



Republic of the Philippines
Department of Education

14 MAR 2014

DepEd ORDER
No. **16**, s. 2014

**GUIDELINES ON THE UTILIZATION OF DOWNLOADED FUNDS
FOR ADOPT-A-SCHOOL PROGRAM**

To: Bureau Directors
Directors of Services, Centers and Heads of Units
Regional Directors
Schools Division Superintendents
Heads, Public Elementary and Secondary Schools
All Others Concerned

1. Mandated to provide an enhanced learning environment and resources which would benefit children and youth in public schools, the Department of Education (DepEd) through its Adopt-a-School Program (ASP) is continuously engaged in obtaining the support from various entities, ensuring that such support contributes to expanding access to quality education.
2. To sustain the implementation of the ASP initiatives, projects and activities, the DepEd has been providing financial subsidy to 16 regions, together with their divisions since 2009. The list of implementing regions and divisions, each of which with a corresponding allocation is contained in Enclosure Nos. 1 and 2.
3. This year, support funds amounting to Eleven Million and Nine Hundred Fifty Thousand Pesos (P 11,950,000.00) shall be downloaded to the implementing regions through the issuance of the Subsidy Allotment Release Order (SARO).
4. The downloaded funds shall be used for the following purposes:
 - a. Advocacy and promotion activities;
 - b. Re-orientation of school heads on ASP;
 - c. *Brigada Eskwela* monitoring and evaluation activities;
 - d. Stakeholders' Forum at the division/regional level;
 - e. Partnership Appreciation Program at the division/regional level;
and
 - f. *Brigada Eskwela* awarding ceremonies at the division/regional level.
5. 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, internet connectivity, etc.) funded from the regular Maintenance and Other Operating Expenses (MOOE); and
 - c. Capital Outlay such as purchase of equipment and gadgets.

6. The management and disbursement of funds, including submission of Physical and Financial Accomplishment Report shall be the responsibility of the ASP coordinators.

7. The Physical and Financial Accomplishment Report, which reflects the activities undertaken throughout the year, shall be submitted to the regional office using the format provided in Enclosure No. 3 with a copy furnished to the Adopt-a-School Program (ASP) Secretariat through email at financeASP2014@gmail.com.

8. Non-compliance may result in the suspension of the financial subsidy.

9. Immediate dissemination of and strict compliance with this Order is directed.



BR. ARMIN A. LUISTRO FSC
Secretary

Encls.:

As stated

Reference:

N o n e

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

ALLOCATION

FUNDS

PROGRAMS

SCHOOLS

(Enclosure No. 1 to DepEd Order No. 16, s. 2014)

Summary of FY 2014 Downloaded Fund Allocation

	Region	No. of Divisions	PROGRAM SUPPORT FUND
1	Region I	14	800,000.00
2	Region II	9	550,000.00
3	Region III	20	1,100,000.00
4	Region IVA	18	1,000,000.00
5	Region IVB	7	450,000.00
6	Region V	13	750,000.00
7	Region VI	18	1,000,000.00
8	Region VII	19	1,050,000.00
9	Region VIII	13	750,000.00
10	Region IX	8	500,000.00
11	Region X	14	800,000.00
12	Region XI	10	600,000.00
13	Region XII	9	550,000.00
14	Region XIII-CARAGA Administrative Region	12	700,000.00
15	Cordillera Administrative Region	7	450,000.00
16	National Capital Region	16	900,000.00
		207	11,950,000.00

2014 ALLOCATION FOR THE REGIONAL AND DIVISION OFFICES

REGIONS/DIVISIONS		PROGRAM SUPPORT FUND	
Regional Office - I		PhP	100,000.00
1	Alaminos City		50,000.00
2	Candon City		50,000.00
3	Dagupan City		50,000.00
4	Ilocos Norte		50,000.00
5	Ilocos Sur		50,000.00
6	La Union		50,000.00
7	Laoag City		50,000.00
8	Pangasinan I		50,000.00
9	Pangasinan II		50,000.00
10	San Carlos City		50,000.00
11	San Fernando City		50,000.00
12	Urdaneta City		50,000.00
13	Vigan City		50,000.00
14	Batac City		50,000.00
SUB-TOTAL			800,000.00
Regional Office - II		PhP	100,000.00
1	Batanes		50,000.00
2	Cagayan		50,000.00
3	Cauayan City		50,000.00
4	Ilagan City		50,000.00
5	Isabela		50,000.00
6	Nueva Vizcaya		50,000.00
7	Quirino		50,000.00
8	Santiago City		50,000.00
9	Tuguegarao City		50,000.00
SUB-TOTAL			550,000.00
Regional Office - III		PhP	100,000.00
1	Angeles City		50,000.00
2	Aurora		50,000.00
3	Balanga City		50,000.00
4	Bataan		50,000.00
5	Bulacan		50,000.00
6	Cabanatuan City		50,000.00
7	City of San Fernando		50,000.00
8	City of San Jose del Monte		50,000.00
9	Gapan City		50,000.00
10	Mabalacat City		50,000.00
11	Malolos City		50,000.00
12	Mecauayan City		50,000.00
13	Nueva Ecija		50,000.00
14	Olongapo City		50,000.00
15	Pampanga		50,000.00
16	San Jose City		50,000.00
17	Science City of Munoz		50,000.00
18	Tarlac City		50,000.00
19	Tarlac Province		50,000.00
20	Zambales		50,000.00
SUB-TOTAL			1,100,000.00

REGIONS/DIVISIONS		PROGRAM SUPPORT FUND	
Regional Office - IV-A		PhP	100,000.00
1	Antipolo City		50,000.00
2	Bacoor City		50,000.00
3	Batangas City		50,000.00
4	Batangas Province		50,000.00
5	Calamba City		50,000.00
6	Cavite City		50,000.00
7	Cavite Province		50,000.00
8	Dasmariñas City		50,000.00
9	Imus City		50,000.00
10	Laguna		50,000.00
11	Lipa City		50,000.00
12	Lucena City		50,000.00
13	Quezon		50,000.00
14	Rizal		50,000.00
15	San Pablo City		50,000.00
16	Sta. Rosa City		50,000.00
17	Tanauan City		50,000.00
18	Tayabas City		50,000.00
SUB-TOTAL			1,000,000.00
Regional Office - IV-B		PhP	100,000.00
1	Calapan City		50,000.00
2	Marinduque		50,000.00
3	Occidental Mindoro		50,000.00
4	Oriental Mindoro		50,000.00
5	Palawan		50,000.00
6	Puerto Princesa City		50,000.00
7	Romblon		50,000.00
SUB-TOTAL			450,000.00
Regional Office - V		PhP	100,000.00
1	Albay		50,000.00
2	Camarines Norte		50,000.00
3	Camarines Sur		50,000.00
4	Catanduanes		50,000.00
5	Iriga City		50,000.00
6	Legazpi City		50,000.00
7	Ligao City		50,000.00
8	Masbate City		50,000.00
9	Masbate		50,000.00
10	Naga City		50,000.00
11	Sorsogon City		50,000.00
12	Sorsogon		50,000.00
13	Tabaco City		50,000.00
SUB-TOTAL			750,000.00
Regional Office - VI		PhP	100,000.00
1	Aklan		50,000.00
2	Antique		50,000.00
3	Bacolod City		50,000.00
4	Bago City		50,000.00
5	Cadiz City		50,000.00
6	Capiz		50,000.00
7	Escalante City		50,000.00
8	Guimaras		50,000.00

REGIONS/DIVISIONS		PROGRAM SUPPORT FUND
9	Iloilo City	50,000.00
10	Iloilo	50,000.00
11	Kabankalan City	50,000.00
12	La Carlota City	50,000.00
13	Negros Occidental	50,000.00
14	Passi City	50,000.00
15	Roxas City	50,000.00
16	Sagay City	50,000.00
17	San Carlos City	50,000.00
18	Silay City	50,000.00
SUB-TOTAL		1,000,000.00
Regional Office - VII		PhP 100,000.00
1	Bais City	50,000.00
2	Bayawan City	50,000.00
3	Bogo City	50,000.00
4	Bohol	50,000.00
5	Carcar City	50,000.00
6	Cebu City	50,000.00
7	Cebu Province	50,000.00
8	City of Naga	50,000.00
9	Danao City	50,000.00
10	Dumaguete City	50,000.00
11	Guilhulngan City	50,000.00
12	Lapu Lapu City	50,000.00
13	Mandaue City	50,000.00
14	Negros Oriental	50,000.00
15	Siquijor	50,000.00
16	Tagbilaran City	50,000.00
17	Talisay City	50,000.00
18	Tanjay City	50,000.00
19	Toledo City	50,000.00
SUB-TOTAL		1,050,000.00
Regional Office - VIII		PhP 100,000.00
1	Baybay City	50,000.00
2	Biliran	50,000.00
3	Borongan City	50,000.00
4	Calbayog City	50,000.00
5	Catbalogan City	50,000.00
6	Eastern Samar	50,000.00
7	Leyte	50,000.00
8	Maasin City	50,000.00
9	Northern Samar	50,000.00
10	Ormoc City	50,000.00
11	Samar (Western)	50,000.00
12	Southern Leyte	50,000.00
13	Tacloban City	50,000.00
SUB-TOTAL		750,000.00
Regional Office - IX		PhP 100,000.00
1	Dapitan City	50,000.00
2	Dipolog City	50,000.00
3	Isabela City	50,000.00
4	Pagadian City	50,000.00
5	Zamboanga City	50,000.00

REGIONS/DIVISIONS		PROGRAM SUPPORT FUND
6	Zamboanga del Norte	50,000.00
7	Zamboanga del Sur	50,000.00
8	Zamboanga Sibugay	50,000.00
SUB-TOTAL		500,000.00
Regional Office - X		PhP 100,000.00
1	Bukidnon	50,000.00
2	Cagayan de Oro City	50,000.00
3	Camiguin	50,000.00
4	El Salvador City	50,000.00
5	Gingoog City	50,000.00
6	Iligan City	50,000.00
7	Lanao del Norte	50,000.00
8	Malaybalay City	50,000.00
9	Misamis Occidental	50,000.00
10	Misamis Oriental	50,000.00
11	Oroquieta City	50,000.00
12	Ozamis City	50,000.00
13	Tangub City	50,000.00
14	Valencia City	50,000.00
SUB-TOTAL		800,000.00
Regional Office - XI		PhP 100,000.00
1	Compostela Valley	50,000.00
2	Davao City	50,000.00
3	Davao del Norte	50,000.00
4	Davao del Sur	50,000.00
5	Davao Oriental	50,000.00
6	Digos City	50,000.00
7	Panabo City	50,000.00
8	Island Garden City of Samal	50,000.00
9	Tagum City	50,000.00
10	Mati City	50,000.00
SUB-TOTAL		600,000.00
Regional Office - XII		PhP 100,000.00
1	Cotabato	50,000.00
2	Cotabato City	50,000.00
3	General Santos City	50,000.00
4	Sarangani	50,000.00
5	South Cotabato	50,000.00
6	Sultan Kudarat	50,000.00
7	Koronadal City	50,000.00
8	Kidapawan City	50,000.00
9	Tacurong City	50,000.00
SUB-TOTAL		550,000.00
Regional Office - XIII-CARAGA Administrative Region		PhP 100,000.00
1	Agusan del Norte	50,000.00
2	Agusan del Sur	50,000.00
3	Bayugan City	50,000.00
4	Bislig City	50,000.00
5	Butuan City	50,000.00
6	Cabadbaran City	50,000.00
7	Dinagat Islands	50,000.00
8	Siargao	50,000.00
9	Surigao City	50,000.00

REGIONS/DIVISIONS		PROGRAM SUPPORT FUND
10	Surigao del Norte	50,000.00
11	Surigao del Sur	50,000.00
12	Tandag City	50,000.00
SUB-TOTAL		700,000.00
Regional Office - Cordillera Administrative Region (CAR)		PhP 100,000.00
1	Abra	50,000.00
2	Apayao	50,000.00
3	Baguio City	50,000.00
4	Benguet	50,000.00
5	Ifugao	50,000.00
6	Kalinga	50,000.00
7	Mt. Province	50,000.00
SUB-TOTAL		450,000.00
Regional Office - National Capital Region (NCR)		PhP 100,000.00
1	Caloocan City	50,000.00
2	Las Piñas City	50,000.00
3	Makati City	50,000.00
4	Malabon City	50,000.00
5	Mandaluyong City	50,000.00
6	Manila	50,000.00
7	Marikina City	50,000.00
8	Muntlupa City	50,000.00
9	Navotas City	50,000.00
10	Parañaque City	50,000.00
11	Pasay City	50,000.00
12	Pasig City	50,000.00
13	Quezon City	50,000.00
14	San Juan City	50,000.00
15	Taguig City-Pateros	50,000.00
16	Valenzuela City	50,000.00
SUB-TOTAL		900,000.00
GRAND TOTAL		11,950,000.00

(Enclosure No. 3 to DepEd Order No. 16, s. 2014)

**Physical and Financial Accomplishments
FY 2014**

Region: _____

Division: _____

Amount of Subsidy Received: _____ Date : _____

Check No. : _____ Date: _____

Amount Utilized: _____ Date: _____

Amount Liquidated: _____ Date: _____

ACTIVITIES	PHYSICAL		FINANCIAL		Remarks
	Targets	Accomplishments	Targets	Accomplishments	

Prepared by:

ASP Division Coordinator

Approved by :

Finance Officer

Noted by:

Schools Division Superintendent