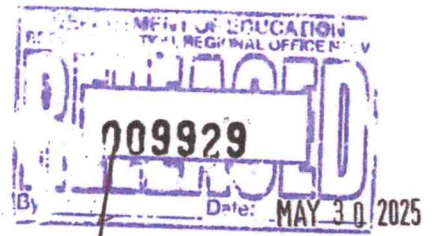




Republic of the Philippines
Department of Education
REGION V - BICOL



28 May 2025

REGIONAL MEMORANDUM
No. 00679 s. 2025

**SUBMISSION OF REPORTS ON THE STATUS AND UTILIZATION OF DOWNLOADED
PROGRAM SUPPORT FUNDS FOR SY 2024-2025**

To: Schools Division Superintendents
CID Chiefs
Division SCP Focal Persons
Public Secondary School Heads of Science-Implementing Schools
All Others Concerned

1. In reference to DepEd Memorandum DM-CT-2025-146, titled "*Submission of Reports on the Special Curricular Programs – Program Support Funds (PSF) for SY 2024-2025*," this Office respectfully requests all Special Curricular Program (SCP) Focal Persons to ensure the timely accomplishment and submission of all required reports, as outlined below:

Required Forms	Who will accomplish
a. SCP M&E Form 1 Financial Monitoring (ME 001)	SCP Focal EPS/SEPS/PSDS/Accountant/Principal
b. SCP-PSF Narrative Report (NR 001)	Division SCP Focal Person
c. Management Information System (MIS001) Form 1 (Number of SCP Learners for SY 2023-2024 and SY 2024-2025)	Division SCP Focal Person
d. Management Information System (MIS) Form 2 (List of SCP Recognized Schools (MIS002)	Division SCP Focal Person
e. Management Information System (MIS) Form 2A (List of SCP Recognized Schools (Recipient of SCP-PSF) (MIS002A)	Division SCP Focal Person
f. Management Information System (MIS) Form 2A (List of SCP Recognized Schools (Recipient of SCP-PSF) (MIS002A)	Division SCP Focal Person
g. Management Information System (MIS) Form 2B (Non- Recognized Schools (Recipient of SCP-PSF) (MIS002B)	Division SCP Focal Person
h. Management Information System (MIS) Form 2C Recognized Schools (Non-Recipient of SCP-PSF) (MIS002C) for SY 2023-2024 and SY 2024-2025	Division SCP Focal Person

2. The templates for all required forms can be accessed through <https://tinyurl.com/SCP-PSF-Report-Templates> ; <https://tinyurl.com/SCP-PSF-Reports>. All submitted reports must bear the approval and signature of the office head. Submitted forms must be in PDF Format, along with the corresponding excel spreadsheet to facilitate consolidation. Likewise, it should adhere to the following file naming syntax:



Regional Center Site, Rawis, Legazpi City 4500

0969 516 9555

region5@deped.gov.ph

Division: RO_SDO_FormCode_Date (month/day/year) ex. RO5_Albay_ME001_05272025
School:
RO_SDO_School_FormCode_Date (month/day/year) ex.
RO5_Albay_GuinobatanEastCS_ME001_05272025

All required reports and forms must be emailed to the respective RO SCP Focal Persons on or before **June 10, 2025**.

3. Enclosed is DM-CT-2025-146 for reference.
4. For information, dissemination and compliance of all concerned.


GILBERT T. SADSAD
Regional Director

CLMD:cheD
05/28/2025

SCHOOLS DIVISION OF SORSOGON
Sorsogon

June 8, 2025

TO: Asst. Schools Division Superintendent
CID and SGOD Chiefs
Concerned PSDSs/ OIC-PSDSs
School Heads of STE Program-Implementing Schools
All Others Concerned

Please be guided by the contents of this Memorandum in accomplishing the required reports. Google drive link of the softcopy/ templates of the reports shall be sent, and the hardcopy of the reports bearing the signature of the office head shall be submitted / uploaded through the same google drive on or before June 10, 2025.

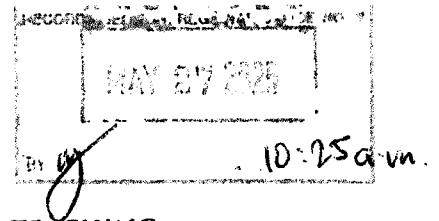
For information, guidance and compliance of all concerned.


JOSE L. DONCILLO, CESO V
Schools Division Superintendent




Republic of the Philippines
Department of Education

OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING



MEMORANDUM
DM-CT-2025-44

TO : REGIONAL DIRECTORS

FROM : 
GINA O. GONONG
Undersecretary for Curriculum and Teaching

SUBJECT : SUBMISSION OF REPORTS ON THE SPECIAL CURRICULAR PROGRAMS-PROGRAM SUPPORT FUNDS (SCP-PSF) FOR SY 2024-2025

DATE : May 22, 2025

The Department of Education, through the Bureau of Curriculum Development, has released the Special Curricular Programs-Program Support Funds (SCP-PSF) for School Year 2024-2025. These funds are intended to strengthen the operational efficiency of all recognized SCP elementary and secondary schools by augmenting their Maintenance and Other Operating Expenses (MOOE). Specifically, the SCP-PSF aims to improve access, quality, and operational efficiency of SCP programs and services through enhanced instructional and logistical support structures.

To ensure accountability and efficient and effective utilization of the SCP-PSF, **Regional Offices (ROs), Schools Division Offices (SDOs), and schools** are requested to provide the following reports, which will be used as reference for future SCP-PSF allocations.

Form/Data	Form Code	School Year	Source of Data
1. SCP M&E Form 1 (Financial Monitoring)	ME001	SY 2024-2025	School and SDO
2. SCP-PSF Narrative Report	NR001	SY 2024-2025	School and SDO
3. Management Information System (MIS) Form 1 (Number of SCP Learners)	MIS001	SY 2023-2024 SY 2024-2025 (complete data of two consecutive school years)	SDO and Region
4. Management Information System (MIS) Form 2 (List of SCP Recognized Schools)	MIS002	SY 2024-2025	SDO and Region
5. Management Information System (MIS) Form 2A (List of SCP Recognized Schools (Recipient of SCP-PSF))	MIS002A	SY 2024-2025	SDO and Region



Republic of the Philippines

Department of Education

OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING

Form/Data	Form Code	School Year	Source of Data
6. Management Information System (MIS) Form 2B Non-Recognized Schools (Recipient of SCP-PSF)	MIS002B	SY 2024-2025	SDO and Region
7. Management Information System (MIS) Form 2C Recognized Schools (Non-Recipient of SCP-PSF)	MIS002C	SY 2023-2024 SY 2024-2025 (complete data of two consecutive school years)	SDO and Region

To ensure accurate form completion, please observe the following instructions:

1. Templates for SCP-PSF are available at the following link: <https://tinyurl.com/SCP-PSF-Report-Templates>. All submitted forms must bear the approval and signature of the office head.
2. Submit all signed forms in PDF format, along with the corresponding Word/Excel files, adhering to the following file naming syntax:

Governance Level	Syntax
Region	RO_FormCode_Date (month/day/year) e.g. RONCR_ME001_03202025
Division	RO_SDO_FormCode_Date (month/day/year) e.g. RONCR_QuezonCity_ME001_03202025
School	RO_SDO_School_FormCode_Date (month/day/year) e.g. RONCR_QuezonCity_SanFranciscoNHS_ME001_03202025

4. All required reports and forms must be submitted in a consolidated folder through the following link: <https://tinyurl.com/SCP-PSF-Reports>. The folder's file name should correspond to the region, for example, "Region I".
5. The submission deadline is **on or before June 14, 2025**.

In addition to this, ROs are requested to submit the name of the **Regional SCP Focal Person** through email to streamline communication regarding SCP-PSF and data management.

For the submission of documents and further clarifications, please email the **Bureau of Curriculum Development** at bcd@deped.gov.ph or Ma. Melissa D. Albino, Supervising Education Program Specialist, at ma.albino002@deped.gov.ph.

Immediate dissemination of this Memorandum is requested

Copy furnished:

OFFICE OF THE SECRETARY
MALCOLM S. GARMA, OIC-Undersecretary for Operations
EDSON BYRON K. SY, OIC-Undersecretary for Finance