



Republic of the Philippines
Department of Education
REGION XII
SCHOOLS DIVISION OF SOUTH COTABATO

Office of the Schools Division
Superintendent

12 July 2023

DIVISION MEMORANDUM
OSDS No. **086**, s. 2023

SUBMISSION OF AR/AD, PR, WFP, ORS AND DV FOR THE PROVISION OF
SUPPLEMENTAL PROGRAM SUPPORT FUND (PSF) FOR THE IMPLEMENTATION
OF ALS SENIOR HIGH SCHOOL

To: Public Schools District Supervisors/Principals In-Charge
Public Elementary and Secondary School heads
All Others Concerned

1. With reference to Sub-ARO No. OSEC-12-22-004 from Central Office dated January 5, 2023, all identified Schools of Division of South Cotabato are required to submit the following documents to ensure the utilization of the Supplemental Program Support Fund (PSF) for the implementation of ALS Senior High School:

- a) **3 copies of Activity Request and Activity Design/Program of Activities:** Provide a detailed description of the planned activities, including the objectives, target participants, detailed financial requirements, proposed schedule, and expected outcomes. The activity design should align with the goals and objectives of the ALS Senior High School Program;
- b) **3 copies of Accomplished Purchase Request (PR):** Prepare a list of necessary materials, equipment, or supplies needed to support the ALS Senior High School activities. Include the estimated costs and specifications of each item. Identify items in the purchase requests that are specific to a particular Senior High School track and separate them into distinct purchase requests;
- c) **3 copies of Work and Financial Plan (WFP).** Develop a comprehensive work financial plan that outlines the budget allocation for the ALS Senior High School program. Ensure that the plan is consistent with the implementing guidelines of PSF for ALS SHS.
- d) **3 copies of Obligation Request Status (ORS)** printed in legal size yellow paper; and
- e) **4 copies of Disbursement Voucher (DV)** printed in A4 size green paper.

SDOSC-OSDS-DIO-NM-v3.0r0.0, effective 04/06/2020



Address: Alunan Avenue, Koronadal City, South Cotabato 9506
Telephone Number: (083)228-3801
Email Address: south.cotabato@deped.gov.ph





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2. The use of the said funds shall be subject to the provisions stated under DepEd Order No. 28, s. 2022 dated June 20, 2022.
3. All documents shall be submitted to Budget unit. The deadline for submission is on July 31, 2023.
4. All personnel concerned are advised to refer to these enclosures.
 - a. Enclosure no. 1 – List of schools and their Supplemental Program Support Fund as stipulated in Regional Memorandum CLMD-2023-037
 - b. Enclosure no. 2 – WFP Template
5. For queries and clarifications, all concerned may contact May Grace T. Dupa, Administrative Officer V through Messenger or at (083) 228-6281.
6. Immediate dissemination of this memorandum is directed.


LEONARDO M. BALALA, CESE
Schools Division Superintendent

Encl.: As stated

Reference: DO 28 s.2022, RM CLMD-2023-037

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

BUDGET

EXPENSES

SCHOOLS

KGA/DM-submission of ar/ad, pr, wfp, ors and dv for the provision of supplemental program support fund (psf) for the implementation of als senior high school 0000/July 12, 2023

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Enclosure No. 1 to OSDS Memorandum No. 086 2023

RECIPIENTS OF SUPPLEMENTAL PROGRAM SUPPORT FUNDS
FOR THE IMPLEMENTATION OF SY 2022-2023 ALS SENIOR HIGH SCHOOL

	SDO and Schools	Sub-ARO #	SDO Support to Operations of ALS SHS	SDO Training of Teachers for Schools Implementing ALS SHS	Support to Operations of Schools Implementing ALS SHS
	SOUTH COTABATO	DEPED 12-23-004	75,000.00	350,000.00	
1	LAPUZ NHS				125,000.00
2	POLOMOLOK NHS				135,000.00
3	TUPI NHS				175,000.00
4	SAN VICENTE NHS				105,000.00
5	TBOLI NHS				115,000.00
6	POBLACION POLOMOLOK NHS				175,000.00
7	MALAYA NHS				165,000.00
8	CEBUANO NHS				170,000.00
9	EMILIANO BAQUIAL NHS				160,000.00
10	LACONON IS				110,000.00
11	SURALLAH NHS				120,000.00
12	KATIPUNAN NHS				110,000.00
13	LIBERTAD NHS				135,000.00

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WORK AND FINANCIAL PLAN (WFP) FOR THE ADDITIONAL ALLOCATION OF SCHOOL MOOE

Name of School

(Ref: Sub-ARO Number DepEd-12-22-004)

Programs / Projects	Activity	Timeline	Indicator	Output	Budget	Person/Office Responsible
Grand Total						

Prepared by: _____

Recommending Approval: _____

Approved: _____