



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM
CID-2025- 215

To : Curriculum Implementation Division Chief
Public Schools District Supervisors
EPS-LR Manager
Supply Officer
Budget Officer
School Heads

Subject : **DISSEMINATION OF GUIDELINES ON THE UTILIZATION OF PROGRAM SUPPORT FUNDS FOR HAULING AND DELIVERY SERVICES FOR VARIOUS LEARNING RESOURCES (CARMONA WAREHOUSE)**

Date : June 24, 2025

Pursuant to Regional Memorandum CLMD-2025-322, re: **Guidelines on the Utilization of Program Support Funds for Hauling and Delivery Services for various LRs (Carmona Warehouse)**, this office advises that the delivery drop-off points for learning resources are at the School Division Office to minimize delivery time and avoid spoilage and damage.

A budget for Program Support Fund (PSF) amounting to Thirty Thousand, Six Hundred Twenty Pesos (Php30,620.00) under ROP-11-25-1289, dated June 11, 2025 shall be downloaded to cover activities related to the delivery of various learning resources from the Regional Office.

Any excess amount or balance of PSF from the downloaded funds may be used for the funding of regional/division LR-related initiatives.

The utilization of the funds shall be subject to the existing budgeting, accounting, auditing, and procurement rules and regulations.

A Statement of Expenditures (SOEs) will be submitted to the Curriculum and Learning Management Division (CLMD) – Learning Resource Management Section (LRMS) through this link lrms.regionxi@deped.gov.ph starting June 30, 2025, or until the fund has been fully utilized.

Immediate dissemination and compliance of this Memorandum is desired.

For and in the absence of the
Schools Division Superintendent

Regional Schools Division of Digos City
RECORDS SECTION

RELEASED
21-7X298

DATE: JUN 25 2025 TIME: 10:21 AM

BY:

CHERRIE ANNE B. BOHOL
EPS-SGOD
Officer-In-Charge

Enclosed: As stated,
CID/LR/lrs



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Republic of the Philippines
Department of Education
DAVAO REGION



June 17, 2025

REGIONAL MEMORANDUM
CLMD-2025-322

DISSEMINATION OF GUIDELINES ON THE UTILIZATION OF PROGRAM SUPPORT
FUNDS FOR HAULING AND DELIVERY SERVICES FOR VARIOUS
LEARNING RESOURCES (CARMONA WAREHOUSE)

To: Schools Division Superintendents

1. Pursuant to Memorandum DM-CT-2025-066, re: **Guidelines on the Utilization of Downloaded Program Support Funds for Hauling and Delivery Services for Various LRs (Carmona Warehouse)**, this Office advises the Schools Division Offices (SDOs) to ensure distribution of various LRs to schools by adhering to the provisions stipulated.
2. This Office reiterates the following:
 - a. The funds can be downloaded further to the schools.
 - b. Any excess or balance of PSF from the downloaded funds may be used for the procurement of hauling and delivery of various LR requirements, including funding of regional/division LR-related initiatives.
3. The utilization of the funds shall be subject to the existing budgeting, accounting, auditing, and procurement rules and regulations.
4. This Office also advises the SDOs to submit the Statement of Expenditures (SOEs) to the Curriculum and Learning Management Division (CLMD)-Learning Resource Management Section (LRMS) through lrms.regionxi@deped.gov.ph starting June 30, 2025 until the fund has been fully utilized.
5. Immediate dissemination and compliance of this Memorandum is directed.

Enclosed: As stated.
RO12/aca

DEPARTMENT OF EDUCATION ROX
RECORDS SECTION
RELEASED

By: *[Signature]*
Date: *June 19, 2025*

ALLAN G. FARNAZO
Director IV



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Republic of the Philippines
Department of Education
DAVAO REGION

**Guidelines on the Utilization of Program Support Funds (PSF)
for Activities Related to Hauling and Delivery Services of various
Learning Resources (LRs)**

Source of Funds:

PPA356 – Textbooks and Instructional Materials

OSEC-11-25-02427 - Php 903,240.00 (Continuing)

Nine Hundred Three Thousand Two Hundred Forty Pesos (Php 903,240.00)

*Transfer of Program Support Funds (PSF) for Activities Related to Hauling and Delivery
Services of various Learning Resources (LRs)*

DIVISION	ROP No.	Date	Budget Allocation
Davao City	ROP-11-25-1284	June 11, 2025	275,940.00
Davao de Oro	ROP-11-25-1283	June 11, 2025	142,441.00
Davao del Norte	ROP-11-25-1285	June 11, 2025	91,859.00
Davao del Sur	ROP-11-25-1286	June 11, 2025	84,543.00
Davao Occidental	ROP-11-25-1287	June 11, 2025	62,775.00
Davao Oriental	ROP-11-25-1288	June 11, 2025	90,234.00
Digos City	ROP-11-25-1289	June 11, 2025	30,620.00
Island Garden City of Samal	ROP-11-25-1290	June 11, 2025	19,962.00
Mati City	ROP-11-25-1291	June 11, 2025	27,549.00
Panabo City	ROP-11-25-1292	June 11, 2025	33,329.00
Tagum City	ROP-11-25-1293	June 11, 2025	43,988.00
Total			903,240.00

Prepared by:

ANALIZA C. ALMAZAN
LR Manager

Noted by:

MARY JEANNE B. ALDEGUER
Chief, CLMD



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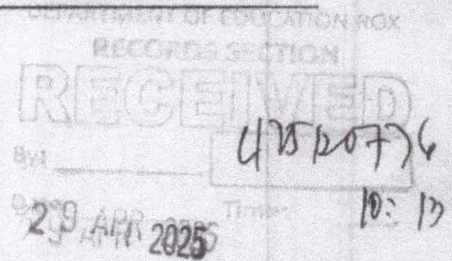




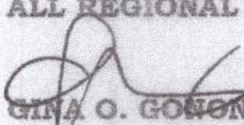
Republic of the Philippines
Department of Education

OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING

MEMORANDUM
DM-CT-2025-066



TO : ALL REGIONAL DIRECTORS

FROM : 
GINA O. GONSONG
Undersecretary

SUBJECT : GUIDELINES IN THE UTILIZATION OF DOWNLOADED PROGRAM SUPPORT FUNDS FOR HAULING AND DELIVERY SERVICES FOR VARIOUS LRs (CARMONA WAREHOUSE)

DATE : February 28, 2025

1. This is in relation to the Central Office procurement of Hauling and Delivery Services for various Learning Resources. It is to be noted that delivery drop-off points for learning resources are at Schools Division Offices (SDOs) to minimize delivery time and avoid spoilage and damage.
2. A total budget amounting to **Six Million Two Hundred Sixty-Four Thousand Eight Hundred Five Pesos (P6,264,805.00)** under FY 2024 (R.A 11975) Textbooks and Other Instructional Materials (TBIMs) Continuing Fund shall be downloaded to all regions to defray or cover activities related to Delivery of Various Learning Resources from Regional Offices (ROs) to SDOs and schools.
3. The Program Support Fund (PSF) shall be downloaded to ROs and may further be downloaded to SDOs or schools, at the discretion of the ROs and upon consultation with Schools Division Superintendents.
4. Attached are the following annexes for further information and guidance of the ROs for the procurement project:
 - a. **Annex A:** Summary of Financial Allocation Cost,
 - b. **Annex B:** Quantity of learning resources (LRs) per region, and
 - c. **Annex C:** Statement of Expenditure (SOE) shall be duly certified by the Regional Accountant and approved by the Regional Director.
5. The Learning Resources Production Division (LRPD) shall request the Finance Service-Budget Division of DepEd Central Office to prepare and issue the Sub-AROs to the ROs immediately.
6. In situation where there exists any excess or balance of PSF from the downloaded funds, this may be used for the procurement of hauling and delivery of various



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LR requirements, including funding of regional LR-related initiatives subject to existing auditing, accounting, and procurement rules and regulations.

7. Pending the issuance of Sub-AROs to the regions, these said offices are hereby advised to commence the preparation of procurement documents and to conduct procurement planning activities relative to the project.
8. All downloadable funds under the FY 2024 Continuing TBIMs Fund must be obligated and disbursed on or before **December 31, 2025**. The ROs or SDOs shall ensure the obligation and disbursement of these funds are in accordance with the National Budget Circular 595 s. 2025 (Guidelines on the Release of Funds for Fiscal Year 2025) as of January 20, 2025.
9. The SOEs shall be submitted to BLR Production Division through this link: <https://bit.ly/SOECarmonaWarehouse> **every 30th day of every month** following the month the fund has been downloaded to the region and the subsequent months until the said fund has been fully utilized.
10. The utilization of the funds herein shall be under the existing budgeting, accounting, auditing, and procurement rules and regulations.
11. The BLR shall continuously gather feedback on how the downloaded funds are utilized, as well as any challenges in the procurement of the said LRs.
12. For your guidance and strict compliance.

Copy furnished:

MALCOM S. GARMA
OIC-Undersecretary for Operations

ANNEX A

SUMMARY OF FINANCIAL ALLOCATION COST

REGION	AMOUNT
CAR	15,615.00
Region I	16,680.00
Region II	4,705.00
Region IV-B	117,490.00
Region V	47,615.00
Region VI	679,460.00
Region VII	559,285.00
Region VIII	757,725.00
Region IX	852,385.00
Region X	361,580.00
Region XI	903,240.00
Region XII - Proper	117,220.00
Region XIII	419,640.00
Region XII (BARMM)	1,412,165.00
Grand Total	Php 6,264,805.00

Fund Source: FY 2024 (R.A 11975) Textbooks and Other Instructional Materials (TBIMs) Continuing Fund

ANNEX B**QUANTITY OF LEARNING RESOURCES**

REGION	QUANTITY
CAR	3,123
Region I	3,336
Region II	941
Region IV-B	23,498
Region V	9,523
Region VI	135,892
Region VII	111,857
Region VIII	151,545
Region IX	170,477
Region X	72,316
Region XI	180,648
Region XII - Proper	23,444
Region XIII	83,928
Region XII (BARMM)	282,433
Grand Total	1,252,961