



Department of Education
Region III
DIVISION OF CITY SCHOOLS

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DIVISION MEMORANDUM
No. 381 s, 2017

RELEASED

October 10, 2017

OCT 10 2017

By

DepED Angeles City
Division of City Schools

To: Public Schools District Supervisors
Education Program Supervisors
School Heads of Public Elementary and Secondary Schools

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

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; As stipulated on DepEd Memorandum No. 211, s. 2016:
 - a. The Distribution Funds allotted for learning resources procured by the DepEd Central Office is Two Pesos (P 2.00) only per printed 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 only be used for the actual expenses incurred during the process of transporting the learning resources from the Division Office or District Office to the school.
2. Reimbursement may also be done for transporting the Buffer K to 12 books from the Division Office to the school last School Year, 2016-2017.
3. The following must be presented in claiming the actual expenses incurred during the process of transporting the learning resources :
 - ✓ Memorandum of Receipt (MR)
 - ✓ Reimbursement Expense Receipt (RER)
4. The following textbooks and manuals for Grade 6 are now available for pick up at the Division Office. See Mr. Armin Tayag, Supply Officer II, for your respective allotments.
 - ✓ Ugaling Pilipino sa Makabagong Panahon
 - ✓ 21st Century MATHletes
5. Immediate dissemination of this memorandum is desired.

LYN V. LANSANGAN

Chief-School Governance and Operations Division
Officer-in-Charge



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