



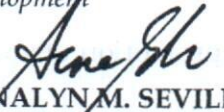
Republic of the Philippines
Department of Education

Tanggapan ng Pangalawang Kalihim
Office of the Undersecretary

MEMORANDUM
DM-PHROD-2020-00343

FOR: Undersecretaries
Assistant Secretaries
Regional Directors
Bureau and Service Directors
Program Focal Persons
Schools Division Superintendents
All others concerned

FROM: 
JESUS L.R. MATEO
Undersecretary for Planning, Human Resource and Organizational
Development


ANNALYN M. SEVILLA
Undersecretary for Finance

SUBJECT: GENERAL INSTRUCTIONS ON FY 2021 POST PLANNING (PLANS
AND BUDGET)

DATE: 05 October 2020

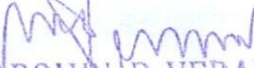
To ensure readiness for FY 2021 plan and budget execution, we are issuing this memorandum to trigger the commencement of the FY 2021 Post Planning which aims to synchronize, align, and finalize the operational plans, interventions, and processes across governance levels, resilient to the challenges of a national health crisis. The FY 2021 shall cover the remaining quarters of the SY 2020-2021 and the initial quarters of SY 2021-2022. Ultimately, the goal is still focused on ensuring that learning is continued for basic education.

As we extend efforts for the continuation of learning amidst a pandemic, we reiterate that our FY 2021 plans shall be anchored to the Philippine Development Plan (PDP) 2017-2022 to which all offices across all governance levels shall commit in the achievement of our targets:

Access Indicators

INDICATOR	Baseline Value year	Physical Target					
		2020		2021		2022	
		Orig	Revised <small>80% enrollment</small>	Orig	Revised <small>Baseline (2019)</small>	Orig	Revised <small>2020 targets</small>
Subsector Outcome: Quality, accessible, and liberating basic education for all achieved							
Proportion of school-aged population in basic education (Net Enrollment Rate) (%)							
Kindergarten	63 (2019)	89	50	92	63	95	89
Elementary	94 (2019)	95	74	96	94	97	95
Junior High School	83 (2019)	87	68	89	83	92	87
Senior High School	48 (2019)	64	38	68	48	80	64

To: All School Administrators, Principals & Teachers In-Charge
(Elementary & Secondary)
FOR YOUR INFORMATION & APPROPRIATE ACTION


MARIE CAROLYN B. VERANO, CESO V
Schools Division Superintendent

Efficiency Indicators

INDICATOR	Baseline Value year	Physical Target					
		2020		2021		2022	
		Orig	Revised	Orig	Revised	Orig	Revised
Subsector Outcome: Quality, accessible, and liberating basic education for all achieved							
Proportion of learners completing levels of education (Completion Rate) (%)							
K to Grade 6	97 (2019)	97	78	97	90	98	95
Grade 7 to Grade 12	77 (2019)	82	65	83	77	84	82

Quality Indicators

INDICATOR	Baseline Value year	Physical Target					
		2020		2021		2022	
		Orig	Revised	Orig	Revised	Orig	Revised
Subsector Outcome: Quality, accessible, and liberating basic education for all achieved							
Proportion of learners achieving at least nearly proficient in the National Achievement Test (NAT) increased (%)							
Grade 6	16 (2018)	26	as is	34	as is	44	as is
Grade 10	34 (2018)	43	as is	52	as is	61	as is
Grade 12	14 (2018)	13	as is	19	as is	28	as is

For Fiscal Year 2021, the Department shall be guided by the following instructions in finalization of its Programs/Activities/Projects or operational plans to support the achievement of abovementioned targets.

A. SCENARIO

As the development of the FY 2020 Basic Education Learning Continuity Plan, coming up with the general scenario of the country under COVID is crucial in framing the direction, framework, and operationalization of DepEd's BE-LCP. Through a series of deliberations and consultations, the following scenarios were derived:

For FY 2021, face-to-face classes will still not be allowed while there is no vaccine for the Coronavirus Disease 2019 (COVID-19). This is in line with the pronouncement of the Honorable President during his 5th State of the National Address. Learning modalities per BE-LCP shall be adopted based on the context/situation of the Division Office.

Limited face to face interactions may be considered for low risk areas as long as health and safety protocols will not be compromised in observance of the provisions articulated in the Inter-agency Task Force (IATF) Resolutions. Inter-zonal movement is highly discouraged and shall be subjected to the said resolution and the approval of the head of Office of the governance level (Regional Director for the Regional Offices; Schools Division Superintendent for School Division Offices).

Conduct of mass gatherings requiring face-to-face interactions such as sports, summits, conferences, and competitions are highly discouraged and are subject to the approval of the next higher governance level head of office (For National and Regional offices, the Secretary will the approver; For Schools Division Offices, the Regional Director shall be approver) and on Inter-Agency Task Force for Emerging Infectious Diseases (IATF-EID) guidelines.

B. PLANNING PARAMETERS

Based on the consultation, while we recognize the need to further reduce class size particularly in highly congested areas, the recommendation is to use the same parameter (pre-pandemic) for FY 2021. This is in recognition that the approved budget in the FY 2021 National Expenditure Program and the possibility of getting an additional budget for basic education inputs aside from the learning materials remains a challenge for DepEd. The current NEP level is not sufficient to cover all the shortages nationwide. While the pre-pandemic class size will still be used in the distance education mode, which is by key stage, class sizes and organization may differ however, depending on the kind of modalities and if the situation permits. Kindly refer to **Annex A** for the recommended parameters for distance education in elementary and secondary school (junior and senior high school including class size per modality and grade level).

C. OTHER COST PARAMETERS

For FY 2021, the cost parameters to be used shall be the same as FY 2020 as reflected in the memorandum numbered OM-PHROD-2020-243 titled "Instructions on FY 2020 Plan Adjustment". To clarify, the communications expenses due to participation in virtual official meetings with other offices, oversight, partner agencies, and stakeholders may also be charged to the overhead expenses of the offices. However, the provision of the above expense items shall be subjected to the Department issuance. For reference, the costing parameter is hereby attached as **Annex B**.

D. PROGRAM-SPECIFIC CONCERNS

The Post-Planning activities serve as venue for all offices to finalize the program details and plans for FY 2021 which includes implementation guidelines and fund sharing/allocation among others. With this, we request Portfolio Managers and clearinghouses to firm up the policy and operational details based on FY 2021 NEP.

More specifically, the clearing houses of the following budget line items are directed to fast track the post planning process to determine the fund sharing among offices:

- a. General Administrative Support Service (GASS)
- b. Flexible Learning Options (FLO)
- c. Organization and Professional Development Program for Non-Teaching Personnel (OPDNSP)
- d. Basic Education Curriculum (BEC)
- e. Human Resource Development (HRD) Programs
- f. Other Budget Line Items shared by different Central Office divisions

Also, the program owners of Big-Ticket Items (major programs) shall seek direction and determine the policy and operational details necessary for implementation in preparation for the CO-RO Interface. Likewise, all Regional Directors and Schools Division Superintendents are directed to firm up the Region/Division funds to be allotted among functional divisions/units of the Region/Division.

Further, through the issuance of Republic Act 11054 or the "Organic Law for the Bangsamoro Autonomous Region in Muslim Mindanao (BARMM)," Program Owners shall note that the primary mandate to provide program funding for education particularly those for



implementation of schools and other operating units under BARMM's jurisdiction, is now **within the authority and responsibility of the Bangsamoro Government**. The National Government, however, shall continue to only fund the **School Building Program**, pursuant to Section 13, of the same law.

Lastly, given that offices will still be implementing under a national health crisis, program owners are advised to assess their FY 2021 plans to tap possible sources of funds to aid in meeting our BE-LCP requirements.

E. MINIMUM REQUIREMENTS AND TIMELINES

Initially, we wish to remind you of the following critical timelines for the FY 2021 Plan and Budget Execution:

Documents	Deadline of Submission to Oversight	Planned Activities/ Recommendations
Indicative APP based on FY 2021 NEP, as proposed	September 30, 2020	Priority will be given to procurement-intensive big-ticket items for provision of technical assistance
Budget Execution Documents (BEDs & FARs)	November 29, 2020	Post Planning activities in September-October, to be culminated by CO-RO Interface to communicate/ discuss policy/ final allocation to field offices
Program details, allocation, and guidelines		
APP-Commonly-used Supplies and Expenses	December 15, 2020	
Early Procurements Activities (EPA)	December 30, 2020 or last working day of the year	
Final APP	January 31, 2020	

In order to come up with a synchronized plan across all levels, we would also like to invite you to the CO-RO Interface which will be held online on **October 29, 2020**. Further details will be issued in a separate memorandum.

Further, all Offices are instructed to finalize their respective Work and Financial Plan (WFP) for implementation and shall be uploaded to the Program Management Information System on or **before November 15, 2020** unless a new deadline was imposed by the higher governance level.

Likewise, all governance levels shall produce their corresponding Budget Execution Documents including the Project Procurement Management Plan, and Common-use-Supplies as required by the Department of Budget and Management/other government entities. Also, all implementing guidelines necessary for the implementation of FY 2021 Programs/Activities/Projects should be finalized on or before **October 30, 2020**.

In addition to this, all offices are reminded that all WFPs shall be based on the FY 2021 NEP and be adjusted accordingly if there will be changes from NEP to the FY 2021 GAB and FY 2021 GAA.

Regional and division offices may come up with their own timelines as deemed strategic so long as the critical timelines and submissions of the documents as shown in the table above are met.

Additional requirements may be requested to ensure readiness for FY 2021. Separate memorandum shall be issued on these reflecting the instructions and other details.

F. TECHNICAL ASSISTANCE

All governance levels shall form a technical working group that will facilitate the post planning activities. Said group will be composed of personnel from Planning, Budget/Finance, Procurement and be headed by at least Assistant Regional Director/ Assistant Superintendents. They shall ensure the effective and efficient finalization of operational plans aligned to the BE-LCP and their respective long-term plan. They need also to ensure that all operational plans are in sync and are compliant to the existing budgeting, accounting, and auditing rules and regulations; and in adherence to instructions per this memorandum.

For inquiries relative to this memorandum and policy-level concerns, please contact the Planning and Programming Division, Planning Service through ps.ppd@deped.gov.ph. Meanwhile, for finance concerns, kindly contact the Budget Division, Finance Service through fs.bd@deped.gov.ph. Thank you.

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Planning Parameter for Elementary (Pre-pandemic)

PARTICULARS	Kindergarten	Grade 1	Grades 2-3	Grade 4	Grades 5-6	Multigrade
Class size	25 learners in a class max of 30	30 learners in a class max of 35	30 learners in a class max of 35	40 learners in a class max of 45		At most 25 per class of 2 consecutive grades
Shift/Session	2 sessions	2 Shifts	single	single		
Teacher	1 teacher per 2 classes	1 teacher per class	1 teacher per class	1 per class	1 per class with specialization factor (5 teachers in every 3 classes)	1 per class; Handles two (2) consecutive grades
Learning materials (SLM)	1 per learner	1 per learner per learning area	1 per learner per learning area	1 per learner per learning area		
	Self-Learning Module- 1:2					
Classrooms and seats	1 classroom per 2 classes; 1 seat per learner	1 classroom per 2 classes	1 classroom per class	1 classroom per class with 1 set of school seats		
ICT Equipment						
1 Laptop/ projector set [Multimedia Set]-1 Laptop; 1 TV	1/12 sections	1 per 6 sections				1 per school
E-classroom package				1 per 6 sections		1 per school
Science and Math Kit		1 per 6 sections		1 per 6 sections		

Planning Parameter for High School (Junior and Senior/Pre-pandemic)

PARTICULARS	Junior HS	Senior HS	
		Academic	TechVoc Track
Class size	40 learners in a class max of 45	40 learners in a class	40 learners in a class
Shift/Session	single	Grade 11 (5.6 hrs per day) - single; Grade 12 (4 hrs per day) - double	
Teacher	1 per class with specialization factor (5 teachers in every 3 classes) 5:3	9 teachers in every 6 classes 3:2	
Learning materials	1 per learner per subject	1 per learner per subject	
Self-Learning Modules: 1:2			
Classrooms and seats			
ICT Equipment			
1 Laptop/projector set [Multimedia Set]-1 Laptop; 1 TV	1 per 8 sections		
e-classroom package	1 per 6 sections	1 per 5 sections	
Science and Math Kit	1 set per 4 classes	At least 1 package per school	
TechVoc Equipment	1 per 6 sections of 20 students		At least 1 per school composed of 2 classrooms
ICT Lab	At least 1 per school composed of 2 classrooms		
Science Lab	At least 1 per school composed of 2 classrooms		
Unique			1-5 workshops based on Industrial and Agricultural specialization offering
Regular			1-10 workshops based on the number of specializations offered. Composed of 2 classrooms.

*Recommendation for Online distance Learning: *Priority is Medium to Large schools at least one class per grade level per school (will be a priority for ICT package)*

Recommended Class Size (Distance Learning)

Modality	Class Size in Grade Level
Modular (print and digital), Educational TV, Radio-Based Instruction and Blended	Kindergarten - Maximum of 30 Grades 1 to 3 - Maximum of 35 Grades 4 to 10 - Maximum of 45 Grades 11 to 12 - Maximum of 40 Multigrade - Maximum of 25 Special Education (SPED) - Maximum of 10 ALS - 75 maximum
Online	Minimum of 20, maximum of 40 learners per teacher (the teacher may split the class into two and come up with acceptable schedule)
Home Schooling	Will depend on Family's capacity to implement

**Annex B
Costing Parameters**

Activity	Allowable Expenses	Requirement/s
Webinars (e-trainings, seminars, workshops, orientations)	<p><u>Supplies</u> (this may also serve as buffer funds if communications expense/allowance will be allowed by DBM)</p> <p><u>Contingency</u> amounting to a maximum of P5,000.00 as an allowance for communications expenses and other unforeseen expenses during the actual conduct) as provided in existing DepEd issuance.</p> <p><u>Payment of Honorarium and Other Professional Services</u> of non-DepEd resource persons subject to DBM Circulars</p> <p><u>Meals</u> for the onsite program management team and secretariat and participants</p>	<p>Supplies: Php 300.00 per participant for a three-day seminar/training and/or workshop that includes a top-up of Php 50.00 per contact day for areas without internet connectivity.</p> <p>Funds for communications during actual implementation are subjected to DepEd Order No. 017 s. 2019 or the Guidelines on the Provision and Use of Official Mobile Phones, Postpaid Lines, and Prepaid Loads and DepEd Order No. 4 s. 2020 Amendment to DO 17 s. 2019.</p>
Meetings (Face to Face) subject to social distancing	<p><u>Meals (DepEd Order No. 02, s. 2018)</u> The following are the allowable rates for activities that are less than one day, or for activities that do not require three meals:</p> <ul style="list-style-type: none"> - Breakfast: P200 - Snacks (AM/PM): P100 - Lunch/Dinner: P400 <p><u>Communications Expense</u> if needed for those participating virtually can be charged to overhead expenses</p>	<p>Subject to existing IATF guidelines and as allowed in the DepEd Order No. 02, s. 2018, "Amendment to Deped Order No. 15, s. 2017 (Guidelines on the Allocation of Funds for Venue, Meals and Snacks, and Room Accommodation for Official Activities Organized and Conducted by the Department of Education)"</p>
Trainings/ Workshops/ Seminars/ Orientations (Face to Face)	<p><i>Inter-zonal travel is still highly discouraged.</i></p> <p>Board and Lodging, Traveling Expenses, Contingency, Supplies, Honorarium and other Professional Services of non-DepEd resource persons subject to DBM Circulars.</p>	<p>Activities shall be subject to the approval of the head of Office of the governance level (Secretary for the Central Office, Regional Director for RO and Schools Division Superintendent for SDO); existing IATF guidelines and as allowed in the DO No. 02, s. 2018</p>

**Annex B
Costing Parameters**

Overhead	Payment of Salaries and Allowable Benefits (COS and HTC), Petty Cash, usual Office Supplies (includes safety supplies like face masks, disinfectants, hand sanitizer, etc.) , Extraordinary Allowance for Third-level Officials, Mobile Allowance for Assistant chiefs and above (as allowed in the DepEd Order), buffer for traveling expenses (unforeseen) and communications allowance/expense for output based personnel amounting to P300.00 for all DepEd personnel	In the allocation of MOOE, priority shall be given to mandatory expenditures such as utility expenses, communications expenses, professional and general services, before allocating funds for regular operating expenditures.
Online Meeting Platform Subscription	MS Teams as our official platform is recommended. Other <u>free</u> platforms offering basic accounts may also be used.	
Hiring of COS	Hiring of new Contract of Service	As in 2020, recommended being allowed if required in the delivery of services during a pandemic. (Joint circular)