

DepEd - Division of Catanduanes
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Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V - BICOL
TANGGAPANG PANSANGAY NG CATANDUANES

17 FEB 2025

DIVISION MEMORANDUM
No. 143 s. 2025

DOWNLOADING OF PROGRAM SUPPORT FUND (PSF) FOR THE SPECIAL CURRICULAR PROGRAM IN SPECIAL PROGRAM FOR FOREIGN LANGUAGE (SPFL) IN SPANISH AT CATANDUANES NATIONAL HIGH SCHOOL

To: OIC Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Accountant III and Administrative Officer V (Budget)
Division Planning Officer
Public Schools District Supervisors
Catanduanes National High School

1. Pursuant to Joint Department Memorandum dated August 22, 2024, re: Implementing Guidelines on the Utilization of the Special Curricular Program (SCP)-Program Support Fund (PSF) For School Year 2024-2025, Catanduanes National High School in our division is identified recipient school for the Special Program for Foreign Language (SPFL) of the said support fund.

2. The Program Support Fund (PSF) aims to enhance the operation of the special curricular programs and augment MOOE of the recipient school. Specifically, it intends to enhance access to and improve the quality of SCP programs and services, as well as to raise the efficiency of their operations by creating mechanisms to support and structure both in the instructional and logistical aspects.

3. Following the identified school, below is the corresponding fund allocation:

| Name of SCP School | Fund Allocation |
|--|-----------------|
| 1. Catanduanes National High School (SPFL) | P30,858 |

4. The said recipient school is required to submit the following documents to facilitate the downloading of funds:

- a. letter request
- b. 4 copies of Disbursement Voucher
- c. 2 copies of School Operating Budget
- d. 2 copies of Obligation and Request Status (ORS)
- e. Approved Work and Financial Plan



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5. The required documents must be submitted to the CID Office c/o Ms. Jenelyn L. Del Barrio for the Activity Request with the other needed documents properly signed. Also, please attach Document Tracking and Routing Slip from the records section before submitting all the needed documents to the CID Office. After submission to the CID Office these documents will be forwarded to the accounting section. Submission of all the required documents will be on or before **February 21, 2025**.
6. For information, guidance and compliance.

By Authority of the OIC- Schools Division Superintendent

DELFIN A. BONDAD
Public Schools District Supervisor
OIC Assistant Schools Division Superintendent
Officer In-Charge

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