



SEP 17 2009

DepED MEMORANDUM
No. **396** , s. 2009

**NEW PAYMENT SCHEME FOR THE MONTHLY ALLOWANCE OF MUSLIM
TEACHERS/ASATIDZ IN ARABIC LANGUAGE AND ISLAMIC VALUES
EDUCATION (ALIVE) PROGRAM**

To: Undersecretaries
Assistant Secretaries
Bureau Directors
Regional Directors
Schools Division/City Superintendents
Heads, Public Elementary and Secondary Schools

1. Pursuant to the objective of mainstreaming and institutionalizing Madrasah Education as a component of the National System of Basic Education, a new payment scheme of the monthly allowance of Madrasah teachers-asatidz in the Arabic Language and Islamic Values Education (ALIVE) program is prescribed as follows:

a. Payroll preparation and approval

In the interest of gradually downloading and transferring the components of the Madrasah Education program to concerned offices/units of the Department, the payroll preparation and approval shall be done at school, district and division levels. The consolidated payroll of the asatidz shall be prepared by the Division Madrasah Coordinator and approved by the Schools Division Superintendent.

For this purpose, the certified roster/list of Muslim teachers/asatidz shall be the basis of the payroll for the payment of monthly allowance, only those asatidz appearing in the list shall be included in the payroll. However, for the newly hired, the divisions are requested to submit an official list to the Office of the Undersecretary for Muslim Affairs.

b. Payment of the monthly payroll of the Muslim teachers/asatidz

To ensure the timely release and payment of asatidz monthly allowance, payment shall be made through the Regional Payroll Services Unit (RPSU). With the completed installation of this payment scheme to RPSU nationwide, all

the asatidz are now included in the database of RPSU-paid teachers, hence, the new payment scheme shall be made effective September 2009. It is therefore imperative that the newly deployed ones be accounted for the soonest.

2. Sources of funds/Downloading of funds

Funds for the monthly allowance of the asatidz as authorized under DepED Memorandum No. 250, s. 2007 shall be charged to Madrasah funds. For the months of September to December 2009, the Budget Division, DepED Central Office shall fund transfer the corresponding amount to concerned RPSU based on the updated payroll of deployed asatidz regardless of whether or not the Local Government Unit (LGU) is providing counterpart fund. Effective 2010, DepED Central Office shall submit to Department of Budget and Management (DBM) the requirements for the direct release of funds to the concerned regions/divisions.

3. To ensure that the new payment scheme is effective, a regular monitoring activity shall be undertaken by the Central Office consisting of one (1) staff each from the Systems Division, Budget Division, Accounting Division and two (2) from the Office of the Undersecretary for Muslim Affairs.

4. Immediate dissemination of this Memorandum is desired.


RAMON C. BACANI
Undersecretary
Officer-in-Charge

Reference:

DepED Memorandum: (No. 250, s. 2007)

Allotment: 1—(D.O. 50-97)

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

ALLOWANCES
FUNDS
PROGRAMS
TEACHERS

Sally: ALIVE
Sept. 10, 2009