



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM

CID-2024-457

To : Assistant Schools Division Superintendent
CID Chief
Education Program Supervisors in English and Mathematics
Learning Camp Fridays Focal
Budget Officer
Accountant

Subject : **GUIDELINES IN THE UTILIZATION OF DOWNLOADED PROGRAM SUPPORT FUNDS TO THE SCHOOLS DIVISION OFFICES FOR THE EARLY LANGUAGE LITERACY AND NUMERACY PROGRAMS FOR FY 2024**

Date : October 18, 2024

Pursuant to Unnumbered Joint Memorandum, re: Implementing Guidelines for the Utilization of Downloaded Funds to the Schools Division Offices for the Early Language Literacy and Numeracy Programs for FY 2024, this Office advises Budget Officer, Accountant and the concerned CID personnel to utilize the funds for the following purposes:

- Professional Development Activities, such as LAC Sessions, Collaborative Expertise Sessions, etc. on instructional Strategies employed in Teaching for Catch-Up Fridays;
- ELLN Program Monitoring; and
- Training on Developmentally-Appropriate Practices (DAP) – ELLN (Regional Level)

The Division Focal Persons in ELLN are advised to submit Accomplishment Report on ELLN for FY 2024 on or before November 29, 2024. Template will be shared through OneDrive.

Immediate dissemination and compliance of this Memorandum is directed.

For and in the absence of
Schools Division Superintendent

DepEd Schools Division of Digos City
RECORDS SECTION

RELEASED
DATE: 10/22/24 TIME: 6:30 PM

BY: [Signature]

Enclosed: As stated.

CID/jbc

PETER JASON C. SENARILLOS
Senior Education Program Specialist
Officer-In-Charge



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Department of Education
DAVAO REGION

SCHOOLS DIVISION OFFICE
RECORDS SECTION
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DATE: 12 SEP 2024
TIME: 4:32
60092

Office of the Regional Director

REGIONAL MEMORANDUM
CLMD-2024-544

To : Schools Division Superintendents

Subject : GUIDELINES IN THE UTILIZATION OF DOWNLOADED PROGRAM SUPPORT FUNDS TO THE SCHOOLS DIVISIONS OFFICES FOR THE EARLY LANGUAGE LITERACY AND NUMERACY PROGRAM FOR FY 2024

Date : September 9, 2024

Pursuant to Unnumbered Joint Memorandum, re: **Implementing Guidelines for the Utilization of Program Support Funds to Regional Offices for the Early Language Literacy and Numeracy (ELLN) Program for Fiscal Year 2024**, this Office advises the Schools Division Offices (SDOs) to utilize the funds for the following purposes:

- a. Professional Development Activities, such as LAC Sessions, Collaborative Expertise Sessions, etc. on instructional Strategies Employed in Teaching for Catch-Up Fridays;
- b. ELLN Program Monitoring; and
- c. Training on Developmentally Appropriate Practices (DAP)-ELLN (Regional Level).

The Division Focal Persons in ELLN are advised to submit Accomplishment Report on ELLN for FY 2024 on or before November 29, 2024. Template will be shared through OneDrive.

Immediate dissemination and compliance of this Memorandum is directed.

Enclosed: As stated.
ROC12/aca

DEPARTMENT OF EDUCATION
RECORDS SECTION
RELEASED
BY: [Signature]
DATE: Sept. 12, 2024
37825
ALLAN G. FARNAZO
Director IV



Republic of the Philippines
Department of Education
DAVAO REGION

**Program Support Fund (PSF) for the Early Language Literacy
and Numeracy (ELLN)**
Downloaded to Schools Division Offices

Schools Division Offices	Purpose	PSF Allocation
Davao City	-Professional Development Activities, such as LAC Sessions, Collaborative Expertise Sessions, etc. on instructional Strategies Employed in Teaching for Catch- Up Fridays -ELLN Program Monitoring	100,000.00
Davao de Oro		90,000.00
Davao del Norte		90,000.00
Davao del Sur		90,000.00
Davao Oriental		90,000.00
Digos City		75,221.00
Island Garden City of Samal		75,221.00
Mati City		75,221.00
Panabo City		75,221.00
Tagum City		75,221.00
Davao Occidental	-Training on Developmentally Appropriate Practices (DAP)-ELLN -ELLN Program Monitoring	190,000.00
TOTAL		1,026,105.00

Prepared by:

ANALIZA C. ALMAZAN
EPS, ELLN Focal Person



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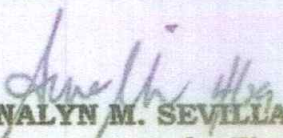


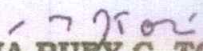
Republic of the Philippines
Department of Education

JOINT MEMORANDUM

TO : REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS

ATTENTION : REGIONAL EARLY LANGUAGE LITERACY AND NUMERACY
COORDINATORS

FROM : 
ANNALYN M. SEVILLA
Undersecretary for Finance

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

DATE : IMPLEMENTING GUIDELINES FOR THE UTILIZATION OF
PROGRAM SUPPORT FUNDS TO REGIONAL OFFICES FOR
THE EARLY LANGUAGE LITERACY AND NUMERACY
PROGRAM FOR FISCAL YEAR 2024

April 2, 2024

The Department of Education (DepEd) is steadfast in its commitment to improving the literacy and numeracy proficiency of learners through the implementation of the Early Language Literacy and Numeracy (ELLN) Program pursuant to DepEd Order No. 12, s. 2015 titled Guidelines on the Early Language Literacy and Numeracy (ELLN) Program: Professional Development Component and in support of the MATATAG Education Agenda and the National Learning Recovery Program.

The ELLN Program Support Funds (PSF) to DepEd Regional Offices (ROs) for the Fiscal Year 2024 have been directly released from the National Office-Department of Budget and Management (DBM) to the ROs with the total amount of **Sixty-One Million Two Hundred Forty-Five Thousand Pesos (Php 61,245,000.00)**. Attached as Annex 1 is the breakdown of the ELLN Program Support Fund per Region.

The ROs may further download the funds to their respective Schools Division Offices (SDOs) which shall be utilized within the Fiscal Year (FY) 2024 subject to the usual accounting and auditing rules and regulations. The SDOs shall in turn submit the approved Division ELLN Work and Financial Plan (WFP) for verification and approval by their respective ROs.



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The PSF shall be used to cover the expenses and other eligible items of expenditure relative to:

1. the conduct of the region-wide roll-out training on ELLN focusing on the Science of Reading including strategies in teaching beginning reading for Kindergarten to Grades 3 teachers and school heads, such as board and lodging of the participants for in-person modality, supplies, and materials relative to the conduct of the training (e.g., notebook, pen, copy paper, USB/external drive, and other allowable expenses);
2. other ELLN-related activities in Kindergarten to Grade 3, such as, but not limited to the following:
 - Training on Developmentally Appropriate Practices (DAP)-ELLN,
 - Capacity Building on Kindergarten Child-Centered Approaches, DAP Principles, Play-based Activities and Assessment,
 - Orientation on the Utilization of Primer 1 and Bridging Primer 2 and 3, and
 - Completion of camera-ready Bridging Primer 3 Teacher's Guide and Learner's Material (i.e., region/division/team cluster/language writeshops);
3. Professional development activities, such as LAC Sessions, Collaborative Expertise sessions, etc. on instructional strategies employed in teaching for Catch-up Fridays;
4. Payment of honoraria of resource persons; and
5. ELLN Program monitoring including but not limited to transportation, meals, and other eligible expenses.

In the conduct of training for teaching beginning reading and strategies in teaching reading in content areas and reading intervention strategies, ROs, SDOs, and schools are highly encouraged to engage experts from Teacher Education Institutions (TEIs).

Below are the roles and responsibilities of the different levels of governance, such as but not limited to:

Central Office (CO) through the Bureau of Learning Delivery (BLD) shall:

- a. formulate guidelines relevant to the implementation of the ELLN Program including its release, utilization, monitoring, and reporting of the PSF;
- b. provide technical assistance (TA) to the ROs regarding the release, utilization, monitoring, and reporting of its PSF and program implementation; and
- c. monitor and report at the national level on the release and utilization of its PSF.

Regional Offices (RO) through the Curriculum and Learning Management Division (CLMD) and Finance Division shall:

- a. implement policies relevant to the conduct of the ELLN Program including guidelines on the release, utilization, monitoring, and reporting of its PSF;
- b. conduct regional training to school heads, Public Schools District Supervisors (PSDSs), K to 3 teachers, as applicable;



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- c. provide TA to the SDOs regarding the release, utilization, monitoring, and reporting of its PSF;
- d. monitor and report at the regional level regarding the release, utilization, monitoring, and reporting of its PSF; and
- e. prepare and submit the consolidated regional accomplishment report to the BLD – Teaching and Learning Division (TLD) within the first semester of FY 2024 or upon completion of the activity using the Google Drive link: <https://bit.ly/2024PSFELLN>. See Annex 2 for the template of the accomplishment report.

Schools Division Office (SDO) through the Curriculum Implementation Division (CID) and Finance Unit shall:

- a. implement policies relevant to the conduct of the ELLN Program including guidelines on the release, utilization, monitoring, and reporting of its PSF;
- b. conduct division training to school heads, PSDS, K to 3 teachers, as applicable;
- c. provide TA to the schools regarding the release, utilization, monitoring, and reporting of its program support funds and program implementation; and
- d. monitor and report at the regional level regarding the release, utilization, monitoring, and reporting of its PSF.

Relative to this, the Regional Directors (RDs) shall be responsible for approving requests from the RO and SDOs on the utilization of any excess ELLN-PSF provided that it shall be utilized for the conduct of ELLN-related activities subject to the usual accounting and auditing rules and regulations.

For information, guidance, and compliance.

Copy furnished:



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ATTY. REVSEE A. ESCOBEDO
Undersecretary for Operations

Annex 1: ELLN Program Support Fund Regional Breakdown

Region	Total No. of Pax per Region	Board and Lodging	Supplies	Total Amount
Region 1	339	4,068,000.00	52,000.00	4,120,000.00
Region 2	225	2,700,000.00	34,000.00	2,734,000.00
Region III	475	5,700,000.00	72,000.00	5,772,000.00
Region IV CALABARZON	514	6,168,000.00	78,000.00	6,246,000.00
Region IV MIMAROPA	196	2,352,000.00	30,000.00	2,382,000.00
Region V	280	3,360,000.00	43,000.00	3,403,000.00
CAR	194	2,328,000.00	29,000.00	2,357,000.00
NCR	266	3,192,000.00	40,000.00	3,232,000.00
Region VI	465	5,580,000.00	71,000.00	5,651,000.00
Region VII	465	5,580,000.00	71,000.00	5,651,000.00
Region VIII	324	3,888,000.00	49,000.00	3,937,000.00
Region IX	206	2,472,000.00	31,000.00	2,503,000.00
Region X	338	4,056,000.00	51,000.00	4,107,000.00
Region XI	269	3,228,000.00	41,000.00	3,269,000.00
Region XII	232	2,784,000.00	35,000.00	2,819,000.00
CARAGA	252	3,024,000.00	38,000.00	3,062,000.00
Total	5,040	60,480,000.00	765,000.00	61,245,000.00



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Annex 2

**Accomplishment Report on ELLN
FY 2024**

Region: _____ No. of Divisions: _____

Budget Specific Allocation per Division (as applicable)	No. of K-3 Teachers, SHs, etc. Trained	Activity	Balance (as applicable) Indicate Action Steps/Plans	Challenges/Issues	Recommendations/ Suggestions

Submitted by: _____

Approved: _____

Complete Name with Signature Above
Designation

Name of Regional Director with Signature Above
Designation