



Republic of the Philippines
Department of Education

18 SEP 2013

DepEd ORDER
No. 40, s. 2013

GUIDELINES ON THE UTILIZATION OF FUNDS FOR THE EVERY CHILD A READER PROGRAM (ECARP) UNDER 2013 GENERAL APPROPRIATIONS ACT

To: Undersecretaries
Assistant Secretaries
Regional Directors
Schools Division/City Superintendents
Heads, Public Elementary Schools

1. Learning to read, write, and count is critical to a child's success in school and later in life. One of the best predictors of whether or not a child will function competently in school and go on to contribute actively in the knowledge-based society is the level to which the child progresses in these foundational and predictive skills. Although reading, writing, and numeracy abilities continue to develop throughout the life span, the early childhood years, from birth to age eight, is the most important period for literacy and numeracy development. The ability to read, write, and count does not develop naturally, nor without careful planning and instruction. The availability and accessibility of age-appropriate and culturally sensitive materials for children are extremely important to encourage the regular practice of reading and counting.

2. In line with the implementation of the K to 12 Basic Education Program, the Department of Education (DepEd) has strengthened the implementation of Every Child a Reader Program (ECARP). This Program is envisioned to establish and institutionalize, through a Multi-literacy and Numeracy Program, a continuous, sustainable and cost-effective professional development system (school-based mentoring or learning partnership program for technology transfer) to primary school teachers and thereby produce Filipino children with literacy and numeracy skills for lifelong learning.

3. Under the General Appropriations Act (GAA), the ECARP is allotted the amount of Twenty One Million Thirty-Four Thousand Pesos (P 21,034,000.00) for Fiscal Year 2013. The said amount shall be spent on the following activities:

Activity	Allotment
Orientation and Planning Workshop on the Multi-literacy and Numeracy Program for Chiefs and Coordinators	P 592,400.00
Capacity Building of Teachers' Trainers (Training of Trainers) on Pedagogical Approaches to Developing Literacy and Numeracy and to Providing Appropriate Assessment and Intervention	P 1,741,600.00
Downloaded Fund for Regionwide Training of Grade 1 Teachers' Trainers	P 18,700,000.00
Total	P 21,034,000.00

4. The above activities to be undertaken by DepEd Central Office (CO) aim to capacitate and establish a pool of region and division trainers who will, in turn, train selected Grade 1 teachers who will serve as mentors/learning partners in school-based mentoring/learning partnership program.
5. The support funds shall be downloaded to the regions in the total amount of Eighteen Million Seven Hundred Thousand Pesos (P 18,700,000.00) to fully implement the initiated reading and numeracy program interventions of the Department. Standard allocation per region is found in Enclosure No. 1.
6. Upon release of the allotment by the Department of Budget and Management (DBM) to the DepEd CO, the Budget Division-Financial and Management Service (FMS) shall issue the Sub-Allotment Release Order (Sub-ARO) to the regional offices (ROs). After receipt of Sub-ARO, the implementing units (IUs) and the ROs shall request from the DBM-Regional Office (RO) the corresponding cash requirements or Notice of Cash Allocation (NCA).
7. Management and disbursement of the funds, including the submission of quarterly physical and financial accomplishment reports every third day of the succeeding quarter (April 3, July 3, October 3 and January 3) using the prescribed template in Enclosure No. 2 to the Schools DO concerned, shall be the responsibility of the SHs of the implementing schools subject to the usual accounting and auditing rules and regulations.
8. The DO shall conduct progress monitoring of the implementation of the planned activities of the program and consolidate 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 DepEd RO concerned, copy furnished the BEE, DepEd CO at bee.sdd.2013@gmail.com and Office of the Planning Service-Planning and Programming Division at opsppd.deped@gmail.com, DepEd Complex, Meralco Avenue, Pasig City.
9. The RO shall conduct quality assurance and monitor pertinent DO activities and provide the latter with appropriate technical assistance.
10. To ensure the effective and efficient implementation of the program, an evaluation shall be conducted by a composite task force in coordination with the Office of Planning Service.
11. All existing Orders and Memoranda inconsistent with this Order are rescinded.
12. For more information and inquiries, all concerned may contact the **Office of the Director, Bureau of Elementary Education**, DepEd Central Office, 2nd Floor, Bonifacio Building, DepEd Complex, Meralco Avenue, Pasig City at telefax no.: (02) 632-7586 or at email address: bee.sdd.2013@gmail.com.
13. Immediate dissemination of and strict compliance with this Order is directed.


BR. ARMIN A. LUISTRO FSC
Secretary

Encl.:

As stated

Reference:

DepEd Order: No. 50, s. 2012

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

Learning Area, READING
FUNDS
POLICY
PROGRAMS

Madel: ECARP Revised

0574-September 1, 2013/9-3/9-5/9-9/9-17

**GUIDELINES ON THE UTILIZATION OF FUNDS
IN SUPPORT TO THE TRAINING OF READING AND NUMERACY TEACHERS AND
SCHOOL HEADS ON THE EARLY GRADE READING AND NUMERACY ASSESSMENT
AND INTERVENTIONS**

1. To be able to fully implement the initiated reading and numeracy program intervention of the Department, support funds of One Million One Hundred Thousand (Ph.P. 1,100,000.00) shall be downloaded to the region, with the total amount of Eighteen Million Seven Hundred Thousand (Ph.P. 18,700,000.00).

Downloading of Funds for the Training of Reading and Numeracy Teachers
(Computed at 1 reading Teacher per school and the School Head)

Region	Amount
I	1,100,000.00
II	1,100,000.00
III	1,100,000.00
IV-CALABARZON	1,100,000.00
IV-MIMAROPA	1,100,000.00
V	1,100,000.00
VI	1,100,000.00
VII	1,100,000.00
VIII	1,100,000.00
IX	1,100,000.00
X	1,100,000.00
XI	1,100,000.00
XII	1,100,000.00
CARAGA	1,100,000.00
ARMM	1,100,000.00
CAR	1,100,000.00
NCR	1,100,000.00
Total	18,700,000.00

2. Specifically, the downloaded funds to the regions shall be used for the training of school heads/principals and teachers on the Early Grade Reading and Numeracy Assessment and Interventions. Eligible expenses include foods/meals during the training and reproduction of training materials.
3. The training scheme may vary (regional/division-cluster based, district, etc.) depending on the region's most feasible and facilitative way of conducting the training.
4. The regions shall be accountable for the disbursement of the downloaded funds and proper liquidation at their own organizational levels subject to the usual accounting and auditing procedures.
5. The BEE shall monitor the conduct of training and utilization of funds and will oblige the regions for a regional report using the format in Enclosure No. 2.
6. For more information, please coordinate with the Curriculum Development Division, Bureau of Elementary Education at tel. No. (02) 638 – 4799.

Enclosure No. 2 to DepEd Order No. 40, 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 reflect the difference between column 7 and column 5.
- Column 10 reflect the reason for variance.

Enclosure No. 3 to DepEd Order No. 40, 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 (3)	No. of SHS benefited (4)	No. of learners benefited (5)	No. of LMs developed (6)	No. of LMs procured (7)	No. of schools observed (8)	No. of advocacy activities conducted (9)	No. of research conducted (10)	No. of assessment conducted (11)	No. of teachers benefited (12)	No. of SHS benefited (13)	No. of learners benefited (14)	No. of LMs developed (15)	No. of LMs procured (16)	No. of classes observed (17)	No. of advocacy activities conducted (18)	No. of research conducted (19)	No. of assessment conducted (20)	(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

