



Republic of the Philippines
Department of Education

27 AUG 2013

DepEd ORDER
No. **35**, s. 2013

**GUIDELINES ON THE UTILIZATION OF FINANCIAL ASSISTANCE
TO SPECIAL SCIENCE ELEMENTARY SCHOOLS PROJECT**

To: Undersecretaries
Assistant Secretaries
Bureau Directors
Directors of Services, Centers and Heads of Units
Regional Directors
Schools Division/City Superintendents
Heads, Public Elementary Schools

1. The Department of Education (DepEd), through the Bureau of Elementary Education (BEE), has been implementing the **Special Science Elementary School (SSES) Project** since 2007. This is an educational intervention designed to develop children who have keen interest and exceptional abilities in Science and Mathematics.
2. To support the operation of the project, DepEd started to download financial subsidies to the SSES-implementing schools in Fiscal Year 2008 to augment their regular Maintenance and Other Operating Expenses (MOOE) and to pursue innovations as reflected in their approved School Improvement Plans (SIPs). For this year, funds shall be downloaded to schools listed in Enclosure No. 1, subject to the guidelines on the availment, release, utilization, and liquidation thereof.
3. The financial subsidy of the schools implementing the SSES Project shall be utilized for the following purposes:
 - a. Conduct of activities, such as investigatory projects, leadership training, workshop, educational visits, and participation in science-related activities, for pupil development and learning;
 - b. Purchase of assessment materials (e.g., psychological tests) and payment for professional services of psychologists and psychometricians in the screening and identification of Grade 1 entrants;
 - c. Capability building of teachers and school heads (SHs), and participation in conferences, trainings, seminars, and immersions in other science-related activities;
 - d. Procurement of video materials, licensed software, reference books, and instructional materials in Science, Mathematics, and English as prescribed in DepEd Order Nos. 48, s. 2011 and 112, s. 2009; and
 - e. Minor repairs and maintenance of devices/facilities such as science model apparatuses, scientific tools and equipment, among others.

4. The following objects of expenditure shall **not be allowed** under the subsidy:
 - a. Personal services such as salaries, overtime pay and honoraria;
 - b. Operational expenses such as utilities (water, electricity, janitorial and security services) funded from the regular MOOE; and
 - c. Capital Outlay such as the purchase of furniture and equipment (computers, science and math equipment and others), and major repairs of equipment and laboratories.
5. Upon release of the allotment by the Department of Budget and Management (DBM) to DepEd Central Office (CO), the Budget Division-Finance and Management Service shall issue the Sub-Allotment Release Order (Sub-ARO) to the schools with financial autonomy or to implementing units (IUs), and through the schools division offices for schools without fiscal autonomy. After the receipt of the Sub-ARO, the secondary IUs and the division offices (DOs) shall request from the concerned DBM Regional Offices (ROs) the corresponding cash requirements or Notice of Cash Allocation (NCA).
6. Management and disbursement of the funds, including the submission of quarterly physical and financial accomplishment reports on or before the third day of the first month of the succeeding quarter (April 3, July 3, October 3 and January 3) using the prescribed template in Enclosure No. 2 to the schools division/city office concerned, shall be the responsibility of the heads of the recipient schools, subject to the usual accounting and auditing rules and regulations.
7. The DO shall provide appropriate assistance, conduct quality assurance and monitoring of the program and integrate and submit the consolidated Physical and Financial Accomplishments using Enclosure No. 3 every fifth day of the month of the succeeding quarter (April 5, July 5, October 5 and January 5) to the RO concerned, copy furnished the BEE, DepEd CO through email address: bee.sdd.2013@gmail.com and Office of the Planning Service-Planning and Programming Division (OPS-PPD) through email address: opsppd.deped@gmail.com, DepEd Complex, Meralco Avenue, Pasig City.
8. The RO shall conduct quality assurance and monitor pertinent DO activities and provide the latter with appropriate technical assistance.
9. To ensure the effective and efficient implementation of the project, an evaluation shall be conducted by a composite task force in coordination with the OPS.
10. All existing Orders and Memoranda inconsistent with this Order are rescinded. These guidelines shall remain in force and in effect, unless sooner repealed, amended, or rescinded.
11. For more information and inquiries, all concerned may contact the **Chief, Staff Development Division-Bureau of Elementary Education (SDD-BEE)**, 2nd Floor Bonifacio Building, DepEd Complex, Meralco Avenue, Pasig City at telephone no.: (02) 687-2948 or through email address: bee.sdd.2013@gmail.com.
12. Immediate dissemination of and strict compliance with this Order is directed.


BR. ARMIN A. LUISTRO FSC
Secretary

LIST OF SSES IMPLEMENTING SCHOOLS

Region	Division	Regular Schools	Allocation		Total	
			Per GAA	Additional*		
I	1	La Union	2,100,000.00	379,155.00	2,479,155.00	
	2	San Fernando City	300,000.00	54,165.00	354,165.00	
	3	Batac City	300,000.00	54,165.00	354,165.00	
	4	Candon City	300,000.00	54,165.00	354,165.00	
	5	Dagupan City	300,000.00	54,165.00	354,165.00	
	6	Pangasinan I	300,000.00	54,165.00	354,165.00	
	7	Laoag City	300,000.00	54,165.00	354,165.00	
	II	8	Tuguegarao City	1,500,000.00	270,825.00	1,770,825.00
		9	Isabela	300,000.00	54,165.00	354,165.00
		10	Cagayan	300,000.00	54,165.00	354,165.00
	11	Cagayan	300,000.00	54,165.00	354,165.00	
	12	Santiago City	300,000.00	54,165.00	354,165.00	
III	13	Zambales	3,000,000.00	541,650.00	3,541,650.00	
	14	Pampanga	300,000.00	54,165.00	354,165.00	
	15	Nueva Ecija	300,000.00	54,165.00	354,165.00	
	16	Bataan	300,000.00	54,165.00	354,165.00	
	17	Angeles City	300,000.00	54,165.00	354,165.00	
	18	San Jose del Monte City	300,000.00	54,165.00	354,165.00	
	19	Balanga	300,000.00	54,165.00	354,165.00	
	20	Tarlac	300,000.00	54,165.00	354,165.00	
	21	Cabanatuan City	300,000.00	54,165.00	354,165.00	
	22	Gapan City	300,000.00	54,165.00	354,165.00	
IV-A	23	Cavite	2,700,000.00	487,485.00	3,187,485.00	
	24	Cavite	300,000.00	54,165.00	354,165.00	
	25	Laguna	300,000.00	54,165.00	354,165.00	
	26	Batangas	300,000.00	54,165.00	354,165.00	
	27	Tanauan City	300,000.00	54,165.00	354,165.00	
	28	Lipa	300,000.00	54,165.00	354,165.00	
	29	Sta. Rosa	300,000.00	54,165.00	354,165.00	
	30	Dasmariñas City	300,000.00	54,165.00	354,165.00	
	31	Quezon	300,000.00	54,165.00	354,165.00	

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Region	Division	Regular Schools	Allocation			
			Per GAA	Additional*	Total	
IV-B			1,500,000.00	270,825.00	1,770,825.00	
	32	Oriental Mindoro	300,000.00	54,165.00	354,165.00	
	33	Calapan City	300,000.00	54,165.00	354,165.00	
	34	Marinduque	300,000.00	54,165.00	354,165.00	
	35	Romblon	300,000.00	54,165.00	354,165.00	
	36	Palawan	300,000.00	54,165.00	354,165.00	
	V			2,700,000.00	487,485.00	3,187,485.00
		37	Ligao City	300,000.00	54,165.00	354,165.00
		38	Iriga City	300,000.00	54,165.00	354,165.00
		39	Sorsogon City	300,000.00	54,165.00	354,165.00
40		Camarines Sur	300,000.00	54,165.00	354,165.00	
41		Camarines Norte	300,000.00	54,165.00	354,165.00	
42		Legaspi City	300,000.00	54,165.00	354,165.00	
	43	Tabaco City	300,000.00	54,165.00	354,165.00	
	44	Albay	300,000.00	54,165.00	354,165.00	
	45	Catanduanes	300,000.00	54,165.00	354,165.00	
	VI			2,400,000.00	433,320.00	2,833,320.00
		46	Iloilo City	300,000.00	54,165.00	354,165.00
47		Iloilo	300,000.00	54,165.00	354,165.00	
48		Aklan	300,000.00	54,165.00	354,165.00	
49		Negros Occidental	300,000.00	54,165.00	354,165.00	
50		Bacolod City	300,000.00	54,165.00	354,165.00	
	51	Guimaras	300,000.00	54,165.00	354,165.00	
	52	Antique	300,000.00	54,165.00	354,165.00	
	53	Cadiz City	300,000.00	54,165.00	354,165.00	
	VII			1,500,000.00	270,825.00	1,770,825.00
54		Cebu City	300,000.00	54,165.00	354,165.00	
55		Cebu	300,000.00	54,165.00	354,165.00	
56		Tanjay	300,000.00	54,165.00	354,165.00	
57		Bohol	300,000.00	54,165.00	354,165.00	
58	Mandaue City	Mandaue City Central School	300,000.00	54,165.00	354,165.00	

LIST OF SSES IMPLEMENTING SCHOOLS

Region	Division	Regular Schools	Allocation				
			Per GAA	Total			
VIII	Leyte	Baybay Elementary School	300,000.00	54,165.00	354,165.00		
	Southern Leyte	Tomas Oopus Elementary School	300,000.00	54,165.00	354,165.00		
	Samar	Catbalogan III Central School	300,000.00	54,165.00	354,165.00		
	Calbayog City	Calbayog City CS	300,000.00	54,165.00	354,165.00		
	Biliran	Bunga Elementary School	300,000.00	54,165.00	354,165.00		
	Leyte	Alang Alang I Central School	300,000.00	54,165.00	354,165.00		
	IX	Zamboanga del Sur	Margosatubig Regional Pilot E/S	300,000.00	54,165.00	354,165.00	
		Zamboanga City	Putik Central School	300,000.00	54,165.00	354,165.00	
		X	Misamis Oriental	Jasaan Elementary School	300,000.00	54,165.00	354,165.00
			Iligan City	Iligan City Elementary School	300,000.00	54,165.00	354,165.00
XI	Bukidnon	Manalo Fortich CS	300,000.00	54,165.00	354,165.00		
		Valencia City	Balangan E/S	300,000.00	54,165.00	354,165.00	
	Oroquieta City	Oroquieta City Central School	300,000.00	54,165.00	354,165.00		
	72	Davao City	Sta. Ana Elementary School	300,000.00	54,165.00	354,165.00	
		Davao City	Matina Central School	300,000.00	54,165.00	354,165.00	
	74	Digos City	Digos City Central	300,000.00	54,165.00	354,165.00	
	75	Davao del Norte	Luna Elementary School	300,000.00	54,165.00	354,165.00	
	76	Island Garden City of Samal	Angel Villarica Central School	300,000.00	54,165.00	354,165.00	
	77	Davao Oriental	Mati Central School	300,000.00	54,165.00	354,165.00	
	78	Davao del Sur	Guiling Central School	300,000.00	54,165.00	354,165.00	
CARAGA			3,000,000.00	541,650.00	3,541,650.00		
79	Agusan del Sur	Agusan del Sur Pilot School (ADSPIL)	300,000.00	54,165.00	354,165.00		
80	Surigao City	Surigao City Special Science E/S	300,000.00	54,165.00	354,165.00		
81	Agusan del Norte	Cabadbaran North Elementary School	300,000.00	54,165.00	354,165.00		
82	Agusan del Norte	Nasipit Central E/S	300,000.00	54,165.00	354,165.00		
83	Bislig	Bislig Central School	300,000.00	54,165.00	354,165.00		
84	Surigao del Sur	Tandag Special Science ES	300,000.00	54,165.00	354,165.00		
85	Surigao del Norte	Mainit Central School	300,000.00	54,165.00	354,165.00		
86	Siargao	General Luna Central E/S	300,000.00	54,165.00	354,165.00		
87	Dinagat	Aurelio E/S	300,000.00	54,165.00	354,165.00		
88	Butuan City	Ampayon Central E/S	300,000.00	54,165.00	354,165.00		

LIST OF SSES IMPLEMENTING SCHOOLS

Region	Division	Regular Schools	Allocation		
			Per GAA	Additional*	Total
CAR			1,800,000.00	324,990.00	2,124,990.00
89	Benguet	Lepanto Elementary School	300,000.00	54,165.00	354,165.00
90	Abra	Tayum Elementary School	300,000.00	54,165.00	354,165.00
91	Mt. Province	Sabangan Elementary School	300,000.00	54,165.00	354,165.00
92	Kalinga	Bulanao Central School	300,000.00	54,165.00	354,165.00
93	Benguet	La Trinidad Central School	300,000.00	54,165.00	354,165.00
94	Apayao	Luna Elementary School	300,000.00	54,165.00	354,165.00
NCR			2,700,000.00	487,490.00	3,187,490.00
95	Quezon City	Proj. 6 Elementary School	300,000.00	54,165.00	354,165.00
96	Makati City	Francisco Benitez Elementary School	300,000.00	54,165.00	354,165.00
97	Muntinlupa	Putatan Elementary School	300,000.00	54,165.00	354,165.00
98	Mandaluyong	Dona Pilar Gonzaga Elementary School	300,000.00	54,165.00	354,165.00
99	Valenzuela	Tanada Elementary School	300,000.00	54,165.00	354,165.00
100	Taguig-Pateros	Taguig Elementary School	300,000.00	54,165.00	354,165.00
101	Marikina City	Marikina Elementary School	300,000.00	54,165.00	354,165.00
102	Manila	Fernando Ma. Guerrero E/S	300,000.00	54,165.00	354,165.00
103	Parañaque	San Antonio Elementary School	300,000.00	54,170.00	354,170.00
Central Office*					
Total			30,900,000.00	5,579,000.00	36,479,000.00

* Additional allocation from Central Office to be downloaded to SSES Schools.

(Enclosure No. 2 to DepEd Order No. 35, s. 2013)

**PHYSICAL AND FINANCIAL ACCOMPLISHMENTS
for the Quarter Ending _____**

School Name: _____
 School ID (EBEIS): _____
 Division: _____
 Region: _____

Amount of subsidy received: _____
 Check No.: _____
 Amount Utilized: _____
 Amount Liquidated: _____

Date: _____
 Date: _____
 Date: _____
 Date: _____

Component/Activities	Unit of Measure	Annual Targets		Targets		Accomplishments		Variance	Remarks
		Physical	Financial	Physical	Financial	Physical	Financial		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
Component 1: Learner Development	No. of learners benefited								
Activity 1									
Activity n									
Component 2: Capacity Building	No. of teachers benefited								
Activity 1									
Activity n									
Component 3: Learning Materials (LMs)	No. of LMs developed								
Activity 1									
Activity n									
Component 4: Monitoring and Evaluation	No. of classes observed								
Activity 1									
Activity n									
Component 5: Advocacy	No. of advocacy activities conducted								
Activity 1									
Activity n									
Component 6: Research	No. of research conducted								
Activity 1									
Activity n									
Component 7: Assessment	No. of assessment conducted								
Activity 1									
Activity n									
Others: (Specify)									

Prepared by: _____ Date: _____

Approved by: _____ Date: _____

School Head

INSTRUCTIONS

- The physical and financial accomplishment report shall reflect the school's actual physical accomplishments vis-a-vis the quarterly targets of the proposed activities to be charged to the subsidy, as reflected in the school's Annual Implementation Plan.
- Column 1 shall reflect the Components and Activities. Classify the activities to the components that it will support/pursue.
- Column 2 shall reflect the Unit of Measure.
- Column 3 shall reflect the Annual Physical Targets.
- Column 4 shall reflect the Annual Financial Targets.
- Column 5 shall reflect the physical targets intended for the given quarter.
- Column 6 shall reflect the financial targets intended for the given quarter.
- Column 7 shall reflect the physical accomplishment for the given quarter.
- Column 8 shall reflect the financial accomplishment for the given quarter.
- Column 9 shall reflect the difference between column 7 and column 5.
- Column 10 shall reflect the reason for variance.

(Enclosure No. 3 to DepEd Order No. 35, s. 2013)
 (Part 1)

PHYSICAL AND FINANCIAL ACCOMPLISHMENTS
 for the Quarter Ending _____

Division: _____ Region: _____

School Name	School ID	TARGETS										PHYSICAL										Variance	Remarks
		Capacity Building		Pupil/ Student Dev't	Learning Materials		Monitoring	Advocacy	Research	Assessment	Capacity Building		Learner Dev't	Learning Materials		Monitoring	Advocacy	Research	Assessment				
(1)	(2)	No. of teachers benefited	No. of SHS benefited	No. of learners benefited	No. of LMs developed	No. of LMs procured	No. of schools observed	No. of advocacy activities conducted	No. of research conducted	No. of assessment conducted	No. of teachers benefited	No. of SHS benefited	No. of learners benefited	No. of LMs developed	No. of LMs procured	No. of classes observed	No. of advocacy activities conducted	No. of research conducted	No. of assessment conducted	(21)	(22)		
TOTAL																							

TOTAL NUMBER OF SCHOOLS BENEFITED: _____
 TOTAL NUMBER OF SCHOOLS MONITORED: _____
 TOTAL NUMBER OF SCHOOLS PROVIDED TECHNICAL ASSISTANCE: _____

Prepared by: _____

Approved by: _____

Date: _____

Schools Division Superintendent

(Enclosure No. 3 to DepEd Order No. 35, s. 2013)
 (Part 2)

Division: _____ Region: _____

Name of School	School ID	Total Allotment	Amount Utilized	Amount Liquidated	Capacity Building		Learner Dev't	Learning Materials		Monitoring	Advocacy	Research	Assessment	Capacity Building		ACTUAL ACCOMPLISHMENT							Variance	Remarks
					Allocation for Teachers	Allocation for SHs		Amount Utilized for Teachers	Amount Utilized for SHs					Amount Utilized for Learner Development	Amount Utilized for LMS development	Amount Utilized for procurement of LMS	Amount Utilized for Monitoring	Amount Utilized for Advocacy	Amount Utilized for Research	Amount Utilized for Assessment				
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)	(25)

TOTAL AMOUNT OF ALLOCATION	
TOTAL AMOUNT OF UTILIZATION	
TOTAL AMOUNT OF LIQUIDATION	

Prepared by: _____

Approved by: _____

Date: _____

Schools Division Superintendent