



Republic of the Philippines
Department of Education



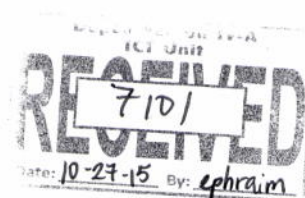
23 October 2015

MEMORANDUM
OM-GOA-2015-_____

TO : **REGIONAL DIRECTORS** (I, II, III, IV-A, IV-B V, VI, VII, VIII, IX, X, XI, XII,
CAR, CARAGA)
All concerned SCHOOLS DIVISION SUPERINTENDENTS

FROM : 
RIZALINO D. RIVERA
Undersecretary for Regional Operations

SUBJECT: **Reminders on the Release of FY 2014 SBM Grants**



In line with DepEd Order No. 45, s. 2015, "**Guidelines on School-Based Management (SBM) Grants for Fiscal Year (FY) 2014**", dated September 29, 2015, eligible public elementary and secondary schools may now avail of the FY 2014 SBM Grant.

Divisions with eligible schools can expect the Sub-Allotment Release Order (Sub-ARO) to be released by **October 26, 2015**. Once the Sub-ARO is received, the Division should notify SED using this link: bit.ly/sbm14_subaro

In order to quickly process the release of the grant to schools, please be reminded of the following:

1. Divisions with eligible schools that have not submitted the list of recipient schools to the School Effectiveness Division (SED) are expected to do so by **October 27, 2015** following Annex 7 in the DepEd Order. Please be advised that Annex 7 requires the signature of your respective Schools Division Superintendent (SDS).

Be reminded that schools who have not yet liquidated 100% of its previous SBM Grants are disqualified from receiving the SBM Grant 2014. However, schools with unliquidated cash advances from their regular Maintenance and Other Operating Expenses (MOOE) will not be disqualified.

2. Activities done by schools for disaster response, recovery and rehabilitation are considered eligible activities for the SBM Grant. These may include the following:
 - a. Minor repairs of damaged school property
 - b. Establishment of Temporary Learning Spaces
 - c. Clean up
 - d. Improvised teaching tools and materials
 - e. Rebuilding of school and student records
 - f. Psychosocial support
 - g. Child-mapping

3. Once the SED confirms the receipt of the list, Divisions can start the process of approving the Work and Financial Plans (WFPs) of recipient schools. Updates on the number of approved WFPs should be sent by the Division on **November 3, 2015** using this link: bit.ly/sbm14_wfp. Divisions should approve all WFPs and an update should be given to SED by **November 6, 2015** (10 days after the list of recipient schools has been sent per DO No. 45).
4. Immediately after receiving the Sub-ARO, Divisions should submit a request to the concerned Department of Budget and Management Regional Office (DBM RO) for the release of the Notice of Cash Allocations (NCAs), copy furnished SED via e-mail.
5. While waiting for the release of NCAs from the DBM, Divisions may advance cash requirements for the release of funds to their schools out of the remaining balances of their regular NCAs.
6. All Divisions with recipient schools should obligate 100% of the total grants for schools on or **before November 13, 2015** by accomplishing an Obligation Request. Updates on this should be sent to SED using this link: bit.ly/sbm14_ob
7. Updates on the downloading of funds to recipient schools should be e-mailed to SED on **November 16, 2015** using an Excel file with the following format:

School ID	School Name	Principal Name	Contact Number	E-mail Address	Region	Division	Grant Amount Allocated	Grant Amount Received	If Grant amount not received or lacking, why?	Check No.	Date Released to School

Divisions should have downloaded funds to recipient schools and updated SED by **November 30, 2015**.

8. Regional Offices should assist the Divisions and ensure their compliance to the given deadlines. The Regional Directors shall be responsible for Divisions' compliance.

For any clarifications, you may e-mail SED at bhrod.sed@deped.gov.ph

For your information and appropriate action.

SBM GRANT 2014 - FLOWCHART FOR THE RELEASE OF SCHOOL FUNDS

