,410.00
XI	Digos City	4,449	2,823	20,540	405	42,933.00
XI	Island Garden City of Samal	2,369	2,094	13,665	342	28,218.00
XI	Mati City	10,083	7,224	48,725	955	101,913.00
XI	Panabo City	4,018	3,621	23,792	471	48,559.50
XI	Tagum City	6,256	2,826	33,280	590	65,313.00
XII	TOTAL	120,461	103,321	611,344	13,810	1,294,119.00
XII	Cotabato City	6,364	5,417	29,751	1,037	65,409.00
XII	General Santos City	13,507	11,768	84,506	1,340	168,691.50
XII	Kidapawan City	3,475	3,190	17,591	498	37,878.00
XII	Koronadal City	3,684	2,961	19,495	940	42,030.00
XII	North Cotabato	33,740	33,972	166,668	3,331	361,563.00
XII	Sarangani	17,444	14,227	95,208	2,090	196,588.50
XII	South Cotabato	21,031	16,194	99,122	2,119	210,877.50
XII	Sultan Kudarat	19,144	13,911	88,038	1,837	187,150.50
XII	Tacurong City	2,072	1,681	10,965	618	23,931.00
XIII	TOTAL	75,845	57,700	378,496	7,638	790,975.50
XIII	Agusan del Norte	8,586	6,614	42,685	820	89,287.50
XIII	Agusan del Sur	20,029	15,195	92,741	1,800	197,347.50
XIII	Bayugan City	3,083	2,321	16,325	352	33,649.50
XIII	Bislig City	2,423	2,091	12,085	335	25,903.50
XIII	Butuan City	9,376	6,740	47,687	865	98,299.50
XIII	Cabacbaran City	2,095	1,423	10,209	363	21,679.50
XIII	Dinagat Island	2,822	2,409	16,026	207	32,506.50
XIII	Siargao	3,433	3,013	17,985	359	37,723.50
XIII	Surigao City	3,737	2,986	19,895	390	41,097.00

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: imcs@deped.gov.ph or depedimcs@gmail.com

Telefax numbers: 634-09-01, 631-49-85

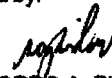
**Allocation of Distribution of Funds per Division for Centrally Procured Instructional Materials (IMs)
Guidelines on the Utilization of Distribution Funds for IMs**

Region	Division	QUANTITY				Total Cost
		District			Division	
		Grade 1 Activity Sheet	Kindergarten Activity Sheets	Grade 3 LMs (Filipino, MTB- MLE, Math, EsP & MAPEH)	Grade 3 (LMs) Buffer Stock	
XIII	Surigao del Norte	5,771	4,455	31,751	699	65,062.50
XIII	Surigao del Sur	12,793	9,360	63,371	1,274	132,108.00
XIII	Tandag City	1,697	1,093	7,736	174	16,311.00
ARMM	TOTAL	146,758	94,718	554,029	12,599	1,231,054.50
ARMM	Basilan	8,573	6,304	34,304	1,009	76,798.50
ARMM	Lamitan City	3,023	2,464	11,772	777	28,219.50
ARMM	Lanao del Sur - IA	13,085	10,353	49,720	1,059	112,914.00
ARMM	Lanao del Sur - IB	13,146	10,677	41,580	923	100,873.50
ARMM	Lanao del Sur - IIA	10,892	6,744	39,525	1,019	88,798.50
ARMM	Lanao del Sur - IIB	7,931	5,430	33,540	996	73,339.50
ARMM	Maguindanao I	25,074	11,056	87,240	1,710	190,185.00
ARMM	Maguindanao II	19,467	9,051	72,012	1,479	155,232.00
ARMM	Marawi City	8,702	6,180	36,295	782	79,111.50
ARMM	Sulu I	13,672	7,636	55,541	1,030	118,363.50
ARMM	Sulu II	9,607	7,165	38,755	760	85,570.50
ARMM	Tawi-Tawi	13,586	11,658	53,745	1,055	121,648.50

Prepared by


ANTONIO L. TAN
PDO III

Noted by:


SOCORRO A. PILOR
Executive Director



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.

*all books
were delivered
through
tracking
services
from SDO
to DISTRICT
only*

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

