



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON



28 May 2024

Regional Memorandum
No.380 s.2024

GUIDELINES FOR THE UTILIZATION OF PROGRAM SUPPORT FUNDS TO SCHOOL DIVISION OFFICES FOR THE EARLY LANGUAGE LITERACY AND NUMERACY PROGRAM FOR FISCAL YEAR 2024

To **Schools Division Superintendents**

1. In reference to the Joint Memorandum dated April 2, 2024, this Office is downloading the Program Support Fund (PSF) for FY 2024 intended for the implementation of the Early Language Literacy and Numeracy (ELLN) Program pursuant to DepEd Order No. 123, s. 2015 titled Guidelines on the Early Language Literacy and Numeracy (ELLN) Program: Professional Development Component and in support of the MATATAG Education Agenda and the National Learning Recovery Program.
2. The PSF shall be used to cover the expenses and other eligible items of expenditure relative to:
 - a. the conduct of the region-wide roll-out training on ELLN focusing on the Science of Reading including strategies in teaching beginning reading for Kindergarten to Grade 3 teachers and school heads, such as board and lodging of the participants for in-person modality, supplies, and materials relative to the conduct of the training (e.g., notebook, perm, copy paper, USB/external drive, and other allowable expenses);
 - b. other ELLN-related activities in Kindergarten to Grade 3, such as, but not limited to the following:
 - Training on Developmentally Appropriate Practices (DAP)- ELLN;
 - Capacity Building on Kindergarten Child-Centered Approaches;
 - Orientation on the Utilization of Primer 1 and Bridging Primer 2 and 3; and
 - Completion of camera-ready Bridging Primer 3 Teacher's Guide and Learner's Materials (i.e., division/team cluster/language writeshops);
 - c. professional development activities, such as LAC Sessions, Collaborative Expertise sessions, etc. on instructional strategies



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- employed in teaching for Catch-Up Fridays;
 - d. payment of honoraria of resource persons; and
 - e. ELLN program monitoring including but not limited to transportation, meals, and other eligible expenses.
3. In the conduct of training for teaching beginning reading and strategies in teaching reading in content areas and reading intervention strategies, SDOs, and schools are highly encouraged to engage experts from Teacher Education Institutions (TEIs).
4. Schools Division Office (SDO) through the Curriculum Implementation Division (CID) and Finance Unit shall:
- a. implement policies relevant to the conduct of the ELLN Program including guidelines on the release, utilization, monitoring, and reporting of its PSF;
 - b. conduct division training to school heads, PSDS, K to 3 teachers, as applicable;
 - c. provide TA to the schools regarding the release, utilization, monitoring, and reporting of its program support funds and program implementation;
 - d. monitor and report at the regional level regarding the release, utilization, monitoring, and reporting of its PSF; and
 - e. observe usual accounting and auditing rules and regulations in the disbursement of these funds and are expected to submit the Fund Utilization Report to the CLMD.
5. Please see attached Enclosure 1 for the allotment.
6. For clarification and further inquiries, you may contact the Curriculum and Learning Management Division at (02) 8681-2114 local 420.
7. Immediate compliance and widest dissemination of this Memorandum is desired.


ATTY. ALBERTO T. ESCOBARTE, CESO II
 Regional Director 

Enclosure 1

**EARLY LANGUAGE LITERACY AND NUMERACY (ELLN) PROGRAM SUPPORT
FUNDS TO THE SCHOOLS DIVISION OFFICES FOR FY 2024**

	SDO	No. of Enrollees (S.Y. 2024-2025)						Amount per SDO
		Kinder	Grade 1	Grade 2	Grade 3	Total		
1	ANTIPOLO CITY	15,507	16,939	17,727	15831	66,004	0.0596	P 210,034.85
2	BACOR CITY	7801	8505	8701	7967	32,974	0.0298	104,928.32
3	BATANGAS CITY	4546	4808	5139	5391	19,884	0.0180	63,273.94
4	BATANGAS PROVINCE	29768	30635	31727	33870	126,000	0.1138	400,951.32
5	BIÑAN CITY	5585	5736	5885	5332	22,538	0.0204	71,719.37
6	CABUYAO	4771	5143	5765	5114	20,793	0.0188	66,166.51
7	CALAMBA	8855	9445	9755	9637	37,692	0.0341	119,941.72
8	CAVITE CITY	1,550	1,641	1,500	1,514	6,205	0.0056	19,745.26
9	CAVITE PROVINCE	34067	34290	35631	32126	136,114	0.1230	433,135.62
10	DASMARIÑAS CITY	10,120	11,099	11,736	10,738	43,693	0.0395	139,037.82
11	GENERAL TRIAS CITY	6708	7543	8439	7436	30,126	0.0272	95,865.55
12	IMUS CITY	6,198	6524	7083	6516	26,321	0.0238	83,757.46
13	LAGUNA	17,185	17,185	18,286	18719	71,375	0.0645	227,126.19
14	LIPA CITY	6373	6580	6729	6362	26,044	0.0235	82,876.00
15	LUCENA CITY	5584	6009	6022	5535	23,150	0.0209	73,666.85
16	QUEZON	35,446	36,693	38,940	38772	149,851	0.1354	476,848.86
17	RIZAL	38,475	41,723	45,425	42,588	168,211	0.1520	535,273.19
18	SAN PABLO CITY	4884	5243	5344	5313	20,784	0.0188	66,137.87
19	SAN PEDRO CITY	4834	4949	5125	4622	19,530	0.0176	62,147.45
20	SANTA ROSA CITY	6035	5789	5333	7281	24,438	0.0221	77,765.46
21	STO. TOMAS	3269	3295	3525	3487	13,576	0.0123	43,200.91
22	TANAUAN CITY	3423	3436	3655	3559	14,073	0.0127	44,782.44
23	TAYABAS CITY	1590	1837	1971	1986	7,384	0.0067	23,497.02

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