



Tanggapan ng Kalihim  
Office of the Secretary

October 22, 1999

DECS MEMORANDUM

No. 456, s. 1999

SURVEYS ON THE DECENTRALIZATION OF BASIC EDUCATION MANAGEMENT

To: Bureau Directors  
Directors of Services/Centers and Unit Heads  
Regional Directors  
Schools Superintendents  
District Supervisors  
Public Elementary and Secondary School Principals

1. In connection with DECS Memorandum No. 230, s. 1999 issued on June 8, 1999, the Team of Consultants attached to the TA on the Decentralization of Basic Education Management will conduct a survey both at the DECS Central and field offices on issues relating to budget and finance, roles and responsibilities, and teaching and learning.
2. Two survey forms have been prepared, one on budget and finance matters, and the other of a more general nature on roles and responsibilities relating to the management of human resources, teaching and learning, and budget and finance. The survey on budget and finance is directed to DECS field officials only, and the general questionnaire to both central and field officials.
3. The objective of the survey is to acquire data and information that will be useful in preparing options for the decentralization of basic education management. Regional consultations on the different options will be held between April-June 2000. These options will form part of the ten-year plan.
4. Central, regional and division officials are requested to assist with the distribution and collection of the surveys in accordance with the list of target respondents and information given in Inclosure No. 1. The completed surveys must be submitted at DECS-Central Office on November 12, 1999.
5. For clarification on any of the items in the survey, please contact the consultants at the following: telephone/fax at 635-3763 or telephone at 633-7827; and e-mail at [ta-decen@fapenet.org](mailto:ta-decen@fapenet.org). For logistical matters, please contact OPS-PDED c/o Malyn Lagrana or Marites Telewik at 635-37-63 or 633-72-56.

6. Immediate dissemination of and prompt compliance this Memorandum is desired.

*Andrew Gonzalez*  
ANDREW GONZALEZ, FSC  
Secretary

*1/28/88*  
*20F*

Incl.: As stated

Reference: DECS Memorandum: (No. 230, s. 1999)

Allotment: 1-(D.O. 50-97)

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

OFFICIALS  
PROJECTS  
SURVEY

## GUIDELINES AND PROCEDURES ON SURVEYS

The Consultants Working on the Technical Assistance (TA) on Decentralization of Basic Education Management request the assistance of DECS Regional Directors and Division Superintendents in the conduct of two surveys.

### A. WHO WILL PARTICIPATE IN THE SURVEYS

The intended respondents to the survey on financial operations are:

Survey Form 1	All DECS Regional Directors
Survey Form 2	All DECS School Division Superintendents
Survey Form 3	DECS Autonomous High Schools Principal ( A sample of 1 school per division)
Survey Form 4	Non-Autonomous High Schools Principal ( A sample of 1 school per division)
Survey Form 5	DECS School District Office ( A sample of 1 district office per division)
Survey Form 6	DECS Elementary Schools Principal ( A sample of 2 schools per division)

The forms may be filled in by the Regional Director, Superintendent, District Supervisor or the concerned Principal himself/herself. Alternatively, the forms could be filled in initially by a finance officer and then certified correct by the official.

The intended respondents for the second more general survey on roles and responsibilities are the same as those for the first survey and in addition, DECS Central Office Directors and Division Chiefs.

Respondents are requested to be forthright. The information received will be treated in confidence. Although the respondents are expected to sign the survey forms and identify themselves, there shall be no specific attributions in any report to any person, region, district or school.

### B. MAIN TOPICS OF THE SURVEY

#### 1. Survey on Financial Operations

Each survey form involves answering about 80 YES-or-NO questions on financial operations of DECS regional offices, divisions, districts and schools. In particular, there are five subject areas:

1. Mode Of Release: Allotments and Cash Allocations
  - 1.1 Regular Appropriations for the Regions
  - 1.2 Regional Lump Sums
  - 1.3 Nationwide Lump Sums for Regional Operations
2. Local School Boards and Special Education Fund
3. LGU Subsidies ( i.e. over and above the SEF)

4. Canteens and other Income-Generating Activities
5. DECS School Building Program

2. **Survey on "General Decentralization" Issues**

This is a "Checklist Survey" to identify where powers reside presently in DECS; where in a decentralized organization, the powers should lie; and the level of priority the respondent would accord the decentralization of each function.

The areas on which the questions focus are: personnel, teaching and learning, budget preparation and execution, and those local government matters.

**C. DISTRIBUTION OF SURVEYS**

The surveys for the divisions, districts and the schools shall be given for distribution to the Division Superintendents attending the Annual Convention of the Philippine Association of School Superintendents (PASS) on October 20-22 in Manila. The surveys for the DECS Central and Regional Offices will be sent through regular DECS channels.

With regard to the finance survey, each superintendent will receive a total of five (5) survey forms: one Form 2 (Division Office), one Form 3 (District Office), one Form 4 (Autonomous High School), one Form 5 (Non-Autonomous High School), and two of Form 6 (Elementary School). From within their division, the superintendents are requested to choose 1 District Office, 1 autonomous high school, 1 non-autonomous high school and 2 elementary schools. It is requested that the 5 respondents be chosen from different districts. Furthermore, the superintendents are requested to distribute the survey to the 4 selected units. The general survey consists of one form (No. 7) and to be answered by all five units.

**D. PROPOSED DEADLINES: November 5 and 12.**

For divisional respondents, each unit submits the completed form and survey in a sealed envelope to the Division Superintendent by November 5. The Superintendent adds his/her response and sends the batch to reach the TA on or before November 12 1999 at the following address:

**TA on Decentralization of Basic Education Management**  
OPS-PDED, DECS Central Office  
4<sup>th</sup> floor, Bonifacio Building, U.L. Complex  
Meralco Avenue, Pasig City

The Regional Directors will return their completed surveys directly to the same address and by the same date.

For any questions about the survey, please call/fax (632) 635-3763 or phone 633-7827 and ask for one of the TA consultants. Or e-mail us at [ta-decen@fapenet.org](mailto:ta-decen@fapenet.org).

**MARAMING SALAMAT PO!**

**FORM 1: SURVEY FORM ON FINANCIAL MATTERS**  
**To be answered by DECS REGIONAL OFFICE**

DECS REGION \_\_\_\_\_

*INSTRUCTIONS: Please answer the following questions on financial matters.  
 For each question, please check the appropriate box.*

**YES NO Not Applicable** Question No.

**Part 1: 1999 GAA BUDGET RELEASES FROM DBM REGIONAL OFFICE ( DBM-RO)**

Were the ff. appropriations for regional operations released automatically to your DECS Regional Office ( DECS-RO) pursuant to DBM Circular 463:		YES	NO	Not Applicable	Question No.
1	PS and MOOE for elementary education?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1
2	PS and MOOE for secondary education?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2
	If no, how was appropriation released? _____				
<b>Are the cash allocations for the above items released</b>					
3	by the DBM-RO on a quarterly basis?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3
4	by the DBM-RO on a monthly basis?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4
<b>Did your DECS-RO have a hand in preparing the</b>					
5	Agency Budget Matrix ( ABM) for regional operations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5
6	If yes, is the ABM supported by schedules	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6
7	showing object of expenditures by school divisions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7
7	showing object of expenditures for each secondary school?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7
<b>Are you aware of DBM- or DECS-prescribed procedures and guidelines</b>					
<b>for the avallment of the ff. 1999 regional Lump Sums:</b>					
8	Requirements for positions created/authorized subject to actual deployment by schools/schools divisions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8
	If yes, indicate circular number/date: _____				
9	Salary adjustments based on approved Equiv Record Forms (ERFs)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9
	If yes, indicate circular number/date: _____				
10	Salary differential to convert teaching positions to Master Teacher?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10
	If yes, indicate circular number/date: _____				
11	Lump sum for reclassification of positions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11
	If yes, indicate circular number/date: _____				
12	Repair/Maintenance of Elem School buildings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12
	If yes, indicate circular number/date: _____				
13	Cash Allowance for Elem and Secondary education?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	13
	If yes, indicate circular number/date: _____				
14	Purchase of desks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	14
	If yes, indicate circular number/date: _____				
15	Purchase of textbooks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15
	If yes, indicate circular number/date: _____				

**INSTRUCTIONS:** Please answer the following questions on financial matters.  
For each question, please check the appropriate box.

		YES	NO	Not Applicable	Question No.
Does your DECS-RO request any of the ff directly from the DBM Regional Office:					
16	Requirements for positions created/authorized subject to actual deployment by schools/school divisions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16
17	Salary adjustments based on approved Equivalent Record Forms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17
18	Salary differential to convert teaching positions to Master Teacher?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	18
19	Lump sum for reclassification of positions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	19
20	Repair/Maintenance of elementary school buildings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	20
21	Cash Allowance for elementary and secondary education?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	21
22	Purchase of desks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	22
23	Purchase of textbooks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	23

**Part 2: MODE OF FUNDING SUBORDINATE UNITS FROM GAA REGIONAL RELEASES**  
Whether funds are released by Letter Advice of Allotment or by Cash Advance.

**FUNDING BY LETTER ADVICE OF ALLOTMENT:**

Does your DECS-RO release funding by Letter Advice of Allotment (LAA) and Funding Check					
24	To School Divisions including non-autonomous high schools?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	24
25	To autonomous high schools?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	25
26	To non-autonomous high schools?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	26
Is the LAA intended for					
27	PS and MOOE?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	27
28	MOOE only?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	28
Is the LAA sufficient to cover the requirements					
29	For entire year?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	29
30	For one quarter only?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	30
31	For one month only?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	31
32	Is the LAA broken down by objects of expenditures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	32
Is the Funding Check sufficient to cover the requirements					
33	For one quarter only?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	33
34	For one month only?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	34

**FUNDING BY CASH ADVANCE:**

Does your DECS-RO release funds by Cash Advance					
35	To School Divisions Incl. non-autonomous high schools?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	35
36	To autonomous high schools?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	36
37	To non-autonomous high schools?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	37
If yes, is the cash advance sufficient to cover the requirements					
38	For one month only?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	38
39	For one week only?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	39
40	Is the cash advance accompanied by a schedule showing the authorized objects of expenditure?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	40

**INSTRUCTIONS:** Please answer the following questions on financial matters.

For each question, please check the appropriate box.

YES NO Not Applicable Question No.

**Part 3: AVAILMENT FROM GAA NATIONWIDE LUMP SUMS UNDER REG'L OPERATIONS**  
 The GAA indicates there are some "nationwide" lump sums for DECS regional operations.

41	Does your DECS-RO have any involvement in programming any of the ff. "nationwide lump sums" for regional operations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	41
	If yes, does your DECS-RO provide DECS Central your region's specific needs for any of the following expenditure components:				
42	For newly-created positions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	42
43	Govt Assistance to Student and Teachers In Private Education (GASTPE)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	43
44	Lump Sum for Buildings and Structures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	44
45	Lump Sum for Furniture,Fixtures, Equipment and Book Outlay?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	45
	Are you aware of DBM-prescribed procedures and guidelines for DECS regional offices to avail themselves of the ff lump sums:				
46	For Newly-created Positions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	46
47	Govt Assistance to Student and Teachers In Private Education (GASTPE)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	47
48	Lump Sum for Buildings and Structures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	48
49	Lump Sum for Furniture,Fixtures, Equipment and Book Outlay?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	49
	If your region has a share of the Lump Sum for Newly-created Positions, are all the newly created positions allocated to the region				
50	available at the start of the schoolyear?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	50
51	covered by Sub-Advice of Allotment (SAA)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	51
52	covered by corresponding cash allocations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	52
	If your region has a share of the Lump Sum for Buildings and Structures,				
53	Are there identified beneficiary schools?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	53
54	is such a school required to submit a special budget/program of work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	54
55	Are these special budgets endorsed to DECS Central individually?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	55
56	Or bundled together and endorsed as one package for the region?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	56
57	Do the schools receive the SAA with enough lead time to finish project within the fiscal year?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	57
	If your region has a share of the Lump Sum for Furnitures, Fixtures, Equip/Books,				
58	Are there identified beneficiary schools?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	58
59	is the beneficiary school required to submit a special budget?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	59
60	Are these special budgets individually endorsed to DECS Central?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	60
61	Or bundled together and endorsed as one package for the region?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	61

**INSTRUCTIONS:** Please answer the following questions on financial matters.  
For each question, please check the appropriate box.

YES NO Not Applicable Question No.

**Part 4: LOCAL SCHOOL BOARDS (LSB) AND SPECIAL EDUCATION FUND (SEF)**

- 62 Does your DECS-RO monitor the annual budgets of Local School Boards (LSB) according to the DILG / DECS Joint Circular No.1 (1998)?  YES  NO  Not Applicable 62
- 63 Does your DECS-RO ever receive reports of avalliments from SEF by school divisions, school districts or schools in the region?  YES  NO  Not Applicable 63
- 64 If not, does your DECS-RO wish to receive information on avalliments from SEF by school divisions, school districts or schools in the region?  YES  NO  Not Applicable 64
- 65 In your opinion, should the Special Education Fund be considered as a factor in rationalizing the allocation of GAA MOOE to school divisions, districts, high schools and even elementary schools?  YES  NO  Not Applicable 65
- 66 Does your DECS-RO ever receive reports of non-SEF subsidies from LGUs by school divisions, school districts or schools in the region?  YES  NO  Not Applicable 66
- 67 If not, does your DECS-RO wish to receive reports on non-SEF subsidies from LGUs by school divisions, school districts or schools in the region?  YES  NO  Not Applicable 67
- 68 If you have the data, is your DECS-RO willing to report these non-SEF subsidies by LGUs to the DECS Central Office?  YES  NO  Not Applicable 68

**Part 5: CANTEN AND OTHER SCHOOL INCOME-GENERATION PROJECTS**

- 69 Are you aware of any DECS or DBM guidelines for the operation of school canteens?  YES  NO  Not Applicable 69  
If yes, indicate DECS or DBM Circular No. / Date \_\_\_\_\_
- 70 Does your DECS-RO issue its own guidelines for canteen operations?  YES  NO  Not Applicable 70
- 71 Does your DECS-RO monitor incomes of canteens in your schools?  YES  NO  Not Applicable 71
- 72 Would your DECS-RO wish to receive information on canteen incomes?  YES  NO  Not Applicable 72
- 73 In your opinion, should canteen income be considered as a factor in rationalizing the allocation of GAA MOOE to school divisions districts, high schools and even elementary schools?  YES  NO  Not Applicable 73
- 74 Are you aware of any DECS or DBM guidelines for other income-generating activities such as for agricultural production?  YES  NO  Not Applicable 74
- 75 such as for fabrication of desks, tables, chairs, etc?  YES  NO  Not Applicable 75  
If yes, indicate DECS or DBM Circular No. / Date \_\_\_\_\_



**INSTRUCTIONS:** Please answer the following questions on financial matters.  
 For each question, please check the appropriate box.

YES NO Not Applicable Question No.

**Part 8: DECS SCHOOL BUILDING PROGRAM ( SBP)**

76	Has your office ever had a role in recommending projects to the SBP?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	76
77	Is your office consulted prior to implementation of an SBP project?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	77
78	Does your office receive a list of approved SBP projects in the region?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	78
79	Does your office have a hand in monitoring implementation of the SBP?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	79
80	Does your office have a role in the official acceptance of an SBP project?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	80
81	Does your office receive copies of signed Certificates of Acceptance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	81

END OF QUESTIONNAIRE: Thank you.

This form was filled in by:

CERTIFIED CORRECT by:

\_\_\_\_\_  
 Printed Name  
 \_\_\_\_\_  
 Position Title  
 \_\_\_\_\_  
 Signature  
 \_\_\_\_\_  
 Date \_\_\_\_\_

\_\_\_\_\_  
 Printed Name  
 \_\_\_\_\_  
 DECS Regional Director  
 \_\_\_\_\_  
 Signature  
 \_\_\_\_\_  
 Date \_\_\_\_\_

PLEASE SEND COMPLETED FORM UNDER SEALED COVER  
 TO: TA ON DECENTRALIZATION  
 4th FLOOR, BONIFACIO HALL  
 DECS CENTRAL OFFICE

**FORM 2: SURVEY FORM ON FINANCIAL MATTERS**  
**To be answered by DECS SCHOOL DIVISION OFFICE**

DECS REGION \_\_\_\_\_  
 SCHOOL DIVISION \_\_\_\_\_

*INSTRUCTIONS: Please answer the following questions on financial matters.  
 For each question, please check the appropriate box.*

**YES      NO      Not Applicable      Question No**

**Part 1: BUDGET MATRIX and MODE OF FUNDING SCHOOLS/ DISTRICTS.**

		<b>YES</b>	<b>NO</b>	<b>Not Applicable</b>	
1	Did your DECS Division have any input in the preparation of the 1999 Agency Budget Matrix (ABM) for the division?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1
2	Does the budget matrix for your division show object of expenditures for the school division?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2
3	show object of expenditures for each autonomous high school?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3
4	show object of expenditures for the other secondary schools?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4
5	Does the budget matrix show object of expenditures breakdown for MOOE?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5
6	for PS?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6
7	Does the budget matrix indicate that the amount released to the division for PS is exactly equal to that specified in the 1999 GAA?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7
8	for MOOE is exactly equal to that specified in the 1999 GAA?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8
<b>FUNDING BY LETTER ADVICE OF ALLOTMENT (LAA)</b>					
9	Does your Division Office release funding by LAA and Funding Check To autonomous high schools?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9
10	To non-autonomous high schools?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10
11	To any school district?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11
12	Is the LAA intended for PS and MOOE?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12
13	MOOE only?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	13
14	Is the LAA broken down by objects of expenditures for PS?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	14
15	for MOOE?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15
16	Does the LAA release the full amount specified by the GAA for the PS of autonomous high schools?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16
17	for the MOOE of autonomous high schools?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17
18	for the PS of the rest of the Division?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	18
19	for the MOOE of the rest of the Division?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	19
20	Is the LAA intended to cover the requirements For entire year?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	20
21	For one quarter only?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	21
22	For one month only?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	22
23	Is the Funding Check sufficient to cover the requirements For one quarter only?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	23
24	For one month only?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	24

**INSTRUCTIONS:** Please answer the following questions on financial matters.

For each question, please check the appropriate box.

	YES	NO	Not Applicable	Question No
<b>FUNDING BY CASH ADVANCE:</b>				
Does your Division Office release GAA funds by Cash Advance				
25	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	25
	To autonomous high schools?			
26	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	26
	To non-autonomous high schools?			
27	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	27
	To any school district?			
28	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	28
	To any elementary school?			
If cash advance is released, is it sufficient to cover the requirements				
29	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	29
	For one month only?			
30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	30
	For one week only?			
If cash advance is released, is it accompanied by a schedule				
31	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	31
	showing the authorized objects of expenditure for PS?			
32	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	32
	showing the authorized objects of expenditure for MOOE?			
Does your Division Office allocate specific GAA MOOE funds				
33	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	33
	To non-autonomous secondary schools?			
34	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	34
	To school districts?			
35	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	35
	To elementary schools?			
If specific amounts are allocated, is the amount released by cash advance				
36	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	36
	To non-autonomous secondary schools?			
37	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	37
	To school districts?			
38	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	38
	To elementary schools?			
If no cash or check is released, are the allocations of schools given instead as				
39	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	39
	Payment for utility bills?			
40	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	40
	Supplies and materials?			
41	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	41
	Textbooks?			
42	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	42
	Reimbursement for travel expenses?			
43	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	43
	Reimbursement for seminar expenses?			

**INSTRUCTIONS:** Please answer the following questions on financial matters.

For each question, please check the appropriate box.

YES NO **Not** Applicable Question No

**Part 2: AVAILMENT BY THE DIVISION OF GAA LUMP SUMS UNDER REG'L OPERATIONS**

**REGIONAL LUMP SUMS:**

Are you aware of DBM or DECS-prescribed procedures and guidelines for the availment by the division of the ff. 1999 regional Lump Sums:

44	Requirements for positions created/authorized subject to actual deployment by schools/schools divisions? If yes, indicate circular number/date: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	44
45	Salary adjustments based on approved Equiv Record Forms (ERFs) If yes, indicate circular number/date: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	45
46	Salary differential to convert teaching positions to Master Teacher? If yes, indicate circular number/date: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	46
47	Lump sum for reclassification of position? If yes, indicate circular number/date: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	47
48	Repair/Maintenance of Elementary School buildings? If yes, indicate circular number/date: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	48
49	Cash allowance for Elem and Secondary education? If yes, indicate circular number/date: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	49
50	Purchase of desks? If yes, indicate circular number/date: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	50
51	Purchase of textbooks? If yes, indicate circular number/date: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	51

Does your Division Office request any of the ff directly from the DBM Regional Office:

52	Requirements for positions created/authorized subject to actual deployment by schools/schools divisions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	52
53	Salary adjustments based on approved Equivalent Record Forms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	53
54	Salary differential to convert teaching positions to Master Teacher?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	54
55	Lump sum for reclassification of positions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	55
56	Repair/Maintenance of elementary school buildings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	56
57	Cash Allowance for elementary and secondary education?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	57
58	Purchase of desks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	58
59	Purchase of textbooks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	59

**NATIONWIDE LUMP SUMS UNDER REGIONAL OPERATIONS:**

Does your division office have any involvement in programming any of the ff. "nationwide lump sums" for regional operations?

60	For Newly-created Positions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	60
61	Govt Assistance to Student and Teachers In Private Education (GASTPE) ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	61
62	Lump Sum for Buildings and Structures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	62
63	Lump Sum for Furniture, Fixtures, Equipment and Book Outlay?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	63
64	Are you aware of DECS- or DBM-prescribed procedures and guidelines for DECS divisions to avail themselves of any of the above lump sums? If yes, indicate circular number/date: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	64

**INSTRUCTIONS:** Please answer the following questions on financial matters.  
For each question, please check the appropriate box.

	YES	NO	Not Applicable	Question No
If yes, does your division provide DECS-RO your division's specific needs for any of the following expenditure components:				
65	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	65
66	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	66
67	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	67
68	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	68

**Part 3: LOCAL SCHOOL BOARDS (LSB) AND SPECIAL EDUCATION FUND (SEF)**

69	Is your Division Office involved in the preparation of the Local School Board (LSB) budget?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	69
70	Are you aware of specific DBM, DILG or DECS guidelines on the preparation of the LSB budget? If yes, please attach copy of said guidelines: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	70
71	Are you aware if the SEF has over the years been utilized for Creation of extension positions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	71
72	Construction of new school buildings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	72
73	Repair of school buildings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	73
74	Additional allowance for teachers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	74
75	Local and/or foreign travel?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	75
76	Sports activities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	76
77	School supplies and materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	77
78	Textbooks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	78
79	Reference materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	79
80	Purchase of motor vehicles?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	80
81	Computers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	81
82	Office equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	82
83	Teaching equipment (e.g. science kits) ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	83
84	Scholarships?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	84
NOTE: Please attach copies of SEF budgets for most recent 2 years.					
85	Does your Division Office monitor the annual budgets of municipal LSB according to the DILG/DECS Joint Circular No.1 1998?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	85
86	Does your Division Office receive reports of availments from SEF by school districts and individual schools in your division?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	86
87	Does your Division Office wish to receive data on availments from SEF by school districts and individual schools in your division?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	87
88	Is your Division Office willing to report SEF data to DECS-RO?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	88

In your opinion, should the Special Education Fund be considered

**INSTRUCTIONS:** Please answer the following questions on financial matters.  
For each question, please check the appropriate box.

	YES	NO	Not Applicable	Question No
89 as a factor in rationalizing the allocation of GAA MOOE to school districts, high schools and even elementary schools?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	89
90 Are you informed by school districts or any of the schools of subsidies (other than SEF) received by them from LGUs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	90
91 Would your office wish to receive data on LGU non-SEF subsidies?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	91
92 Is your office willing to report LGU non-SEF subsidies to DECS-RO?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	92

**Part 4 : CANTEEN AND OTHER SCHOOL INCOME-GENERATION PROJECTS**

93 Are you aware of any DECS or DBM guidelines for the operation of school canteens? If yes, indicate DECS or DBM Circular No. / Date _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	93
94 Does your Division issue its own guidelines for canteen operations? If yes, please attach a copy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	94
95 Does your Division regularly monitor incomes of canteens in schools?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	95
96 Would your Division wish to receive information on canteen incomes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	96
97 In your opinion, should canteen income be considered as a factor in rationalizing the allocation of GAA MOOE to school districts, high schools and even elementary schools?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	97
98 Are you aware of any DECS or DBM guidelines for other income-generating school activities such as Agricultural production?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	98
99 Fabrication of desks, tables, chairs, etc? If yes, indicate DECS or DBM Circular No. / Date _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	99

**INSTRUCTIONS:** Please answer the following questions on financial matters.  
For each question, please check the appropriate box.

	YES	NO	Not Applicable	Question No
<b>Part 5 : DECS SCHOOL BUILDING PROGRAM ( SBP )</b>				
100	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	100
101	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	101
102	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	102
103	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	103
104	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
105	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	105
106	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	106

END OF QUESTIONNAIRE: Thank you.

This form was filled in by:

Printed Name \_\_\_\_\_

Position Title \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

CERTIFIED CORRECT by:

Printed Name \_\_\_\_\_

DECS DIVISION SUPERINTENDENT

Signature \_\_\_\_\_

Date \_\_\_\_\_

PLEASE SEND COMPLETED FORM UNDER SEALED COVER  
TO: TA ON DECENTRALIZATION  
4th FLOOR, BONIFACIO HALL  
DECS CENTRAL OFFICE

### FORM 3: SURVEY FORM ON FINANCIAL MATTERS To be answered by a DECS AUTONOMOUS HIGH SCHOOL

DECS REGION \_\_\_\_\_  
DECS DIVISION \_\_\_\_\_

SCHOOL \_\_\_\_\_

*INSTRUCTIONS: Please answer the following questions on financial matters.  
For each question, please check the appropriate box.*

**YES**      **NO**      **Not  
Applicable**

**Part 1: BUDGET MATRIX and MODE OF FUNDING**

1	Did your school have any input in the preparation of the 1999 Agency Budget Matrix (ABM) for the school?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1
2	Does the budget matrix show object of expenditures breakdown for MOOE? for PS?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2
3		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3
4	Does the budget matrix indicate that the amount released to the school for PS is exactly equal to that specified in the 1999 GAA? for MOOE is exactly equal to that specified in the 1999 GAA?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4
5		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5
<b>LETTER ADVICE OF ALLOTMENT ( LAA ):</b>					
6	Does your school receive funding by LAA and Funding Check?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6
7	Is the LAA intended for PS and MOOE? MOOE only?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7
8		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8
9	Is the LAA broken down by objects of expenditures for PS? for MOOE?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9
10		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10
9	Did your school have any hand in specifying the objects of expenditure?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9
11	Does the LAA release the full amount specified by the GAA for PS? for MOOE?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11
12		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12
13	Is the LAA intended to cover the requirements For entire year? For one quarter only? For one month only?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	13
14		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	14
15		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15
16	Is the Funding Check sufficient to cover the requirements For one month only? For one week only?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16
17		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17



**INSTRUCTIONS:** Please answer the following questions on financial matters.  
For each question, please check the appropriate box.

		YES	NO	Not Applicable	
<b>CASH ADVANCE:</b>					
18	Does your school receive funds by Cash Advance? If yes, is the cash advance sufficient to cover the requirements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	18
19	For one month only?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	19
20	For one week only?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	20
Is the cash advance accompanied by a schedule					
21	showing the authorized objects of expenditure for PS?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	21
22	showing the authorized objects of expenditure for MOOE?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	22
Does your school receive any of the following items from the Division/ Region?					
36	Payment for utility bills?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	36
36	Supplies and materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	36
37	Textbooks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	37
38	Reimbursement for travel expenses?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	38
39	Reimbursement for seminar expenses?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	39

**Part 2: AVAILMENT BY THE SCHOOL OF GAA LUMP SUMS**

<b>REGIONAL LUMP SUMS:</b>					
Is your school aware of any DECS or DBM guidelines on how your school might avail itself of any of the following lump sums					
28	Requirements for positions created/authorized subject to actual deployment by schools/schools schools? If yes, indicate circular number/date: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	28
29	Salary adjustments based on approved Equiv Record Forms (ERFs) If yes, indicate circular number/date: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	29
30	Salary differential to convert teaching positions to Master Teacher? If yes, indicate circular number/date: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	30
31	Lump sum for reclassification of position? If yes, indicate circular number/date: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	31
32	Cash allowance for Elem and Secondary education? If yes, indicate circular number/date: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	32
33	Purchase of desks? If yes, indicate circular number/date: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	33
34	Purchase of textbooks? If yes, indicate circular number/date: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	34
In 1999, has your school ever submitted an official request which has to do with any of the following lump sums					
35	Requirements for positions created/authorized subject to actual deployment by schools/schools schools?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	35
36	Salary adjustments based on approved Equiv Record Forms (ERFs)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	36
37	Salary differential to convert teaching positions to Master Teacher?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	37
38	Lump sum for reclassification of position?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	38
39	Repair/Maintenance of Elementary School buildings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	39
40	Cash allowance for Elementary and Secondary education?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	40

**INSTRUCTIONS:** Please answer the following questions on financial matters.  
For each question, please check the appropriate box.

		YES	NO	Not Applicable	
41	Purchase of desks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	41
42	Purchase of textbooks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	42
<b>Does your school request any of the ff directly from the DECS Regional or Division Office:</b>					
43	Requirements for positions created/authorized subject to actual deployment by schools/schools schools?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	43
44	Salary adjustments based on approved Equivalent Record Forms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	44
45	Salary differential to convert teaching positions to Master Teacher?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	45
46	Lump sum for reclassification of positions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	46
47	Cash Allowance for elementary and secondary education?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	47
48	Purchase of desks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	48
49	Purchase of textbooks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	49

**NATIONWIDE LUMP SUMS UNDER REGIONAL OPERATIONS:**

Does your division office have any involvement in programming any of the ff. "nationwide lump sums" for regional operations?

46	For Newly-created Positions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	46
47	Govt Assistance to Student and Teachers in Private Education (GASTPE) ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	47
48	Lump Sum for Buildings and Structures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	48
49	Lump Sum for Furniture,Fixtures, Equipment and Book Outlay?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	49

Are you aware of DECS- or DBM-prescribed procedures and guidelines for schools to avail themselves of any of the above lump sums?

46 If yes, indicate circular number/date: \_\_\_\_\_    46

If yes, does your school provide DECS-RO your school's specific needs for any of the following expenditure components:

42	For newly-created positions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	42
43	Govt Assistance to Student and Teachers in Private Education ( GASTPE)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	43
44	Lump Sum for Buildings and Structures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	44
45	Lump Sum for Furniture,Fixtures, Equipment and Book Outlay?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	45

**Part 3: LOCAL SCHOOL BOARDS (LSB) AND SPECIAL EDUCATION FUND (SEF)**

Is your school involved in the preparation of the Local School Board (LSB) budget?

50    50

Are you aware of specific DBM, DILG or DECS guidelines on the preparation of the LSB budget?

51    51

If yee, please attach copy of said guidelines: \_\_\_\_\_

Has your school ever received funds from the SEF for any of the following:

52	Creation of extension positions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	52
53	Construction of new school buildings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	53
54	Repair of schoolbuildings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	54
55	Additional allowance for teachers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	55
56	Local and/or foreign travel?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	56
57	Sports activities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	57
58	School supplies and materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	58

**INSTRUCTIONS:** Please answer the following questions on financial matters.  
For each question, please check the appropriate box.

		YES	NO	Not Applicable	
59	Textbooks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	59
60	Reference materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	60
61	Purchase of motor vehicles?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	61
62	Computers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	62
63	Office equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	63
64	Teaching equipment (e.g. science kits) ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	64
65	Scholarships?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	65
66	Does your school automatically report to the DECS Regional or Division Office any amounts received by the school from the SEF?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	66
67	Does your school automatically report to the DECS Regional or Division Office any amounts (other than SEF) received by the school from an LGU?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	67
68	Is your school willing to report regularly to the DECS Regional or Division Office any amounts received by the school from the SEF?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	68
69	Is your school willing to report regularly to the DECS Regional or Division Office any amounts (other than SEF) received by the school from an LGU?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	69
70	In your opinion, should the Special Education Fund be considered as a factor in rationalizing the allocation of GAA MOOE to school districts, high schools and even elementary schools?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	70

**Part 4: CANTEEN AND OTHER SCHOOL INCOME-GENERATION PROJECTS**

71	Does your school operate a school canteen?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	71
72	Are you aware of DECS or DBM guidelines for canteen operations? If yes, indicate DECS or DBM Circular No. / Date _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	72
73	Does your school have its own guidelines for canteen operations? If yes, please attach school guidelines.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	73
74	Does your school report canteen income to the Regional or Division Office?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	74
75	Is your school willing to report canteen income to Regional or Division Office? If yes, please attach 1998 report of school canteen income.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	75
76	In your opinion, should canteen income be considered as a factor in rationalizing the allocation of GAA MOOE to school districts, high schools and even elementary schools?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	76
77	Are you aware of any DECS or DBM guidelines for other income-generating school activities such as Agricultural production?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	77
78	Fabrication of desks, tables, chairs, etc? If yes, indicate DECS or DBM Circular No. / Date _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	78

INSTRUCTIONS: Please answer the following questions on financial matters.  
For each question, please check the appropriate box.

YES NO Not Applicable

Part 5 : DECS SCHOOL BUILDING PROGRAM ( SBP )

- 79 Has your school ever had a role in recommending projects to the SBP?  YES  NO  Not Applicable 79
- 80 Is your school consulted prior to implementation of an SBP project?  YES  NO  Not Applicable 80
- 81 Does your school have a hand in monitoring implementation of the SBP?  YES  NO  Not Applicable 81
- 82 Does DPWH or the LGU consult you during SBP implementation?  YES  NO  Not Applicable 82
  
- 83 Are you able to check if the completed project conforms with the plans, specifications and program of work?  YES  NO  Not Applicable 83
- 84 Do you provide the DECS-RO or Division Office a copy of the Certificate of Acceptance?  YES  NO  Not Applicable 84

END OF QUESTIONNAIRE: Thank you.

This form was filled in by:

Printed Name \_\_\_\_\_  
 Position Title \_\_\_\_\_  
 Signature \_\_\_\_\_  
 Date \_\_\_\_\_

CERTIFIED CORRECT by:

Printed Name \_\_\_\_\_  
 SCHOOL PRINCIPAL / HEAD \_\_\_\_\_  
 Signature \_\_\_\_\_  
 Date \_\_\_\_\_

PLEASE SEND COMPLETED FORM UNDER SEALED COVER

**FORM 4: SURVEY FORM ON FINANCIAL MATTERS**  
**To be answered by DECS Non-AUTONOMOUS HIGH SCHOOL**

DECS REGION \_\_\_\_\_  
 DECS DIVISION \_\_\_\_\_

SCHOOL \_\_\_\_\_

**INSTRUCTIONS:** Please answer the following questions on financial matters.  
 For each question, please check the appropriate box.

		YES	NO	Not Applicable	Question No.
<b>Part 1: BUDGET MATRIX and MODE OF FUNDING</b>					
1	Did your school have any input in the preparation of the 1999 Agency Budget Matrix (ABM) for the school?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1
2	Does the budget matrix show object of expenditures breakdown for MOOE? for PS?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2
3		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3
4	Does the budget matrix indicate that the amount released to the school for PS is exactly equal to that specified in the 1999 GAA? for MOOE is exactly equal to that specified in the 1999 GAA?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4
5		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5
	<b>LETTER ADVICE OF ALLOTMENT ( LAA ):</b>				
6	Does your school receive funding by LAA and Funding Check?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6
7	Is the LAA intended for PS and MOOE? MOOE only?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7
8		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8
9	Is the LAA broken down by objects of expenditures for PS? for MOOE?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9
10		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10
9	Did your school have any hand in specifying the objects of expenditure?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9
11	Does the LAA release the full amount specified by the GAA for PS? for MOOE?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11
12		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12
13	Is the LAA intended to cover the requirements For entire year? For one quarter only? For one month only?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	13
14		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	14
15		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15
16	Is the Funding Check sufficient to cover the requirements For one month only? For one week only?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16
17		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17

**INSTRUCTIONS: Please answer the following questions on financial matters.  
For each question, please check the appropriate box.**

		YES	NO	Not Applicable	Question No.
<b>CASH ADVANCE:</b>					
18	Does your school receive funds by Cash Advance? If yes, is the cash advance sufficient to cover the requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	18
19	For one month only?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	19
20	For one week only?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	20
Is the cash advance accompanied by a schedule					
21	showing the authorized objects of expenditure for PS?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	21
22	showing the authorized objects of expenditure for MOOE?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	22
Does your school receive any of the following items from the Division/ Region?					
36	Payment for utility bills?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	36
36	Supplies and materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	36
37	Textbooks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	37
38	Reimbursement for travel expenses?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	38
39	Reimbursement for seminar expenses?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	39

**Part 2: AVAILMENT BY THE SCHOOL OF GAA LUMP SUMS**

**REGIONAL LUMP SUMS:**

Is your school aware of any DECS or DBM guidelines on how your school might avail itself of any of the following lump sums

28	Requirements for positions created/authorized subject to actual deployment by schools/schools schools? If yes, indicate circular number/date: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	28
29	Salary adjustments based on approved Equiv Record Forms (ERFs) If yes, indicate circular number/date: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	29
30	Salary differential to convert teaching positions to Master Teacher? If yes, indicate circular number/date: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	30
31	Lump sum for reclassification of position? If yes, indicate circular number/date: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	31
32	Cash allowance for Elem and Secondary education? If yes, indicate circular number/date: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	32
33	Purchase of desks? If yes, indicate circular number/date: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	33
34	Purchase of textbooks? If yes, indicate circular number/date: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	34

In 1999, has your school ever submitted an official request which has to do with any of the following lump sums

35	Requirements for positions created/authorized subject to actual deployment by schools/schools schools?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	35
36	Salary adjustments based on approved Equiv Record Forms (ERFs)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	36
37	Salary differential to convert teaching positions to Master Teacher?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	37
38	Lump sum for reclassification of position?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	38
39	Repair/Maintenance of Elementary School buildings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	39
40	Cash allowance for Elementary and Secondary education?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	40

**INSTRUCTIONS: Please answer the following questions on financial matters.**

**For each question, please check the appropriate box.**

		YES	NO	Not Applicable	Question No.
41	Purchase of desks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	41
42	Purchase of textbooks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	42
<b>Does your school request any of the ff directly from the DECS Regional or Division Office:</b>					
<b>Requirements for positions created/authorized subject to actual deployment by schools/schools schools?</b>					
43		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	43
44	Salary adjustments based on approved Equivalent Record Forms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	44
45	Salary differential to convert teaching positions to Master Teacher?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	45
46	Lump sum for reclassification of positions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	46
47	Cash Allowance for elementary and secondary education?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	47
48	Purchase of desks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	48
49	Purchase of textbooks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	49
<b>NATIONWIDE LUMP SUMS UNDER REGIONAL OPERATIONS:</b>					
<b>Does your division office have any involvement in programming any of the ff. "nationwide lump sums" for regional operations?</b>					
46	For Newly-created Positions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	46
47	Govt Assistance to Student and Teachers in Private Education (GASTPE) ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	47
48	Lump Sum for Buildings and Structures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	48
49	Lump Sum for Furniture,Fixtures, Equipment and Book Outlay?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	49
<b>Are you aware of DECS- or DBM-prescribed procedures and guidelines for schools to avail themselves of any of the above lump sums?</b>					
46	If yes, indicate circular number/date: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	46
<b>If yes, does your school provide DECS-RO your school's specific needs for any of the following expenditure components:</b>					
42	For newly-created positions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	42
43	Govt Assistance to Student and Teachers in Private Education ( GASTPE)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	43
44	Lump Sum for Buildings and Structures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	44
45	Lump Sum for Furniture,Fixtures, Equipment and Book Outlay?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	45

**INSTRUCTIONS:** Please answer the following questions on financial matters.  
For each question, please check the appropriate box.

	YES	NO	Not Applicable	Question No.
<b>Part 3: LOCAL SCHOOL BOARDS (LSB) AND SPECIAL EDUCATION FUND (SEF)</b>				
50				50
Is your school involved in the preparation of the Local School Board (LSB) budget?				
51				51
Are you aware of specific DBM, DILG or DECS guidelines on the preparation of the LSB budget?				
If yes, please attach copy of said guidelines: _____				
Has your school ever received funds from the SEF for any of the following:				
52				52
Creation of extension positions?				
53				53
Construction of new school buildings?				
54				54
Repair of school buildings?				
55				55
Additional allowance for teachers?				
56				56
Local and/or foreign travel?				
57				57
Sports activities?				
58				58
School supplies and materials?				
59				59
Textbooks?				
60				60
Reference materials?				
61				61
Purchase of motor vehicles?				
62				62
Computers?				
63				63
Office equipment?				
64				64
Teaching equipment (e.g. science kits) ?				
65				65
Scholarships?				
66				66
Does your school automatically report to the DECS Regional or Division Office any amounts received by the school from the SEF?				
67				67
Does your school automatically report to the DECS Regional or Division Office any amounts (other than SEF) received by the school from an LGU?				
68				68
Is your school willing to report regularly to the DECS Regional or Division Office any amounts received by the school from the SEF?				
69				69
Is your school willing to report regularly to the DECS Regional or Division Office any amounts (other than SEF) received by the school from an LGU?				
70				70
In your opinion, should the Special Education Fund be considered as a factor in rationalizing the allocation of GAA MOOE to school districts, high schools and even elementary schools?				



**INSTRUCTIONS: Please answer the following questions on financial matters.  
For each question, please check the appropriate box.**

		YES	NO	Not Applicable	Question No.
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**Part 4: CANTEEN AND OTHER SCHOOL INCOME-GENERATION PROJECTS**

- |    |   |                          |                          |                          |    |
|----|---|--------------------------|--------------------------|--------------------------|----|
| 71 | Does your school operate a school canteen?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 71 |
| 72 | Are you aware of DECS or DBM guidelines for canteen operations?<br>If yes, indicate DECS or DBM Circular No. / Date _____   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 72 |
| 73 | Does your school have its own guidelines for canteen operations?<br>If yes, please attach school guidelines.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 73 |
| 74 | Does your school report canteen income to the Regional or Division Office?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 74 |
| 75 | Is your school willing to report canteen income to Regional or Division Office?<br>If yes, please attach 1998 report of school canteen income.                              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 75 |
| 76 | In your opinion, should canteen income be considered as a factor in rationalizing the allocation of GAA MOOE to school districts, high schools and even elementary schools? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 76 |
| 77 | Are you aware of any DECS or DBM guidelines for other income-generating school activities such as Agricultural production?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 77 |
| 78 | Fabrication of desks, tables, chairs, etc?<br>If yes, indicate DECS or DBM Circular No. / Date _____  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 78 |

**Part 5: DECS SCHOOL BUILDING PROGRAM ( SBP )**

- |    |   |                          |                          |                          |    |
|----|---|--------------------------|--------------------------|--------------------------|----|
| 79 | Has your school ever had a role in recommending projects to the SBP?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 79 |
| 80 | Is your school consulted prior to implementation of an SBP project?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 80 |
| 81 | Does your school have a hand in monitoring implementation of the SBP?                                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 81 |
| 82 | Does DPWH or the LGU consult you during SBP implementation?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 82 |
| 83 | Are you able to check if the completed project conforms with the plans, specifications and program of work? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 83 |
| 84 | Do you provide the DECS-RO or Division Office a copy of the Certificate of Acceptance?                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 84 |

END OF QUESTIONNAIRE: Thank you.

This form was filled in by:

Printed Name \_\_\_\_\_  
Position Title \_\_\_\_\_  
Signature \_\_\_\_\_  
Date \_\_\_\_\_

CERTIFIED CORRECT by:

Printed Name \_\_\_\_\_  
SCHOOL PRINCIPAL / HEAD \_\_\_\_\_  
Signature \_\_\_\_\_  
Date \_\_\_\_\_

PLEASE SEND COMPLETED FORM UNDER SEALED COVER



**FORM 5: SURVEY FORM ON FINANCIAL MATTERS**  
**To be answered by a DECS SCHOOL DISTRICT OFFICE**

DECS REGION \_\_\_\_\_  
 DIVISION \_\_\_\_\_  
 DISTRICT \_\_\_\_\_

*INSTRUCTIONS: Please answer the following questions on financial matters.  
 For each question, please check the appropriate box.*

	YES	NO	Not Applicable	Question No
<b>Part 1: BUDGET MATRIX and MODE OF FUNDING</b>				
1 Did your school district have any input in the preparation of the 1999 Agency Budget Matrix (ABM) for the district?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1
2 Does the budget matrix show object of expenditures breakdown for MOOE?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2
3 for PS?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3
<b>LETTER ADVICE OF ALLOTMENT ( LAA )</b>				
5 Does your district office receive funding by LAA and Funding Check?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5
6 Is the LAA intended for PS and MOOE?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6
7 MOOE only?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7
8 Is the LAA broken down by objects of expenditures for PS?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8
9 for MOOE?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9
10 Does the LAA release the full amount specified by the GAA for PS?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10
11 for MOOE?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11
13 Is the LAA intended to cover the requirements For entire year?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	13
14 For one quarter only?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	14
15 For one month only?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15
16 Is the Funding Check sufficient to cover the requirements For one month only?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16
17 For one week only?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17
<b>CASH ADVANCE:</b>				
18 Does your District Office receive funds by Cash Advance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	18
19 If yes, is the cash advance sufficient to cover the requirements For one month only?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	19
20 For one week only?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	20
21 Is the cash advance accompanied by a schedule showing the authorized objects of expenditure for PS?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	21
22 showing the authorized objects of expenditure for MOOE?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	22
<b>Does your District Office receive any of the following items from the Division/ Region?</b>				
23 Payment for utility bills?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	23
24 Supplies and materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	24
25 Textbooks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	25
26 Reimbursement for travel expenses?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	26
27 Reimbursement for seminar expenses?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	27

**INSTRUCTIONS:** Please answer the following questions on financial matters.  
For each question, please check the appropriate box.

		YES	NO	Not Applicable	Question No
<b>Part 2: AVAILMENT BY THE DISTRICT OF GAA LUMP SUMS</b>					
<b>REGIONAL LUMP SUMS:</b>					
Is your district office aware of any DECS or DBM guidelines on how your school district might avail itself of any of the following lump sums					
28	Requirements for positions created/authorized subject to actual deployment by schools/schools schools? If yes, indicate circular number/date: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	28
29	Salary adjustments based on approved Equiv Record Forms (ERFs) If yes, indicate circular number/date: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	29
30	Salary differential to convert teaching positions to Master Teacher? If yes, indicate circular number/date: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	30
31	Lump sum for reclassification of position? If yes, indicate circular number/date: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	31
32	Cash allowance for Elem and Secondary education? If yes, indicate circular number/date: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	32
33	Purchase of desks? If yes, indicate circular number/date: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	33
34	Purchase of textbooks? If yes, indicate circular number/date: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	34
In 1999, has your district office ever submitted an official request which has to do with any of the following lump sums					
35	Requirements for positions created/authorized subject to actual deployment by schools/schools schools?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	35
36	Salary adjustments based on approved Equiv Record Forms (ERFs)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	36
37	Salary differential to convert teaching positions to Master Teacher?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	37
38	Lump sum for reclassification of position?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	38
39	Repair/Maintenance of Elementary School buildings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	39
40	Cash allowance for Elementary and Secondary education?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	40
41	Purchase of desks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	41
42	Purchase of textbooks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	42
Does your office request any of the ff directly from the DECS Regional or Division Office:					
43	Requirements for positions created/authorized subject to actual deployment by schools/schools schools?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	43
44	Salary adjustments based on approved Equivalent Record Forms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	44
45	Salary differential to convert teaching positions to Master Teacher?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	45
46	Lump sum for reclassification of positions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	46
47	Cash Allowance for elementary and secondary education?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	47
48	Purchase of desks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	48
49	Purchase of textbooks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	49
<b>NATIONWIDE LUMP SUMS UNDER REGIONAL OPERATIONS:</b>					
Does your office have any involvement in programming any of the ff. "nationwide lump sums" for regional operations?					
50	For Newly-created Positions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	50
51	Govt Assistance to Student and Teachers in Private Education (GASTPE) ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	51
52	Lump Sum for Buildings and Structures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	52
53	Lump Sum for Furniture,Fixtures, Equipment and Book Outlay?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	53
Are you aware of DECS- or DBM-prescribed procedures and guidelines for school districts to avail themselves of any of the above lump sums?					
54	If yes, indicate circular number/date: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	54

**INSTRUCTIONS:** Please answer the following questions on financial matters.  
For each question, please check the appropriate box.

		YES	NO	Not Applicable	Question No
If yes, does your office provide the Division Office your district's specific needs for any of the following expenditure components:					
55	For newly-created positions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	55
56	Govt Assistance to Student and Teachers in Private Education ( GASTPE ) ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	56
57	Lump Sum for Buildings and Structures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	57
58	Lump Sum for Furniture,Fixtures, Equipment and Book Outlay?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	58

**Part 3: LOCAL SCHOOL BOARDS (LSB) AND SPECIAL EDUCATION FUND (SEF)**

Part 3: LC

59	Are you involved in the preparation of the Local district Board (LSB) budget?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	59
60	Are you aware of specific DBM, DILQ or DECS guidelines on the preparation of the LSB budget? If yes, please attach copy of said guidelines: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	60
Has your district ever received from the SEF for any of the following:					
61	Creation of extension positions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	61
62	Construction of new district buildings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	62
63	Repair of district buildings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	63
64	Additional allowance for teachers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	64
65	Local and/or foreign travel?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	65
66	Sports activities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	66
67	district supplies and materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	67
68	Textbooks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	68
69	Reference materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	69
70	Purchase of motor vehicles?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	70
71	Computers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	71
72	Office equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	72
73	Teaching equipment (e.g. science kits) ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	73
74	Scholarships?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	74
NOTE: Please attach copies of SEF budgets for most recent 2 years.					
75	Does your district automatically report to the Division Office any amounts received by the district from the SEF?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	75
76	Does your district automatically report to the Division Office any amounts (other than SEF) received by the district from an LGU?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	76
77	In your opinion, should the Special Education Fund be considered as a factor in rationalizing the allocation of GAA MOOE to school districts, high schools and even elementary schools?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	77

INSTRUCTIONS: Please answer the following questions on financial matters. For each question, please check the appropriate box.

Part 4: CANTEEN AND OTHER SCHOOL INCOME-GENERATION PROJECTS

78 Are you aware of any DECS or DBM guidelines for the operation of school canteens?
79 Does your district have its own guidelines for canteen operations?
80 Does your district regularly report canteen income to the Division Office?
81 In your opinion, should canteen income be considered as a factor in rationalizing the allocation of GAA MOOE to school districts, high schools and even elementary schools?
82 Are you aware of any DECS or DBM guidelines for other income-generating district activities such as Agricultural production?
83 Fabrication of desks, tables, chairs, etc?

Part 5: DECS SCHOOL BUILDING PROGRAM (SBP)

84 Has your office ever had a role in recommending projects to the SBP?
85 Is your district office consulted prior to implementation of an SBP project?
86 Does your district office have a hand in monitoring implementation of the SBP?
87 Does DPWH or the LGU consult you during SBP implementation?
88 Do you have a hand in signing the Certificate of Acceptance?
89 Do you get copies of the signed Certificate of Acceptance?

END OF QUESTIONNAIRE: Thank you.

This form was filled in by:
Printed Name
Position Title
Signature
Date

CERTIFIED CORRECT by:
Printed Name
DISTRICT SUPERVISOR
Signature
Date

PLEASE SEND COMPLETED FORM UNDER SEALED COVER

# FORM 6: SURVEY FORM ON FINANCIAL MATTERS

## To be answered by a DECS ELEMENTARY SCHOOL

DECS REGION \_\_\_\_\_  
 DIVISION \_\_\_\_\_  
 DISTRICT \_\_\_\_\_  
 SCHOOL \_\_\_\_\_

**INSTRUCTIONS:** Please answer the following questions on financial matters.  
 For each question, please check the appropriate box.

	YES	NO	Not Applicable	Question No
<b>Part 1: BUDGET MATRIX and MODE OF FUNDING</b>				
1 Does your school receive funding by Letter Advice of Allotment (LAA) and funding check?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1
2 If LAA is received, is it intended for PS and MOOE?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2
3 MOOE only?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3
4 If LAA is received, is the LAA broken down by objects of expenditures for PS?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4
5 for MOOE?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5
6 If LAA is received, is the LAA intended to cover the requirements for entire year?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6
7 For one quarter only?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7
8 For one month only?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8
9 Is the Funding Check sufficient to cover the requirements for one month only?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9
10 For one week only?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10
11 Does your school receive funds by Cash Advance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11
12 If yes, is the cash advance sufficient to cover the requirements for one month only?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12
13 For one week only?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	13
14 Is the cash advance accompanied by a schedule showing the authorized objects of expenditure for PS?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	14
15 showing the authorized objects of expenditure for MOOE?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15
16 Does your school receive any of the following items from the Division/ District?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16
17 Payment for utility bills?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17
18 Supplies and materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	18
19 Textbooks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	19
20 Reimbursement for travel expenses?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	20
Reimbursement for seminar expenses?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**INSTRUCTIONS:** Please answer the following questions on financial matters.  
For each question, please check the appropriate box.

**YES**    **NO**    **Not Applicable**    Question No

**Part 2: AVAILMENT BY THE ELEMENTARY SCHOOL OF GAA LUMP SUMS**

Part 2: A

**REGIONAL LUMP SUMS:**

Is your school aware of any DECS or DBM guidelines on how your school might avail itself of any of the following lump sums

21	Requirements for positions created/authorized subject to actual deployment by division/ district / school? If yes, indicate circular number/date: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	21
22	Salary adjustments based on approved Equiv Record Forms (ERFs) If yes, indicate circular number/date: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	22
23	Salary differential to convert teaching positions to Master Teacher? If yes, indicate circular number/date: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	23
24	Lump sum for reclassification of position? If yes, indicate circular number/date: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	24
25	Cash allowance for Elem and Secondary education? If yes, indicate circular number/date: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	25
26	Purchase of desks? If yes, indicate circular number/date: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	26
27	Purchase of textbooks? If yes, indicate circular number/date: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	27

In 1995, has your school ever submitted an official request which has to do with any of the following lump sums

28	Requirements for positions created/authorized subject to actual deployment by division/ district / school?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	28
29	Salary adjustments based on approved Equiv Record Forms (ERFs)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	29
30	Salary differential to convert teaching positions to Master Teacher?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	30
31	Lump sum for reclassification of position?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	31
32	Repair/Maintenance of Elementary School buildings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	32
33	Cash allowance for Elementary and Secondary education?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	33
34	Purchase of desks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	34
35	Purchase of textbooks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	35

Does your school request any of the ff directly from the DECS Division or District Office:

36	Requirements for positions created/authorized subject to actual deployment by schools/schools schools?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	36
37	Salary adjustments based on approved Equivalent Record Forms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	37
38	Salary differential to convert teaching positions to Master Teacher?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	38
39	Lump sum for reclassification of positions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	39
40	Cash Allowance for elementary and secondary education?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	40
41	Purchase of desks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	41
42	Purchase of textbooks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	42



**INSTRUCTIONS:** Please answer the following questions on financial matters.  
For each question, please check the appropriate box.

**YES**    **NO**    **Not Applicable**    Question No

**NATIONWIDE LUMP SUMS UNDER REGIONAL OPERATIONS:**

Does your school have any involvement in programming any of the ff. "nationwide lump sums" for regional operations?

43	For Newly-created Positions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	43
44	Govt Assistance to Student and Teachers in Private Education (GASTPE) ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	44
45	Lump Sum for Buildings and Structures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	45
46	Lump Sum for Furniture,Fixtures, Equipment and Book Outlay?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	46

Are you aware of DECS- or DBM-prescribed procedures and guidelines for schools to avail themselves of any of the above lump sums?

47    47

If yes, indicate circular number/date: \_\_\_\_\_

If yes, does your school provide the district office your school's specific needs for any of the following expenditure components:

48	For newly-created positions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	48
49	Govt Assistance to Student and Teachers in Private Education ( GASTPE ) ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	49
50	Lump Sum for Buildings and Structures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	50
51	Lump Sum for Furniture,Fixtures, Equipment and Book Outlay?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	51

**Part 3: LOCAL SCHOOL BOARDS (LSB) AND SPECIAL EDUCATION FUND (SEF)**

Part 3: LC

52 Are you involved in the preparation of the of LSB budget?    52

53 Are you aware of specific DBM, DILG or DECS guidelines on the preparation of the LSB budget?    53

If yes, please attach copy of said guidelines: \_\_\_\_\_

Has your school ever received funds from the SEF for any of the following:

54	Creation of extension positions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	54
55	Construction of new school buildings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	55
56	Repair of schoolbuildings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	56
57	Additional allowance for teachers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	57
58	Local and/or foreign travel?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	58
59	Sports activities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	59
60	School supplies and materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	60
61	Textbooks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	61
62	Reference materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	62
63	Purchase of motor vehicles?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	63
64	Computers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	64
65	Office equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	65
66	Teaching equipment (e.g. science kits) ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	66
67	Scholarships?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	67

NOTE: Please attach copies of SEF budgets for most recent 2 years.

**INSTRUCTIONS:** Please answer the following questions on financial matters.  
For each question, please check the appropriate box.

	YES	NO	Not Applicable	Question No
68 Does your school automatically report to the District Office any amounts received by the school from the SEF?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	68
69 Does your school automatically report to the District Office any amounts (other than SEF) received by the school from an LGU?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	69
70 Is your school willing to report SEF avallments to the District Office?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	70
71 Is your school willing to report LGU subsidies (other than SEF)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	71
72 In your opinion, should the Special Education Fund be considered as a factor in rationalizing the allocation of GAA MOOE to school districts, high schools and even elementary schools?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	72

**Part 4: CANTEN AND OTHER SCHOOL INCOME-GENERATION PROJECTS**

Part 4: CA

73 Does your school operate a school canteen?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	73
74 Are you aware of any DECS or DBM guidelines for school canteens? If yes, indicate DECS or DBM Circular No. / Date _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	74
75 Does your school have its own guidelines for canteen operations? If yes, please attach school guidelines.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	75
76 Does your school regularly report canteen income to the District Office?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	76
77 Is your school willing to reprot canteen income to the District Office? If yes, please attach 1998 report of school canteen income.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	77
78 In your opinion, should canteen income be considered as a factor in rationalizing the allocation of GAA MOOE to school districts, high schools and even elementary schools?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	78
79 Are you aware of any DECS or DBM guidelines for other income-generating school activities such as Agricultural production?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	79
80 Fabrication of desks, tables, chairs, etc? If yes, indicate DECS or DBM Circular No. / Date _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	80

**INSTRUCTIONS:** Please answer the following questions on financial matters.  
For each question, please check the appropriate box.

**Part 5 : DECS SCHOOL BUILDING PROGRAM ( SBP )**

Part 5 : DE

		YES	NO	Not Applicable	Question No
81	Has your school ever had a role in recommending projects to the SBP?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	81
82	Is your school consulted prior to implementation of an SBP project?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	82
83	Does your school have a hand in monitoring implementation of the SBP?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	83
84	Does DPWH or the LGU consult you during SBP implementation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	84
85	Are you able to check if the completed project conforms with the plans, specifications and program of work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	85
86	Do you provide the DECS-RO or Division Office a copy of the Certificate of Acceptance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	86

END OF QUESTIONNAIRE: Thank you.

END OF QUESTIONNAIRE: Thank you.

This form was filled in by:

CERTIFIED CORRECT by:

Printed Name \_\_\_\_\_

Printed Name \_\_\_\_\_

Position Title \_\_\_\_\_

SCHOOL PRINCIPAL / HEAD \_\_\_\_\_

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

PLEASE SEND COMPLETED FORM UNDER SEALED COVER

