



Republic of the Philippines  
Department of Education  
REGION X – NORTHERN MINDANAO  
SCHOOLS DIVISION OF EL SALVADOR CITY

October 11, 2021

DIVISION MEMORANDUM  
No. 404, s. 2021

**UPDATING OF PHYSICAL AND FINANCIAL ACCOMPLISHMENT FOR 2018  
DOWNLOADED FUNDS**

To: **Division Budget Officer  
Division Supply Officer  
Education Program Supervisor, LRMS  
Concerned School Heads  
All Others Concerned**

1. Pursuant to the Department Memorandum OUCI-2021-437 and through the continues service for further advancement of the educational system, the Bureau of Learning Resource Cebu Office continues its program to provide Learning Tools and Equipment (LTE) in Science, Mathematics and Technical Vocational and Livelihood Education (TVL) Education as part of it mandate and commitment to the Filipino people.
2. In fact during the calendar year 2018, the Bureau downloaded funds to Schools Division Offices to maximize the utilization of funds intended for Learning Tools and Equipment (LTEs) through DepEd Order no.51, s. 2018.
3. However, project does not end with by just merely providing it to recipient school. Accountability plays a vital rose after this. In line with this, as per COA Consolidated Annual Audit Report (CAAR) for the year ended December 31, 2020, this office is required to update the physical and financial accomplishment for the Fiscal Year 2018 Downloaded Funds.
4. Hence, we would like to get an update on Physical and Financial Accomplishment for your end by completing the provided template and uploading it to [https://bit.ly/2018LTE\\_DLfunds](https://bit.ly/2018LTE_DLfunds).
5. The survey shall commence on the 11<sup>th</sup> of October 2021 until 3<sup>rd</sup> of December 2021. Attached is the mechanics and process flow on the conduct of this data gathering. Should there be any queries and clarification you may contact **JOCELYN D. GARCIANO** with contact no **0943-573-3451** with email add [Jocelyn.garciano@deped.gov.ph](mailto:Jocelyn.garciano@deped.gov.ph).



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6. Moreover, this activity adheres to the Equal Opportunity Principle (EOP) in observing all policies and protocol of the said activity. Hence, all actions shall be based solely on guidelines set with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.

7. For your immediate attention and wide dissemination

**OLGA C. ALONSABE, PhD, CESE**  
Asst. Schools Division Superintendent  
OIC-Office of the Schools Division Superintendent

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

Downloading Funds

LRMS





Republic of the Philippines

## Department of Education

UNDERSECRETARY FOR CURRICULUM AND INSTRUCTION

### MECHANICS ON THE UPDATING OF THE PHYSICAL AND FINANCIAL ACCOMPLISHMENT FOR FY 2018 DOWNLOADED FUNDS

1. The data gathering of the physical and financial accomplishment relative FY 2018 LTE downloaded funds shall commence on October 11, 2021.
2. The Budget Officer (ROs and SDOs)/Disbursing Officer (Implementing Units) and Supply Officer (ROs and SDOs) shall accomplish the template and eventual uploading to the online survey form. The 16 ROs and 201 SDOs will receive in their official DepEd email (as found on the DepEd CO website) the following files:
  - a. Memo (scanned in PDF)
  - b. List of SARO issued per RO/SDO (PDF)  
*Note: Link to download the template is in the list of SARO issued.*
3. The Office of the Schools Division Superintendent shall provide the Education Program Supervisor in-charge for Learning Resources of the memo and List of SARO issued. The EPS shall download each template for each schools listed as Implementing Units in the List of SARO issued and provide those IUs with the memo and Template specific for the recipient school.
4. At the school level (Implementing Units), the School Head shall access the google form in assistance with the Disbursing Officer and Supply Officer who holds the data to fill out the necessary information required for submission.
5. The survey form can be accomplished multiple times, however the last submission recorded will serve as the final submitted report.

#### Role of BLR Cebu

1. Prepare the online survey form, spreadsheet template, memo, list of SARO issued to RO and SDO.
2. Email to Regional Offices (ROs) and Schools Division Offices (SDOs) the above-mentioned files/links.

#### Role of BLR Cebu's Regional Focal Persons

1. Answer queries from the Regional Budget and Supply Officer, SDO Budget and Supply Officer, and School Head, Disbursing Officer and Supply Officer.
2. Monitor and report status of submission.
3. Coordinates with SDO EPS-Learning Resources on the dissemination and submission of the link for IUs accomplishment.
4. Updates regularly the Office of the Director of BLR Cebu on the status of submission.



### **Role of the Regional/Division Budget and Supply Officer**

1. Upon receipt of the memo and its attachments, the Budget and Supply Officer shall fill up accurate and necessary data and submit.

*Note: The ROs will receive and shall accomplish three (3) templates as follows: a) TVL, b) SME-JHS, and c) SME-SHS and upload each accomplished template separately to the online survey form.*

### **Role of the Schools Division Offices**

1. Ensure that all the recipient schools (IUs) in the division are provided with the memo and attachments through the Education Program Supervisor – Learning Resources.
2. The EPS in charge for Learning Resources shall download each template for each schools listed as Implementing Units in the List of SARO issued and provide those IUs with the memo and Template specific for the recipient school.

### **Role of the Implementing Unit's School Head, Disbursing Officer, and Supply Officer**

1. Upon receipt of the memo and its attachments, the Budget and Supply Officer shall fill up accurate and necessary data, then, submit.