August 13, 2025

DIVISION MEMORANDUM
No.409, s. 2025

ALLOCATION AND UTILIZATION OF THE PROGRAM SUPPORT FUND FOR THE UPGRADING OF ESSENTIAL DIGITAL SKILLS FOR KEY STAGE LEARNERS ON ICT BASED-ASSESSMENT SY 2024-2025 OF SDO BATANGAS

TO   :   Asst Schools Division Superintendent
Chief-Curriculum Implementation (CID)
Chief-School Governance and Operation (SGOD)
Education Program Supervisors
Public Schools District Supervisors
Public Secondary School Heads
All Others Concerned

1. Pursuant to Joint Memorandum dated November 29, 2024, titled *Implementing Guidelines on the Use of Program Support Fund (PSF) for the Upgrading of Essential Digital Skills for Key Stage Learners on ICT Based Assessment* which includes a structured accomplishment of assessment tasks anchored on the grade level competencies.

2. The Program Support Fund (PSF) shall be downloaded to the recipient school Dr. Juan Pastor Integrated National High School. The implementation of this two-week activity   shall be charged   against the FY 2024 {R.A. 11975} Basic Education Curriculum (BEC) Funds.

3. The sole eligible expenditure to be funded includes   meals at Php 90.00 per day per learner for 10 days, good for 154 grade 9 and 10 learners to support the implementation of this activity subject to the limitation of funds. This is to ensure maximum learner attendance and full engagement for the duration of the activity.

4. The Focal person in-charge is tasked in conducting monitoring and evaluation activities to ensure compliance with the standard and procedures upgrading activity.

5. For further information, please contact the Curriculum Implementation Division Office (CID) c/o Miguel B. Ularte, PhD / EPSVR I – English/SPFL/DTC through email sdobatangas @deped.gov.ph or tel.no. (043)722-1840 local 213.

5. Immediate dissemination and strict compliance of this Memorandum is earnestly desired.

MARITES A. IBAÑEZ, CESO V
Schools Division Superintendent

Encl. As Stated.
Reference: Joint Memorandum dated November 29, 2024
To be indicated in the Perpetual Index under the following subject:

Issuances-Division Memorandum

MBU/ ALLOCATION AND UTILIZATION OF THE PROGRAM SUPPORT FUND FOR THE UPGRADING OF ESSENTIAL DIGITAL SKILLS FOR KEY STAGE LEARNERS ON ICT BASED-ASSESSMENT SY 2024-2025 OF SDO BATANGAS/ R2-145654/ 08/ 13/ 2025

Address: Provincial Sports Complex, Bolbok, 4200 Batangas City
Telephone:(043)722-1840 / 722-1796
Email Address: deped.batangas@deped.gov.ph
Website: www.depedbatangas.com

Republic of the Philippines
Department of Education

JOINT MEMORANDUM

TO : **REGIONAL DIRECTORS**
ALL OTHERS CONCERNED

FROM :

ANNALYN M. SEVILLA
Undersecretary for Finance

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

SUBJECT : **IMPLEMENTING GUIDELINES ON THE USE OF PROGRAM SUPPORT FUND FOR THE UPGRADING OF ESSENTIAL DIGITAL SKILLS FOR KEY STAGE LEARNERS ON ICT-BASED ASSESSMENT**

DATE : November 29, 2024

The Two-Week Upgrading of Essential Digital Skills for Learners on ICT-Based Assessment aims to provide an opportunity for learners to strengthen the knowledge, skills, attitudes, and behaviors in using digital devices that they acquired inside the classroom through intensive hands-on experience in tackling ICT-based assessment. Further, this hands-on opportunity would aid learners in demonstrating their skills in a controlled task, which includes a structured accomplishment of assessment tasks anchored on the grade-level competencies. This two-week activity will be conducted on **December 2-6 and 9-13, 2024**, intended for Grade 9 and 10 learners.

The Department of Education, through the Bureau of Learning Delivery of the Curriculum and Teaching Strand, allocates **Thirty Million, Seventy-Six Thousand, Two Hundred Pesos (Php 30,076,200.00)** to support the aforementioned activity. This memorandum ensures appropriate utilization of the Program Support Funds (PSF).

The funds shall be downloaded to the Regional Offices (ROs). When deemed more economical and cost-efficient, the RO may sub-allot to the Schools Division Offices (SDOs) and implementing unit schools

DepED

The implementation of this two-week activity shall **be charged against** the **FY 2024 (R.A. 11975) Basic Education Curriculum (BEC) Funds**, subject to the existing budgeting, accounting, auditing, and procurement rules and regulations.

The sole eligible expenditure to be funded by the PSF to be download **meals at Php 90.00 per day per learner for 10 days, good for 154 Grade 9 and 10 learners,** to support the implementation of this activity, subject to the limitation of funds. This is to ensure maximum learner attendance and full engagement for the duration of the activity.

The table below shows the total allocation per RO based on the number of SDOs, which is intended for one (1) secondary school that meets the criteria in paragraph 8. It also shows the school allocation for 154 Grade 9 and 10 learners with a Php 90.00 allocation per day, good for 10 days.

REGIONAL ALLOCATION INTENDED FOR 1 SCHOOL THROUGH SDOs FOR THE 2-WEEK UPGRADING OF ESSENTIAL DIGITAL SKILLS FOR ICT-BASED ASSESSMENT

Region	No. of SDOs	Parameter for the Allocation for 1 School Recipient/SDO			Total Allocation
		No. of Learners	Allocation/Day	No. of Days	
I	14	154	90.00	10	1,940,400.00
II	9	154	90.00	10	1,247,400.00
III	21	154	90.00	10	2,910,600.00
IV-A	23	154	90.00	10	3,187,800.00
IV-B	7	154	90.00	10	970,200.00
NCR	16	154	90.00	10	2,217,600.00
CAR	8	154	90.00	10	1,108,800.00
V	13	154	90.00	10	1,801,800.00
VI	20	154	90.00	10	2,772,000.00
VII	20	154	90.00	10	2,772,000.00
VIII	13	154	90.00	10	1,801,800.00

Procurement of resources under these guidelines shall be in accordance with applicable provisions of RA 9184 and its IRR as well as the internal rules and processes of DepEd.

In case the downloaded fund is not sufficient to address the actual needs for the purpose, the ROs and SDOs may provide additional fund support from local funds or may venture into partnerships compliant with DepEd accounting rules and regulations.

To ensure the smooth conduct of the activity, all Curriculum and Learning Management Division (CLMD) Chiefs, Regional Supervisors for English, Science, and Mathematics, and Regional Information Technology Officers (ITOs) must attend the online orientation. The date and time of the orientation will be announced at a later date. Participants can access the online meeting through the following link: https://bit.ly/Orientation_DigitizedLearners.

The ROs are expected to conduct an online orientation for SDOs and public secondary schools on the use of the Digitized Learner's Guide and formative assessment tool prior to the conduct of the activity. *(See attached program matrix)*

Both the ROs and SDOs are tasked with conducting monitoring and evaluation activities to ensure compliance with the standards and procedures of the digital skills upgrading activity.

The ROs should submit the activity report to include the utilization of funds in the one drive link provided by the NTWG of the Bureau of Learning Delivery – Teaching and Learning Division (BLD-TLD). The deadline for the submission of the activity report is set a week after the conduct of the activity.

Copy furnished:

OFFICE OF THE SECRETARY

REVSEE A. ESCOBEDO
Undersecretary for Operations

Week 1

TIME	Day 1	Day 2	Day 3	Day 4	Day 5
7:00 – 7:45	Opening Program		Settling-In		
8:30 – 9:00	Background of the Digitalization/Digitization of the Formative Assessment Tool activity	**Focus on English**	Management of Learning	**Focus on Science**	Continuation:
9:00 – 9:30		Continuation: Exploring the Formative Assessment in English in the LMS		Navigating the LMS Interface with Science assessment	Continuation:
10:00 – 12:00	Navigating the Learning Management System: Assigning roles, Log in, Accessing the Formative Test, Log-out	Introduction and familiarization of Formative Assessment in English in the LMS • Hands-on Practices		Introduction and familiarization of Formative Assessment in Science in the LMS • Hands-on Practices	Continuation: Exploring the Formative Assessment in Science in the LMS
12:00 – 1:00	Understanding the English Questionnaires: A Detailed Explanation	Continuation: Exploring Formative Assessment in English in the LMS	Lunch	Continuation: Exploring the Formative Assessment in Science in the LMS	Continuation: Exploring the Formative Assessment in Science in the LMS
1:00 – 2:00	Walkthrough of the Formative Assessment Tool and Hands-On Activity per Learning Area	Continuation: Exploring Formative Assessment in English in the LMS		Continuation: Exploring the Formative Assessment in Science in the LMS	Continuation

Indicative Program of Activities
Two-Weeks Upgrading of Essential Skills for Grades 9 and 10 Learners

December 9-13, 2025

Time			
2:00 – 3:00	Understanding the Science Questionnaires. A Detailed Explanation"	• Hands-on Practices	• Hands-on Practices	• Hands-on Practices	• Hands-on Practices
	Walkthrough of the Formative Assessment Tool and Hands-On Activity per Learning Area			
3:00 – 4:00	Understanding the Mathematics Questionnaires A Detailed Explanation			
	Walkthrough of the Formative Assessment Tool and Hands-On Activity per Learning Area			

Week 2

TIME	Day 6	Day 7	Day 8	Day 9	Day 10
6:00 – 7:45					
7:45 – 8:00					
8:00 – 10:00	Review of Week 1	Continuation	Management of Learning		
10:00 – 12:00	Concepts and Skills				Continuation

Time	Focus on Mathematics				
	Navigating the LMS Interface with Mathematics assessment Introduction and familiarization Formative Assessment in Math in the LMS	Exploring the Formative Assessment in Math in the LMS • Hands-on Practices	Mock assessment – Reading under timed conditions • Review and Debrief of Mock Reading Assessment • Interpreting Results and identifying Areas for Improvement	Mock assessment – Math under timed conditions • Review and Debrief of Mock Science Assessment • Interpreting Results and Identifying Areas for Improvement Math	Review based on the results of the mock assessments • Review/Extra Practice Hands-on practice - Assessment of Reading, Science and Math
12:00 - 1:00	Lunch				
1:00 – 3:00	Continuation:	Continuation:	Mock assessment Science • Review and Debrief of Mock Science Assessment • Interpreting Results and Identifying Areas for Improvement	Review based on the results of the mock assessment • Review/Extra Practice Hands-on practice - Assessment of Reading, Science and Math	• Addressing Learners' Queries Q & A • Program Evaluation and Feedback • Closing Program
3:00 – 4.30	Exploring Formative Assessment in Math in the LMS - Hands-on Practices	Exploring the Formative Assessment in Math in the LMS • Hands-on Practices	Mock assessment – Science under timed conditions		
4:30 - 5.00	Debriefing				

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Indicative Program of Activities

Orientation on the Utilization of Digitized Learner's Guide in Taking ICT-Based Assessment with the Formative Assessment Tool for CLMD Chiefs, DSM Regional Supervisors, and Regional ITOs via Online

Time	Day 1	Day 2
8:30 – 9:00 AM		
9:00 – 9:30 AM	Opening Program	**Plenary 6 –** Discussion on the conduct of the **Orientation on the Utilization of Digitized Learner's Guide in Taking ICT-Based Assessment with the Formative Assessment Tool** for the Division Level and School Level Discussion on the conduct of the Two-Week Upgrading of Digital Skills of Grade 9 and 10 learners
9:30 – 10:00 AM	**Darren Jaoder** **Plenary 1** – Background of the Digitalization;/Digitization of the Formative Assessment Tool activity	Q&A
10:00 – 11:00 AM	**Victor R. Pedrigan** **Plenary 2** – Navigating the Learning Management System:	**Victor R. Pedrigan** Breakout Session 1- Action Planning Conduct of the **Orientation on the Utilization of Digitized Learner's Guide in Taking ICT-Based Assessment with the Formative Assessment Tool** for the Division Level and School Level Conduct of the Two-Week Upgrading of Digital Skills of Grade 9 and 10 learners
11:00 AM– 12:00 NN	Assigning roles Log-in Accessing the Formative Test Log-out	Q&A

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Mr. Mark Anthony Papa		Victor R Pedrajas
12:00 NN – 1:00 PM	LUNCH	
1:00 – 2:00 PM	**Plenary 3** – "Understanding the English Questionnaires: A Detailed Explanation"	
	Walkthrough of the Formative Assessment Tool and Hands-On Activity per Learning Area	
2:00 – 3:00 PM	**English Specialists** **Plenary 4** – "Understanding the Science Questionnaires: A Detailed Explanation" Walkthrough of the Formative Assessment Tool and Hands-On Activity per Learning Area	
3:00 – 4:00 PM	**Science Specialists** **Plenary 5** – "Understanding the Mathematics Questionnaires: A Detailed Explanation" Walkthrough of the Formative Assessment Tool and Hands-On Activity per Learning Area	
	Mathematics Specialists **Mr. Darius Javier**	**Mr. Paul Andrew Tolentino**

Officer of the Day:

Budget Estimates for the conduct of the Upgrading of Essential Digital Skills for Key Stage Learners on ICT-BASED Assessment in select schools.

Region	Total amount to be downloaded to the Region	Number of School Division Offices to receive the funds	Amount to be downloaded to the SDO	Number of Schools per Region	Number of School to receive the funds per Division	Amount to be downloaded to Schools	Amount to learner x 10 days	Amount per per learner per Day	Number of Grade 9 and 10 Learners SY 2024 per Region as per LIS	No. of Grade 9 and 10 Learners to be trained per Region	No. of Grade 9 and 10 Learners to be trained per School
I	1,940,400.00	14	138,600.00	610	1	138,600.00	900.00	90	172,415	4,136	154
II	1,247,400.00	9	138,600.00	511	1	138,600.00	900.00	90	121,245	386	154
III	2,910,600.00	21	138,600.00	901	1	138,600.00	900.00	90	374,098	3,334	154
IV-A	3,187,800.00	23	138,500.00	792	1	138,600.00	900.00	90	495,602	3,542	154
N-H	970,200.00	7	138,500.00	490	1	138,600.00	900.00	90	115,215	1,078	154
NCR	2,217,600.00	16	138,000.00	293	1	138,600.00	900.00	90	358,674	2,464	154
CAR	1,108,800.00	8	138,600.00	369	1	138,600.00	900.00	90	52,154	1,232	154
V	1,801,800.00	13	138,600.00	803	1	138,600.00	900.00	90	224,935	2,002	154
VI	2,772,000.00	20	138,600.00	862	1	138,600.00	900.00	90	276,941	3,080	154
VII	2,772,000.00	20	138,600.00	1014	1	138,600.00	900.00	90	273,074	3,080	154
VIII	1,801,800.00	13	138,600.00	626	1	138,600.00	900.00	90	164,504	2,002	154
IX	1,108,800.00	8	138,600.00	507	1	138,600.00	900.00	90	131,536	1,232	154
X	1,940,400.00	14	138,600.00	644	1	138,600.00	900.00	90	155,342	2,156	154
XI	1,524,600.00	11	138,600.00	634	1	138,600.00	900.00	90	177,890	1,664	154
XII	1,108,800.00	8	138,600.00	654	1	138,600.00	900.00	90	151,942	1,232	154
CARAGA	1,663,200.00	12	138,600.00	491	1	138,600.00	900.00	90	97,350	1,848	154
Grand Total	30,076,200.00	217		10,201					3,342,423	33,418	

Prepared by:

VICTOR R. FEDIRIGAN
SEPS

Recommended by:

ROSALIE VILLAREZA
Chief, RID-TLD

Approved:

LEILA ... GOLA
Director IV