



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

CID-2025- 217

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 ACTIVITIES RELATED TO HAULING AND DELIVERY OF ELEMENTARY TEXTBOOKS AND TEACHER'S MANUAL**

Date : June 24, 2025

Pursuant to Regional Memorandum CLMD-2025-321, re: **Guidelines on the Utilization of Program Support Funds for Activities Related to Hauling and Delivery of Elementary Textbooks and Teacher's Manual**, this office advises that the delivery drop-off points of elementary TXs and TMs from Central Office are at the School Division Office to minimize delivery time and avoid spoilage and damages.

A budget for Program Support Fund (PSF) amounting to Thirty-Five Thousand, Eight Hundred Twenty-Three Pesos (Php35,823.00) under ROP-11-25-1300, dated June 11, 2025 shall be downloaded to cover activities related to the delivery of Textbooks and Teacher's Manual for elementary grade to recipient schools.

Any excess amount or balance remaining from the funds may be used for other activities and projects under the Textbooks and Other Instructional Materials program.

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

DepEd Schools Division of Digos City
RECORDS SECTION

RELEASED
DATE: JUN 25 2025 TIME: 10:41 am

BY:
Enclosed: As stated,
CID/LR/lts

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



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)
Telephone Nos.: (082) 553-8375; (082) 553-8396



Republic of the Philippines
Department of Education
DAVAO REGION

Schools Division of Digos
RECORDS SECTION

RECEIVED

0675070637

19 JUN 2025

TIME 11:14

June 17, 2025

REGIONAL MEMORANDUM
CLMD-2025-321

DISSEMINATION OF GUIDELINES ON THE UTILIZATION OF PROGRAM SUPPORT
FUNDS FOR ACTIVITIES RELATED TO HAULING AND DELIVERY OF
ELEMENTARY TEXTBOOKS AND TEACHER'S MANUALS

To: Schools Division Superintendents

1. Pursuant to Memorandum DM-CT-2025-061, re: **Guidelines on the Utilization of Downloaded Program Support Funds for Activities Related to Hauling and Delivery of Elementary Textbooks (TXs) and Teacher's Manuals (TMs)**, this Office advises the Schools Division Offices (SDOs) to ensure the delivered TXs and TMs from Central Office shall be distributed 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 amount or balance remaining from the funds may be used for other activities and projects under the Textbooks and Other Instructional Materials program.
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.

DEPARTMENT OF EDUCATION ROX.
RECORDS SECTION
RELEASED

ALLAN G. FARNAZO
Director IV

Enclosed: As stated.
RO12/aca

By: [Signature] June 19, 2025
Time: [Signature]



Address: F. Torres St., Davao City (8000)
Telephone Nos.: (082) 291-0051
Email Address: region11@deped.gov.ph
Website: www.depedroxi.ph





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 of Elementary
Textbooks and Teacher's Manuals**

Source of Funds:

PPA356 – Textbooks and Instructional Materials

OSEC-11-25-02085 - Php 1,056,736.00 (Continuing)

One Million Fifty Six Thousand Seven Hundred Thirty Six Pesos (Php 1,056,736.00)

*Transfer of Program Support Funds (PSF) for Activities Related to Hauling and Delivery of
Elementary TX and TM*

DIVISION	ROP No.	Date	Budget Allocation
Davao City	ROP-11-25-1295	June 11, 2025	322,833.00
Davao de Oro	ROP-11-25-1294	June 11, 2025	166,648.00
Davao del Norte	ROP-11-25-1296	June 11, 2025	107,470.00
Davao del Sur	ROP-11-25-1297	June 11, 2025	98,910.00
Davao Occidental	ROP-11-25-1298	June 11, 2025	73,443.00
Davao Oriental	ROP-11-25-1299	June 11, 2025	105,568.00
Digos City	ROP-11-25-1300	June 11, 2025	35,823.00
Island Garden City of Samal	ROP-11-25-1301	June 11, 2025	23,354.00
Mati City	ROP-11-25-1302	June 11, 2025	32,230.00
Panabo City	ROP-11-25-1303	June 11, 2025	38,994.00
Tagum City	ROP-11-25-1304	June 11, 2025	51,463.00
Total			1,056,736.00

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-2025-061

DEPARTMENT OF EDUCATION
RECORDS SECTION

RECEIVED

By: *[Signature]*
Date: 29 APR 2025
10:10

TO : ALL REGIONAL DIRECTORS

FROM : *[Signature]*
GINA O. GONONG
Undersecretary

SUBJECT : GUIDELINES ON THE UTILIZATION OF DOWNLOADED PROGRAM SUPPORT FUNDS FOR ACTIVITIES RELATED TO HAULING AND DELIVERY OF ELEMENTARY TEXTBOOKS AND TEACHER'S MANUALS

DATE : February 28, 2025

1. This is in relation to the Central Office procurement of new elementary Textbooks (TXs) and Teacher's Manuals (TMs) aligned with the MATATAG Curriculum. It is to be noted that delivery drop-off points of elementary TXs and TMs are at School Division Offices (SDOs)/District Offices/Central Schools to minimize delivery time and avoid spoilage and damages.
2. A total budget for Program Support Fund (PSF) amounting to **Sixteen Million Seven Hundred Ninety-Eight Thousand Forty-Four Pesos (P16,798,044.00)** 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 the Delivery of Textbooks and Teacher's Manuals for elementary grade from SDOs/District Offices/Central Schools to other recipient schools.
3. The PSF shall be downloaded to Regional Offices (ROs) and may further be downloaded to SDOs or schools, at the discretion of the ROs and upon consultation with Schools Division Superintendents (SDS).
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), that should be duly certified by the Regional Accountant and approved by the Regional Director.
5. The Bureau of Learning Resources-Production Division (BLR-PD) shall request the Finance Service-Budget Division of DepEd Central Office to prepare and issue the Sub-AROs to the ROs immediately.



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6. Pending the issuance of Sub-AROs to the regions, the respective offices are hereby advised to commence the preparation of procurement documents and conduct procurement planning activities relative to the project.
7. The downloaded funds for the hauling and delivery of elementary TXs and TMs 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.
8. Any excess amount or balance remaining from the funds may be used for other activities and projects under the Textbooks and Other Instructional Materials program.
9. The SOEs shall be submitted to BLR-PD through email: blr.lrpdi@deped.gov.ph **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 subject to 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 LR.
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	338,664.00
Region I	735,744.00
Region II	565,024.00
Region III	1,462,504.00
Region IV-A	1,571,072.00
Region IV-B	877,856.00
Region V	1,614,220.00
Region VI	1,447,776.00
Region VII	1,283,600.00
Region VIII	1,571,232.00
Region IX	974,792.00
Region X	1,208,496.00
Region XI	1,056,736.00
Region XII	1,287,704.00
Caraga	802,624.00
Grand Total	16,798,044.00

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

ANNEX B**QUANTITY OF LEARNING RESOURCES PER REGION**

REGION	QUANTITY OF TXs and TMs FOR 9 TXs-TMs (8 subjects)	
CAR	TX - 27,946	TM - 414
Region I	TX - 90,659	TM - 1,309
Region II	TX - 69,620	TM - 1,008
Region III	TX - 180,165	TM - 2,648
Region IV-A	TX - 193,463	TM - 2,921
Region IV-B	TX - 72,460	TM - 1,042
Region V	TX - 133,095	TM - 2,135
Region VI	TX - 119,464	TM - 1,776
Region VII	TX - 105,916	TM - 1,576
Region VIII	TX - 97,503	TM - 1,398
Region IX	TX - 60,480	TM - 889
Region X	TX - 74,975	TM - 1,112
Region XI	TX - 65,550	TM - 992
Region XII	TX - 79,898	TM - 1,167
Caraga	TX - 49,804	TM - 720
TOTAL	TX - 1,420,998	TM - 21,107