



Office of the Secretary

MAY 16 2008

DepED MEMORANDUM  
No. 256, s. 2008

ACCELERATING THE UTILIZATION OF SCHOOL GRANT

To: Regional Directors  
Schools Division/City Superintendents  
All Others Concerned

1. Based on the findings of the School-Based Management-Technical Working Group (SBM-TWG) Monitoring Team conducted last February to March, 2008 in 53 divisions with allocation for the school grant as specified in Unnumbered Memorandum dated December 26, 2007 entitled "Provision of School Grant to Eligible Elementary and Secondary Schools for the Implementation of the School-Based Management (SBM) under the Basic Sector Reform Agenda", 40% of the divisions have not yet accessed the school grant. Some of the reasons are: a) divisions were not aware of the school grant; b) recipient schools did not have the ready School Improvement Plan (SIP), if ready the SIP was not prepared together with the stakeholders; and c) divisions have not yet posted bonds for the recipient school heads.

2. Since the funds allocated have to be liquidated on or before June 30, 2008, the following activities are suggested to accelerate the utilization of funds:

2.1 Accessing the SBM allotment by the Division Office through the Division Accountant using the procedures below:

- In as much as the grant was charged against the FY 2007 Continuing Appropriations on the Implementation of the SBM, upon receipt of the Sub-ARO, the total amount shall be obligated with the "different recipient schools" as the creditor/payee. The obligation of the allotment shall be recorded in the Fiscal Year 2007 Registry of Allotments and Obligations.
- The corresponding allocation will be requested from the Department of Budget and Management – Regional Office (DBM-RO), subject to the submission of the List of Due and Demandable Accounts Payable (LDDAP)-Internal Creditors and the copy of the Sub-ARO for reference purposes. Upon receipt of the cash allocation, the Division shall transfer the amount to the school heads of the recipient schools through a cash advance at the same time prepare bonds for these schools.

- Funds shall be utilized by the recipients schools in accordance with the guidelines set in the Unnumbered Memorandum dated December 26, 2007 and shall be liquidated on or before June 30, 2008.

2.2. Organizing a Division SBM Team headed by the SBM Coordinator which will conduct training on the development of School Improvement Plan (SIP) and Annual Implementation Plan (AIP) including fund management to school heads. The Team shall also evaluate the SIP and recommend approval to the Schools Division Superintendents.

3. The Division SBM Coordinator shall prepare the Division Accomplishment Report on the Utilization of the School Grant consolidated from the schools' accomplishment reports. The Report shall focus on the activities undertaken vis-à-vis the SIP/AIP, their outputs and the total amount utilized from the grant and submit this to the Regional SBM Coordinator, copy furnished Dr. Yolanda S. Quijano, SBM TWG Chair, Director, Bureau of Elementary Education (BEE), DepED, Meralco Avenue, Pasig City.

4. Immediate dissemination of this Memorandum is desired.

  
**RAMON C. BACANI**  
Undersecretary

Reference:

Unnumbered Memorandum dated December 26, 2007

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

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

FUNDS  
REPORTS  
SCHOOLS