



Republic of the Philippines  
**Department of Education**

09 MAR 2015

DepEd ORDER  
No. **4**, s. 2015

**IMPLEMENTING GUIDELINES ON THE ALLOCATION AND UTILIZATION  
OF THE INDIGENOUS PEOPLES EDUCATION (IPEd) PROGRAM  
SUPPORT FUND FOR FISCAL YEAR (FY) 2015**

To: Undersecretaries  
Assistant Secretaries  
Bureau Directors  
Directors of Services, Centers and Heads of Units  
Regional Directors  
Schools Division Superintendents  
Heads, Public Elementary and Secondary Schools  
All Others Concerned

1. The Department of Education (DepEd) has instituted a National Indigenous Peoples Education (IPEd) Program in pursuit of the National Indigenous Peoples Education Policy Framework based on DepEd Order No. 62, s. 2011 entitled *Adopting the National Indigenous Peoples (IP) Education Policy Framework* and Republic Act No. 10533 otherwise known as the *Enhanced Basic Education Act of 2013*.
2. To support the plans and priorities on IPEd, this Department issues the enclosed **Implementing Guidelines on the Allocation and Utilization of the Indigenous Peoples Education (IPEd) Program Support Fund (PSF) for Fiscal Year (FY) 2015** to be provided to selected regions and schools divisions to effectively implement the program, subject to the guidelines on the availment, release, utilization and liquidation thereof.
3. For more information, all concerned may contact the **DepEd-Indigenous Peoples Education Office (IPsEO)**, Ground Floor, Mabini Building, DepEd Complex, Meralco Avenue, Pasig City at telefax no.: (02) 633-7212 or through email address: [ipseo@deped.gov.ph](mailto:ipseo@deped.gov.ph).
4. Immediate dissemination of and strict compliance with this Order is directed.

  
**BR. ARMIN A. LUISTRO FSC**  
Secretary

Encls.: As stated

References: DepEd Order: Nos. (62, s. 2011) and 22, s. 2014

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

FUNDS

POLICY

PROGRAMS

Madel: Guidelines IPEd  
0061-January 27, 2015

DepED Order No.4, s.2015

March 9, 2015

Implementing Guidelines on the Allocation and Utilization of the Indigenous Peoples Education (IPEd) Program Support Fund for Fiscal Year (FY) 2015

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**ACKNOWLEDGMENT RECEIPT**

RECEIVED BY:

  
**DIOSDADO M. SAN ANTONIO**  
Director IV

\_\_\_\_\_  
Schools Division Superintendent  
Division of: \_\_\_\_\_

\_\_\_\_\_  
District Supervisor  
District of: \_\_\_\_\_

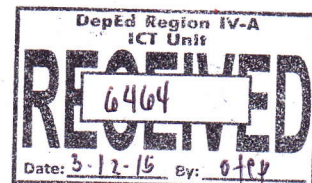
**RECEIVED AND DISSEMINATED BY:**

\_\_\_\_\_  
School Principal

\_\_\_\_\_  
Name of School

District: \_\_\_\_\_

Division of: \_\_\_\_\_



**Implementing Guidelines on the Allocation and Utilization of the  
Indigenous Peoples Education Program Support Fund FY 2015**

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## **Implementing Guidelines on the Allocation and Utilization of the Indigenous Peoples Education Program Support Fund FY 2015**

### **1.0 Purpose and Coverage**

- 1.1 The Indigenous Peoples Education (IPEd) Program is DepED's response to the right of indigenous peoples (IP) to have an education that is responsive to their context, respects their identities, and promotes the value of their indigenous knowledge, skills, and other aspects of their cultural heritage. Specifically, the IPEd Program aims to improve the appropriateness and responsiveness of the curriculum; build the capacity of teachers, managers and concerned personnel; support the development of culturally appropriate learning resources and learning environment; and strengthen the policy environment supportive of IPEd. It is, likewise, intended to address the learning needs of IP learners who lack access to basic education services.
- 1.2 The IPEd Program supports the realization of the K to 12 curriculum, which subscribes to the following standards and principles, among others: inclusive, culture-sensitive, and flexible enough to enable and allow schools to localize, indigenize, and enhance based on the community's educational and social context.
- 1.3 To strengthen the capacity of DepED in responding to IP learning needs, in a manner that is flexible, demand-driven, and evidence-based, a Program Support Fund (PSF) shall be provided to one hundred (100) divisions in fifteen (15) regions in FY 2015. For the implementation of the program in 2015, the PSF shall be used solely for IPEd-related activities that support three (3) thematic focus areas, namely, (1) curriculum and learning resources development; (2) capacity building; and, (3) education planning for IPEd. These focus areas aim at further building the institutional capacity of DepED offices in responding to and managing the complexities of IPEd implementation, supporting the indigenization of the curriculum at the school/division level, and formulating education plans at the division and school levels that are culturally relevant and responsive. Activities under these thematic focus areas progressively build on previous years' priority activities.
- 1.4 These guidelines shall provide the rules for availment, release, utilization, and liquidation of the IPEd Program Support Fund.

### **2.0 Definition of Terms**

For purposes of these guidelines, the following terms shall be construed to mean as follows:

- 2.1 Indigenous Peoples (IPs) – as stipulated in the Indigenous Peoples Rights Act (IPRA) of 1997, Section 3(h), IPs or indigenous cultural communities (ICCs) refer to *“a group of people or homogenous societies identified by self-ascription and ascription by others, who have continuously lived as organized community on communally bounded and defined territory, and who have, under claims of ownership since time immemorial, occupied, possessed and utilized such territories, sharing common bonds of language, customs, tradition and other distinctive cultural traits, or who have, through resistance to political, social and cultural inroads of colonization, non-indigenous religions and culture, become historically differentiated from the majority of Filipinos.*

*ICCs/IPs shall likewise include peoples who are regarded as indigenous on account of their descent from the populations which inhabited the country, at the time of conquest or colonization, or at the time of inroads of non-indigenous religions and cultures, or the establishment of present state boundaries, who retain some or all of their own social, economic, cultural and political institutions, but who may have been displaced from their traditional domains or who may have resettled outside their ancestral domains.”*

- 2.2 IP Education (IPEd) Program – refers to the “*program that supports education initiatives undertaken through formal, non-formal, and informal modalities with emphasis on any of, but not limited to, the key areas of Indigenous Knowledge Systems and Practices and community history, indigenous languages, Indigenous Learning System (ILS) and community life cycle-based curriculum and assessment, educational goals, aspirations and competencies specific to the Indigenous Cultural Community (ICC), engagement of elders and other community members in the teaching-learning process, assessment, and management of the initiative, recognition and continuing practice of the community's ILS, and the rights and responsibilities of ICCs*” (Section 8.4, Implementing Rules and Regulations of Republic Act No. 10533/The Enhanced Basic Education Act of 2013).

### **3.0 Selection and Prioritization**

- 3.1 All regions with IP communities/learners are covered by PSF except the National Capital Region (NCR) and the Autonomous Region in Muslim Mindanao (ARMM). In the case of NCR, it is assumed that the needs of the IP learners (e.g., Sama-Bajau) will be addressed using other funding sources, while ARMM shall be supported by the Basic Education Assistance to Mindanao (BEAM)-ARMM. The DepED-Indigenous Peoples Education Office (IPsEO), however, will provide technical assistance to NCR and ARMM as may be deemed necessary.
- 3.2 The selection and prioritization of divisions are based on the following:
- a. Divisions within the covered regions; and
  - b. The top 100 Divisions with highest IP enrolment based on SY 2013-2014 eBEIS data.

### **4.0 Allocation of Program Support Fund**

- 4.1 Allocation of a Regional Office (**Annex 1**) is based on the total number of its covered divisions and the estimated cost of potential activities/initiatives aligned with the Program's thematic focus areas and participation in IPsEO-initiated activities, in consideration of factors such as travel costs and potential number of participants.
- 4.2 Allocation by Division (**Annex 2**) is based on the percentage of its IP enrolment in SY 2013-2014 eBEIS data, estimated cost of potential activities aligned with the Program's thematic focus areas stated in Section 5, and participation in regional and IPsEO-initiated activities, in consideration of factors such as travel costs and potential number of participants.
- 4.3 The allocation for IPsEO shall be used to support its operations, program implementation, and monitoring and evaluation activities.

## 5.0 Eligible Activities and Expenses

5.1 The Program Support Fund for FY 2015 shall be used for activities related to the following three (3) thematic focus areas:

a. *Curriculum and learning resources development* in line with the objective to make the curriculum sensitive and responsive to the cultural and social context of the IP learners being served by the school/learning program, as well as producing the needed culture-based learning resources. Activities under this thematic area may be related to any of, but not limited to, the following:

- Curriculum and learning resources development sessions, consultations, and workshops of school and Division personnel with IP elders, leaders, culture-bearers, community representatives and other relevant stakeholders
- Production of learning materials with content duly validated with concerned IP communities and that have undergone quality assurance

b. *Capacity building* to develop the knowledge, skills, and attitudes (KSAs) of teachers, managers, and personnel across DepED offices/units to be effective IPEd implementers/managers. Activities under this thematic area may be related to any of, but not limited to, the following:

- Training/retooling of teachers and school heads for IPEd implementation
- Workshop-sessions on Indigenous Learning Systems (ILS)
- Workshop-sessions on community engagement and partnership-building for IPEd
- Technical assistance training for supervisors of schools implementing IPEd

c. *Education planning for IPEd* at the division and school levels which shall cover prerequisite processes and requirements for appropriate curriculum development and implementation, learning materials development, and other fundamental aspects. Activities under this thematic area may be related to any of, but not limited to, the following:

- Training of school heads and supervisors on Culture-responsive/Ancestral Domain-based School Improvement Plan (SIP)
- Training of supervisors for technical assistance on Culture-responsive/Ancestral Domain-based SIP
- Orientation/training of the School Planning Team and other stakeholders on Culture-responsive/Ancestral-Domain based SIP
- IPEd planning activities of Division Offices and schools with IP learners

5.2 In cases of activities that are not related to the said thematic focus areas, but are considered priorities by the recipient region/division, the concerned

region/division shall submit a proposal justifying the conduct of such activity, subject to the approval of IPsEO.

5.3 Eligible expenses shall be those related to:

- a. travel expenses related to IPsEO-led capacity-building activities, attendance and participation to IPEd training activities, workshops, conferences (both at the national and local levels,) school and community activities related to education planning for IPEd, among others;
- b. community engagement and partnership-building activities with IP communities, IPOs, civil society organizations, and other government agencies; and
- c. other expenses in support of 5.1 are eligible as long as the expenses are classified under MOOE.

5.4 Ineligible expense items shall include:

- a. operational expenses such as payment of utilities (water, electricity, janitorial, and security services) funded by regular MOOE;
- b. hiring and payment of salaries of additional staff;
- c. capital outlay items; and
- d. expenses covered by Official Development Assistance (ODA)-supported projects and other special or national programs or subsidies.

**6.0 Availment and Release**

The availment/release of the regional/division Program Support Fund (PSF) shall be subject to the approval of the regional/division IPEd Work and Financial Plan (WFP) (**Annex 3**). Details of procedure are stated in item 6.1. In the preparation of their IPEd WFPs, the regions and divisions shall ensure coherence and complementation with other IPEd-related activities funded by other sources, if there are any.

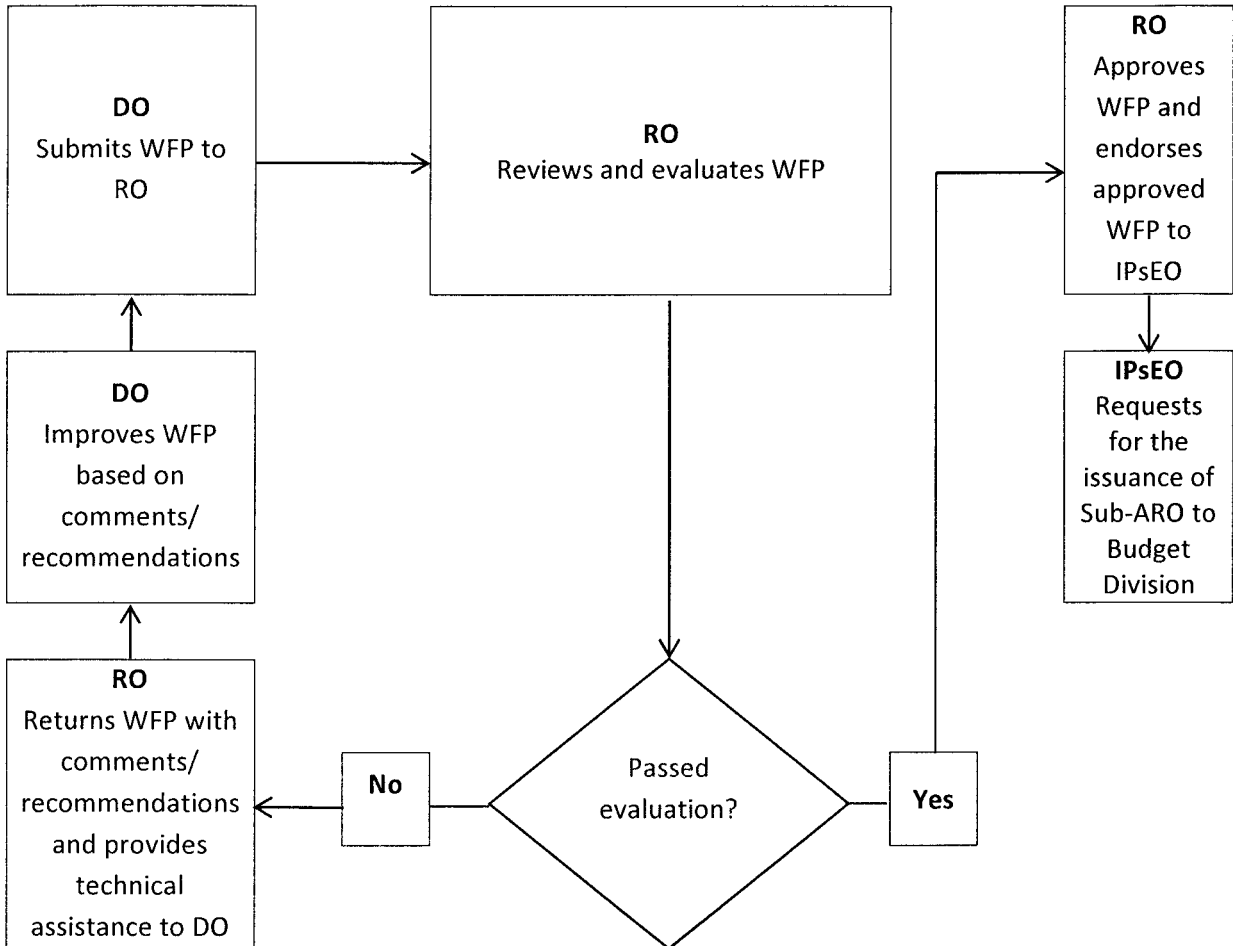
6.1 Procedure in the Availment and Release of Fund:

6.1.a Division Program Support Fund

- i. The Division Office (DO) shall prepare and submit the IPEd WFP to the Regional Office (RO) for evaluation within the first quarter of the Fiscal Year;
- ii. The RO shall devise or use existing mechanisms to review and evaluate the IPEd WFP within three (3) weeks from the date of submission to ensure its alignment with the identified thematic focus areas (if a certain division does not receive any information regarding its IPEd WFP within the set period, the IPEd WFP shall be deemed “approved”);
- iii. The RO shall notify the DO upon approval of its IPEd WFP, copy furnished IPsEO;
- iv. The IPsEO shall request the FMS-Budget Division for the issuance of the Sub-ARO to the DO;
- v. In cases where the RO has recommendations and/or suggestions for revisions, the RO shall return the IPEd WFP to the DO for improvement;
- vi. The DO shall submit the revised IPEd WFP once RO recommendations and comments are integrated; and

- vii. The PSF shall be released as soon as the revised IPEd WFP is approved by the RO.

**Figure 1: Process Flow for the Availment of Division PSF**



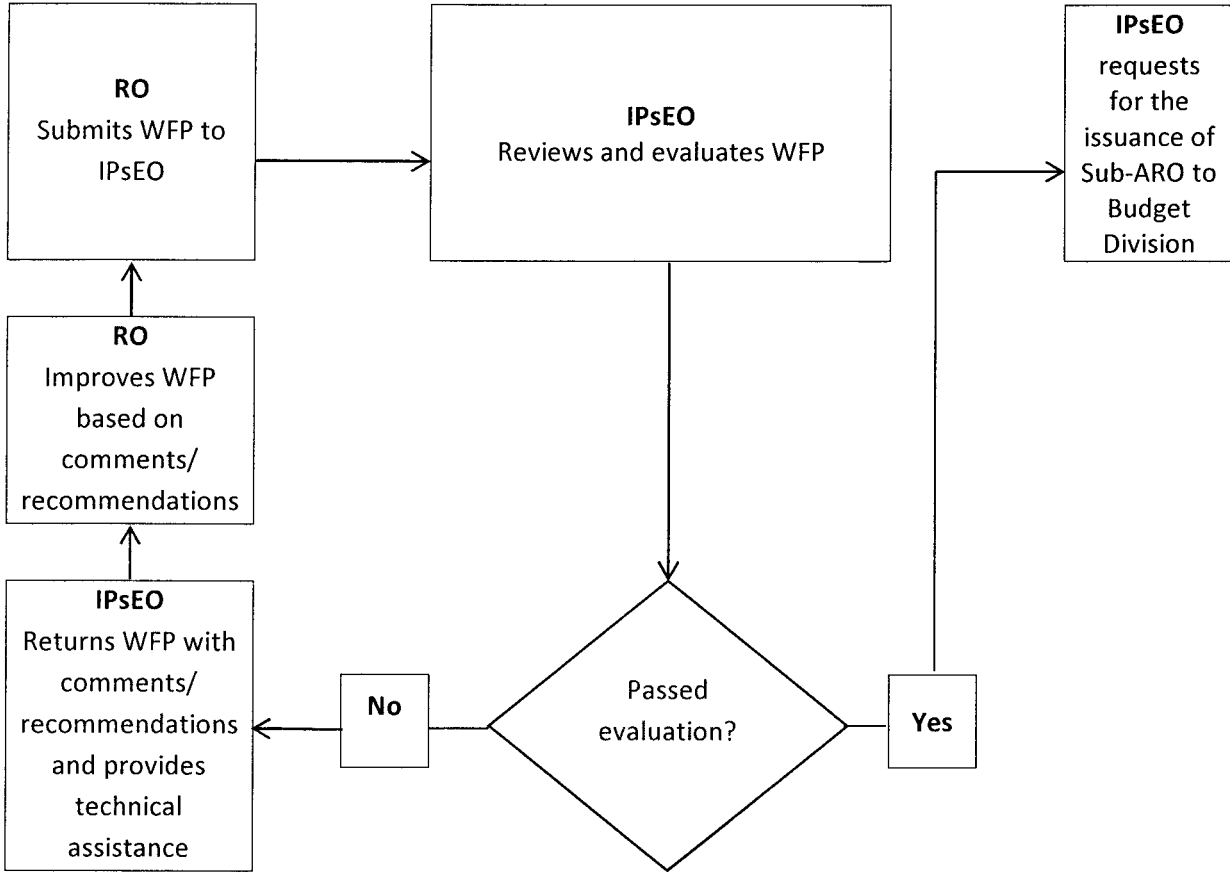
#### 6.1.b Regional Program Support Fund

- i. The RO shall prepare and submit the IPEd WFP to IPsEO for evaluation, within the first quarter of the Fiscal Year;
- ii. The IPsEO shall review and evaluate the IPEd WFP submitted by the RO, within three weeks, to ensure alignment with the identified thematic focus areas (if a certain region does not receive any information regarding its IPEd WFP within the set period, the IPEd WFP shall be deemed “approved”);
- iii. The region shall be notified by the IPsEO upon approval of their IPEd WFP;
- iv. The IPsEO shall request the FMS-Budget division for the issuance of the Sub-ARO to the RO;
- v. In cases where IPsEO has recommendations and/or suggestions for revisions, the IPEd WFP is returned to the RO for improvement;



- vi. The RO shall submit the revised IPEd WFP once the comments and recommendations of IPsEO are integrated; and
- vii. The PSF shall be released as soon as the revised RO IPEd WFP is approved by the IPsEO.

**Figure 2: Process Flow for the Availment of Regional PSF**



### 6.2 Allotment Release

- a. Upon release of the Agency Budget Matrix (ABM)/SARO by DBM to DepED-CO, the Budget Division-FMS shall issue the Sub-Allotment Release Order (Sub-ARO) to the regions and divisions.
- b. The regions and divisions, upon receipt of Sub-ARO, shall request from DBM-Regional Office the corresponding cash requirement or Notice of Cash Allocation (NCA).

### 6.3 Liquidation and Utilization of Funds

Utilization and liquidation of the funds shall be subject to the usual accounting and auditing rules and regulations.

## **7.0 Roles and Responsibilities**

7.1 At the regional and division levels, the IPEd Focal Person shall serve as the overall coordinator of the implementation of the IPEd Program. In relation to the PSF, the IPEd Focal Person shall perform the following roles in close coordination and collaboration with other concerned personnel/units:

a. Division level:

- i. Coordinate the formulation and processing of the division IPEd WFP;
- ii. Prepare and consolidate inputs to the required reports; and
- iii. Supervise and monitor program implementation/fund utilization.

The Schools Division Superintendent (SDS) shall be accountable as the overall IPEd Program implementer.

b. Regional level:

- i. Coordinate the formulation and processing of the regional IPEd WFP;
- ii. Prepare and consolidate inputs to required reports;
- iii. Supervise and monitor program implementation/fund utilization; and
- iv. Provide technical assistance to the divisions.

The Regional Director shall be accountable as the overall IPEd Program implementer.

7.2 At the national level, the IPsEO shall coordinate the overall process of availment and utilization of PSF at the regional and division levels, as specified in these guidelines. This office shall issue supplemental guidelines and provide technical assistance as may be deemed necessary.

## **8.0 Progress Monitoring**

8.1 To ensure effective and efficient implementation of IPEd in the different regions, inter-regional conferences managed by IPsEO shall be conducted. This shall serve as the venue for the regions and divisions to report progress on their program implementation.

8.2 The Regions shall conduct regular monitoring of program implementation in the Divisions as part of their mandated functions and responsibilities.

## **9.0 Performance and Fund Utilization Reporting**

9.1 The Divisions shall submit their accomplishment report (**Annex 4**) to the Regional Office on a quarterly basis, copy furnished IPsEO.

9.2 The Regions shall submit their accomplishment report (**Annex 4**) to the IPsEO on a quarterly basis.

## **10.0 Evaluation of the Program**

Program evaluation shall be undertaken by a composite team (to be identified) to determine its alignment with the program implementation plan,

under the supervision of the Office of the Planning Service (OPS). The evaluation shall be conducted during the last quarter of the year.

**11.0 Effectivity**

These guidelines shall be in force and in effect starting FY 2015 unless sooner repealed, amended, or rescinded.

**DEPARTMENT OF EDUCATION  
SUMMARY OF FY 2015 PROGRAM SUPPORT FUND ALLOCATION - GAA, BY  
REGION**

REGION	PROGRAM SUPPORT FUND		TOTAL
	Division Offices	Regional Office	
Central Office			25,200,000.00
Region I - Ilocos Region	3,262,100.00	650,000.00	3,912,100.00
Cordillera Administrative Region (CAR)	7,774,900.00	600,000.00	8,374,900.00
Region II - Cagayan Valley	5,783,500.00	750,000.00	6,533,500.00
Region III - Central Luzon	4,655,100.00	800,000.00	5,455,100.00
Region IVA - CALABARZON	1,758,400.00	500,000.00	2,258,400.00
Region IVB - MIMAROPA	4,219,400.00	550,000.00	4,769,400.00
Region V - Bicol Region	1,349,400.00	450,000.00	1,799,400.00
Region VI - Western Visayas	3,165,100.00	600,000.00	3,765,100.00
Region VII - Central Visayas	2,196,700.00	550,000.00	2,746,700.00
Region VIII - Eastern Visayas	432,800.00	350,000.00	782,800.00
Region IX - Western Mindanao	5,543,200.00	650,000.00	6,193,200.00
Region X - Northern Mindanao	6,890,400.00	900,000.00	7,790,400.00
Region XI - Southern Mindanao	7,782,300.00	800,000.00	8,582,300.00
Region XII - Central Mindanao	6,390,900.00	700,000.00	7,090,900.00
Region XIII (CARAGA)	4,095,800.00	650,000.00	4,745,800.00
<b>GRAND TOTAL</b>	<b>65,300,000.00</b>	<b>9,500,000.00</b>	<b>100,000,000.00</b>

**DEPARTMENT OF EDUCATION  
ALLOCATION FOR FY 2015 PROGRAM SUPPORT FUND – GAA, BY DIVISION**

	<b>Division</b>	<b>Program Support Fund</b>
	<b>TOTAL - CAR</b>	<b>7,774,900.00</b>
1	Benguet	1,878,400.00
2	Kalinga	1,290,000.00
3	Ifugao	1,169,000.00
4	Mt. Province	1,157,000.00
5	Baguio City	845,000.00
6	Abra	781,500.00
7	Apayao	654,000.00
	<b>TOTAL - REGION I</b>	<b>3,262,100.00</b>
1	Ilocos Sur	772,400.00
2	La Union	663,700.00
3	Pangasinan II, Binalonan	476,300.00
4	Ilocos Norte	469,600.00
5	Candon City	446,600.00
6	Pangasinan I, Lingayen	433,500.00
	<b>TOTAL - REGION II</b>	<b>5,783,500.00</b>
1	Isabela	1,125,500.00
2	Nueva Vizcaya	1,104,000.00
3	Quirino	662,400.00
4	Cagayan	552,800.00
5	Batanes	509,400.00
6	City of Ilagan	498,500.00
7	Cauayan City	448,600.00
8	Santiago City	442,500.00
9	Tuguegarao City	439,800.00
	<b>TOTAL - REGION III</b>	<b>4,655,100.00</b>
1	Zambales	546,200.00
2	Aurora	503,100.00
3	Tarlac	489,000.00
4	Pampanga	476,600.00
5	Nueva Ecija	454,000.00
6	Olongapo City	440,000.00
7	Bataan	439,700.00
8	Mabalacat City	439,200.00
9	Bulacan	435,800.00
10	Angeles City	431,500.00
	<b>TOTAL - REGION IV-A</b>	<b>1,758,400.00</b>
1	Rizal	448,200.00

2	Quezon	445,000.00
3	Cavite	433,200.00
4	Batangas	432,000.00
	<b>TOTAL - REGION IV-B</b>	<b>4,219,400.00</b>
1	Palawan	1,882,800.00
2	Oriental Mindoro	789,400.00
3	Occidental Mindoro	595,300.00
4	Romblon	481,500.00
5	Puerto Princesa City	470,400.00
	<b>TOTAL - REGION V</b>	<b>1,349,400.00</b>
1	Camarines Sur	467,700.00
2	Albay	442,000.00
3	Iriga City	439,700.00
	<b>TOTAL - REGION VI</b>	<b>3,165,100.00</b>
1	Iloilo	680,400.00
2	Aklan	556,800.00
3	Capiz	521,600.00
4	Kabankalan City	509,200.00
5	Antique	452,100.00
6	Negros Occidental	445,000.00
	<b>TOTAL - REGION VII</b>	<b>2,196,700.00</b>
1	Negros Oriental	460,400.00
2	Bayawan City	438,100.00
3	Bohol	434,500.00
4	Lapu-Lapu City	432,500.00
5	Cebu City	431,200.00
	<b>TOTAL - REGION VIII</b>	<b>432,800.00</b>
1	Leyte	432,800.00
	<b>TOTAL - REGION IX</b>	<b>5,543,200.00</b>
1	Zamboanga del Norte	1,654,100.00
2	Zamboanga del Sur	980,000.00
3	Zamboanga Sibugay	874,200.00
4	Zamboanga City	600,400.00
5	Isabela City	504,000.00
6	Pagadian City	478,000.00
7	Dipolog City	452,500.00
	<b>TOTAL - REGION X</b>	<b>6,890,400.00</b>
1	Bukidnon	1,644,000.00
2	Malaybalay City	594,200.00
3	Misamis Occidental	523,300.00
4	Misamis Oriental	495,000.00
5	Gingoog City	486,000.00
6	Cagayan de Oro City	477,400.00

7	Valencia City	465,000.00
8	Iligan City	459,500.00
9	Oroquieta City	438,000.00
10	Lanao del Norte	436,900.00
11	Ozamis City	435,700.00
12	Tangub City	435,400.00
	<b>TOTAL - REGION XI</b>	<b>7,782,300.00</b>
1	Davao del Sur	1,587,900.00
2	Davao Oriental	1,006,200.00
3	Compostela Valley	926,000.00
4	Davao City	860,300.00
5	Davao del Norte	762,100.00
6	Mati City	751,300.00
7	Island Garden City of Samal	495,700.00
8	Tagum City	483,200.00
9	Digos City	472,600.00
10	Panabo City	437,000.00
	<b>TOTAL - REGION XII</b>	<b>6,390,900.00</b>
1	Sarangani	1,531,100.00
2	South Cotabato	1,248,500.00
3	North Cotabato	875,300.00
4	Sultan Kudarat	759,300.00
5	General Santos City	539,000.00
6	Kidapawan City	533,500.00
7	Koronadal City	464,500.00
8	Cotabato City	439,700.00
	<b>TOTAL - REGION XIII (CARAGA)</b>	<b>4,095,800.00</b>
1	Agusan del Sur	1,217,600.00
2	Surigao del Sur	550,100.00
3	Agusan del Norte	515,300.00
4	Bayugan City	478,500.00
5	Surigao del Norte	448,300.00
6	Butuan City	445,000.00
7	Cabadbaran City	441,000.00

**Work and Financial Plan (WFP)**  
**Indigenous Peoples Education Program Support Fund (IPed PSF)**  
**FY 2015**

Region: \_\_\_\_\_  
 Division: \_\_\_\_\_

**A. Work Plan**

Activity Code	Objectives/Major Activities	Unit of Measure/ Indicator	Means of Verification (MOV)	Physical Targets (TOTAL)	Monthly Target																		
					Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec							
1.0	Objective 1																						
1.1	Activity 1																						
1.2	Activity 2																						

**B. Organizational Arrangements**

Activity code	Objectives/Major Activities	Key Persons Involved
1.0	Objective 1	
1.1	Activity 1	
1.2	Activity 2	

**C. Financial Plan**

Activity Code	Objectives/Major Activities	Budget Allocation	Monthly Cash Program (MCP)																				
			Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec									
1.0	Objective 1																						
1.1	Activity 1																						
1.2	Activity 2																						

Prepared by: \_\_\_\_\_

Endorsed by: \_\_\_\_\_

Approved by: \_\_\_\_\_

\_\_\_\_\_  
 Region / Division IPed Focal Person

\_\_\_\_\_  
 Regional Director / Schools Division Superintendent

\_\_\_\_\_  
 IPSEO Coordinator / Regional Director



**Accomplishment Report**  
 Indigenous Peoples Education Program Support Fund (IPed PSF)  
 FY 2015

Region: \_\_\_\_\_  
 Division: \_\_\_\_\_  
 Quarter: \_\_\_\_\_

**I. Physical and Financial Accomplishments**

Activity Code	Objectives/Major Activities	Unit of Measure/ Indicator	Means of Verification (MoV)	Physical Accomplishments			Financial Accomplishments		
				Target	Actual	%	Budget	Actual	%
1.0	Objective 1								
1.1	Activity 1	-----							
1.2	Activity 2	-----							
1.3	Activity 3								
2.0	Objective 2								
2.1	Activity 1								
2.2	Activity 2								
2.3	Activity 3								

**II. Issues, challenges, and other concerns**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Prepared by: \_\_\_\_\_

Certified correct by: \_\_\_\_\_

Region / Division IPed Focal Person \_\_\_\_\_

Regional Director / Schools Division Superintendent \_\_\_\_\_