



Republic of the Philippines  
Department of Education  
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division  
Superintendent

AUG 05 2024

**MEMORANDUM**

No. 228, s. 2024

**GUIDELINES ON THE UTILIZATION OF PROGRAM SUPPORT FUNDS  
AND TRAVEL EXPENSES FOR THE CONDUCT OF THE GAWAD  
TEODORA ALONZO (GTA) 2024**

1. Attached is Regional Memorandum ORD-2024- 754 on the captioned title, for information and guidance and compliance of all concerned.
2. Particular attention is invited to items No. 4 and 5 of the said issuance.
3. The immediate and dissemination of this Memorandum is desired.

**VIOLETA M. GONZALES**  
Asst. Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent

Encl.: As stated  
Reference: None  
To be indicated in the Perpetual Index  
under the following subjects:

LEARNING RESOURCES

CONTEST

BUDGET

GUU/NM : GUIDELINES ON THE UTILIZATION OF PROGRAM SUPPORT FUNDS AND TRAVEL EXPENSES FOR THE CONDUCT OF THE GAWAD TEODORA ALONZO (GTA) 2024

228 /AUGUST 5, 2024

NUM-2024-228

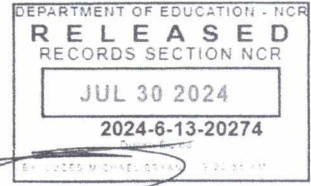


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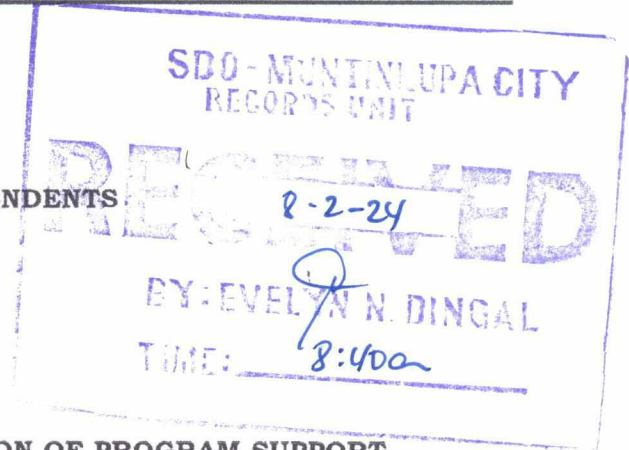
REGIONAL MEMORANDUM  
ORD-2024- 754

TO : CHIEF, CLMD  
SCHOOLS DIVISION SUPERINTENDENTS  
ALL OTHERS CONCERNED

FROM : JOCELYN DR. ANDAYA  
Director IV

SUBJECT : GUIDELINES ON THE UTILIZATION OF PROGRAM SUPPORT  
FUNDS AND TRAVEL EXPENSES FOR THE CONDUCT OF THE  
GAWAD TEODORA ALONZO (GTA) 2024

DATE : June 20, 2024



1. This has reference to the attached Memorandum DM-CT-2024-06 dated June 4, 2024, from the Office of the Assistant Secretary for Curriculum and Teaching with the above-captioned, which is self-explanatory.

2. A total amount of **Two Hundred Thousand Pesos (P200,000.00)** is allocated to National Capital Regional to cover the PSF for the GTA Development and harvesting of storybooks.

3. The PSF for the GTA Development and Harvesting of Storybooks will be indicated in the official guidelines and mechanics which will be issued as a DepEd Memorandum.

4. The following are items that cannot be charged against the identified learning resource budget:

- a. Purchase of Capital Outlay
- b. Hiring of contractual or casual employees
- c. Payment of other capital outlay items such as infrastructure projects

5. All expenses incurred therein shall be in accordance with existing government accounting, budgeting, auditing and procurement rules and regulations.

6. For your guidance and strict compliance.



Address: 6 Misamis St., Bago Bantay, Quezon City  
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Doc. Ref. Code	RO-ORD-F005	Rev	00
Effectivity	01.26.23	Page	1 of 1





Republic of the Philippines

## Department of Education

OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING

### MEMORANDUM

DM-CT-2024- 188

TO : **ALL REGIONAL DIRECTORS**

FROM : **ALMA RUBY C. TORIO**  
Assistant Secretary for Curriculum and Teaching  
Officer-in-Charge  
Office of the Undersecretary for Curriculum and Teaching

SUBJECT : **GUIDELINES ON THE UTILIZATION OF PROGRAM SUPPORT FUNDS AND TRAVEL EXPENSES FOR THE CONDUCT OF THE GAWAD TEODORA ALONSO (GTA) 2024**

DATE : **June 4, 2024**

1. This memorandum is issued to establish the guidelines on the release and utilization of the downloaded Program Support Funds (PSF) and travel expenses for the conduct of the Gawad Teodora Alonso (GTA) 2024.
2. A total budget amounting to Six Million Six Hundred Sixty-Nine Thousand Nine Hundred pesos (**P6,669,900**) only, chargeable to 2024 Current TBIMS Fund to cover the following:
  - a. PSF for DepEd Region IV-B MIMAROPA for hosting the GTA 2024;
  - b. PSF for all DepEd Regional Offices for the GTA Development and Harvesting of Storybooks; and
  - c. Travel expenses for technical working committee (TWC) members during the conduct of the activities in the series.
3. The PSF for the GTA Development and Harvesting of Storybooks will be indicated in the official guidelines and mechanics which will be issued as a DepEd Memorandum. The amount shall cover expenses incurred during the various activities related to the GTA 2024, subject to usual accounting and auditing rules and regulations.
4. Additional budget for preparatory and related activities may be augmented by available local funds of the RO and/or the Schools Division Office (SDO) subject to usual accounting and auditing rules and regulations.
5. Balance from the downloaded funds intended for Basic Education Curriculum (BEC) and General Management and Supervision – Maintenance and Other Operating Expenses (GMS-MOOE) may be used for the GTA activities as a project related to the National Learning Recovery Plan (NLRP).

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Republic of the Philippines  
**Department of Education**

OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING

**MEMORANDUM**  
**DM-CT-2024-06**

**TO :** ALL REGIONAL DIRECTORS

**FROM :** **ALMA RUBY C. TORIO**  
Assistant Secretary for Curriculum and Teaching  
Officer-in-Charge  
Office of the Undersecretary for Curriculum and Teaching

**SUBJECT :** **GUIDELINES ON THE UTILIZATION OF PROGRAM SUPPORT FUNDS AND TRAVEL EXPENSES FOR THE CONDUCT OF THE GAWAD TEODORA ALONSO (GTA) 2024**

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5. Balance from the downloaded funds intended for Basic Education Curriculum (BEC) and General Management and Supervision – Maintenance and Other Operating Expenses (GMS-MOOE) may be used for the GTA activities as a project related to the National Learning Recovery Plan (NLRP).



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BLRPP-24-06-020

6. The budget allocation is stated below for reference:

**Activity 1: Storybook Forum (cum Learning Resources Consultative Conference)**

<b>Region</b>	<b>Amount</b>
Region II Travel Expenses	41,400.00
Region III Travel Expenses	82,800.00
Region IVA Travel Expenses	110,700.00
Region IVB Travel Expenses	46,600.00
Region IVB PSF Board and Lodging	504,000.00
Region IVB PSF Supplies and Materials	18,900.00
Region V Travel Expenses	39,900.00
Region VI Travel Expenses	39,900.00
Region VII Travel Expenses	12,300.00
Region IX Travel Expenses	13,300.00
Region X Travel Expenses	39,900.00
Region XI Travel Expenses	53,200.00
Region XII Travel Expenses	39,900.00
Region XIII Travel Expenses	66,500.00
CAR Travel Expenses	41,400.00
<b>TOTAL</b>	<b>P1,150,700.00</b>

**Activity 2: GTA Development and Harvesting of Storybooks**

<b>Region</b>	<b>Amount</b>
Region I PSF	200,000.00
Region II PSF	200,000.00
Region III PSF	200,000.00
Region IVA PSF	200,000.00
Region IVB PSF	200,000.00
Region V PSF	200,000.00
Region VI PSF	200,000.00
Region VII PSF	200,000.00
Region VIII PSF	200,000.00
Region IX PSF	200,000.00
Region X PSF	200,000.00
Region XI PSF	200,000.00
Region XII PSF	200,000.00

Region XIII PSF	200,000.00
CAR PSF	200,000.00
NCR PSF	200,000.00 ✓
<b>TOTAL</b>	<b>P3,200,000.00</b> ✓

**Activity 3: Storybook Recognition Rites and Reading Exhibit**

Region	Amount
Region IVA Travel Expenses	13,300.00
Region IVB Travel Expenses	112,700.00
Region IVB PSF Board and Lodging	2,000,000.00
Region IVB PSF Supplies and Materials	143,000.00
Region VI Travel Expenses	36,900.00
Region XIII Travel Expenses	13,300.00
<b>TOTAL</b>	<b>P2,319,200.00</b>

7. The following are items that cannot be charged against the identified learning resource budget, to wit:
  - a. Purchase of Capital Outlay (e.g., equipment, gadgets, software, or any item with unit cost reaching the minimum threshold for Capital Outlay as provided by existing rules and regulations);
  - b. Hiring of contractual or casual employees, whose salaries and other compensation benefits should be charged against Personnel Services allocations; and
  - c. Payment of other capital outlay items such as infrastructure projects.
8. The Learning Resources Production Division (LRPD) shall request the Finance Service-Budget Division of DepEd Central Office to prepare and issue the Sub-Allotment Release Order (Sub-ARO) to the ROs.
9. The PSF shall be downloaded to the ROs, and may be further downloaded to SDOs, as determined by the GTA Management Committee, which is headed by the Regional Director.
10. All expenses incurred herein shall be in accordance with existing budgeting, accounting, auditing, and procurement rules and regulations.
11. For your guidance and strict compliance.

cc: **Atty. REVSEE A. ESCOBEDO**  
*Undersecretary for Operations*