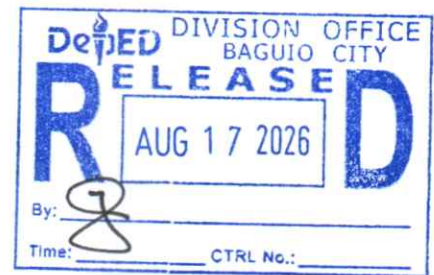




Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY



August 17, 2026

DIVISION MEMORANDUM

No. **529-2026**

**DOWNLOADING OF MADRASAH EDUCATION PROGRAM (MEP) FUNDS FOR THE
PRINTING AND REPRODUCTION OF SELF-GUIDED LEARNING SHEETS (SGLS) AND
LEARNING ACTIVITY SHEETS (LAS)**

To: Chief ES, Curriculum Implementation Division
School Heads of Implementing Schools
School MEP Coordinators
Others concerned

1. Relative to Regional Memorandum 568, s 2026 titled **"Guidelines on the Utilization of Downloaded MEP Funds for the Printing and Reproduction of Self-Guided Learning Sheets (SGLS) and Learning Activity Sheets (LAS)"**, this office, through the Curriculum Implementation Division and the Finance Section shall download the amount of **TWO HUNDRED TWENTY-EIGHT THOUSAND SIX HUNDRED SIXTY PESOS (Php 228,660.00)** for the printing and reproduction of Self-Guided Learning Sheets and Learning Activity Sheets to schools implementing Madrasah Education Program.

2. Below is the allotment of funds per school for your guidance.

Implementing School	Amount
1. Aguinaldo Elementary School	56,610.00
2. Baguio Central School	33,670.00
3. Josefa Carino Elementary School	37,740.00
4. Mabini Elementary School	12,580.00
5. Manuel A. Roxas Elementary School	37,370.00
6. Lucban Integrated School	8,510.00
7. Magsaysay Elementary School	11,100.00
8. Crystal Cave Integrated School	21,090.00
9. Rizal Elementary School	5,920.00
10. Elpidio R. Quirino Elementary School	4,070.00
TOTAL	228, 660.00

3. School heads are required to prepare and submit their respective Project Procurement Plan (PPMP) and School Operating budget (SOB) of the fund to be submitted to the Budget Section **on or before August 28, 2026**.



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4. The utilization, obligation and liquidation of the downloaded funds shall be subject to existing accounting and auditing rules and regulations.
5. For monitoring, the recipient schools will submit to this office their accomplishment reports using the attached prescribed monitoring forms.
6. For inquiries and clarifications please contact **JULIET C. SANNAD EdD**, Chief Education Supervisor- CID through the office phone number 619-3491.
7. Immediate and wide dissemination of this memorandum is desired.


SORAYA T. FACULO PhD, CESO V
Schools Division Superintendent 



Republic of the Philippines
Department of Education
Cordillera Administrative Region



26 July 2026

REGIONAL MEMORANDUM

No. 568.2026

**GUIDELINES ON THE UTILIZATION OF DOWNLOADED MEP FUNDS FOR THE
PRINTING AND REPRODUCTION OF SELF-GUIDED LEARNING SHEETS
(SGLS) AND LEARNING ACTIVITY SHEETS (LAS)**

To: Assistant Regional Director
Schools Division Superintendents
Chief Education Supervisors-CID
All Others Concerned

1. In support to the effective implementation of the **Madrasah Education Program (MEP)** and to ensure the availability of contextualized instructional materials for **Arabic Language and Islamic Values Education (ALIVE)** classes, the Department of Education-Cordillera Administrative Region (DepEd-CAR), through the Curriculum and Learning Management Division (CLMD), has downloaded MEP funds to the Schools Division Offices (SDOs) for the printing and reproduction of **Self-Guided Learning Sheets (SGLS)** and **Learning Activity Sheets (LAS)**.

2. The downloaded funds are allocated to the following MEP-implementing Schools Division Offices:

SDO	AMOUNT
Abra	8,437.00
Baguio City	228,660.00
Benguet	220,678.00
Tabuk City	45,510.00

3. The recipient Schools Division Offices shall download the corresponding allocations to their respective MEP-implementing schools based on the enclosed allocation matrix. The funds shall be used exclusively for the printing and reproduction of approved SGLS and LAS intended for ALIVE learners.

4. To facilitate monitoring and ensure accountability in the utilization of the funds, MEP-implementing schools shall submit a report on the learning materials printed using the prescribed monitoring forms. The corresponding allocation for each school is reflected in the attached allocation matrix.

5. Enclosed are the following:

- Enclosure 1: List of MEP-Implementing Schools and Fund Allocation
- Enclosure 2: Monitoring Form for Printed Self-Guided Learning Sheets (SGLS)
- Enclosure 3: Monitoring Form for Printed Learning Activity Sheets (LAS)

6. The Schools Division Offices shall consolidate the reports submitted by schools and transmit the completed monitoring forms to the Curriculum and Learning Management Division (CLMD) within the prescribed timeline.

6. The utilization and liquidation of the downloaded funds shall strictly comply with existing government accounting, budgeting, procurement, and auditing laws, rules, and regulations.

7. For inquiries or clarifications, please contact Jennifer P. Ande, Chief Education Supervisor, Curriculum and Learning Management Division, through landline number (074) 422-7096 or via email at car.clmd@deped.gov.ph.

8. Immediate dissemination of and strict compliance with this Memorandum are hereby directed.


NICOLAS T. CAPULONG EdD, CESO III
Director IV / Regional Director

LIST OF SCHOOLS WITH ALLOTMENT FUNDS FOR THE PRINTING OF LEARNING ACTIVITY SHEETS (LAS) AND SELF-GUIDED LEARNING SHEETS (SGLS) DOWNLOADED

Implementing SDO	No. of MEP Implementing Schools	School	Number of ALIVE learners			Allotment Amount for LAS and ALIVE SGLS Printing
			TOTAL			
			Male	Female	Total	
Abra	1	Agtangao ES	10	12	22	8,437.00
		TOTAL	10	12	22	8,437.00
Baguio City	1	Aguinaldo ES	87	66	153	56,610.00
		Baguio Central School	45	46	91	33,670.00
		Josefa Cariño ES	55	47	102	37,740.00
		Mabini ES	18	16	34	12,580.00
		Manuel A. Roxas ES	51	42	101	37,370.00
		Lucban IS	11	12	23	8,510.00
		Magsaysay ES	17	13	30	11,100.00
		Crystal Cave IS	23	34	57	21,090.00
		Rizal ES	10	6	16	5,920.00
		Elpidio Quirino ES			11	4,070.00
		TOTAL	317	282	618	228,660.00
Benguet	2	Abatan ES	5	5	11	4,135.00
		Ambiong ES	15	10	24	9,023.00
		*Balili ES	8	12	20	7,520.00
		TOTAL	28	27	55	20,678.00
Tabuk City	2	Bulanao Central School	23	19	42	15,582.00
		Tabuk Central School	32	49	81	30,051.00
		TOTAL	55	68	123	45,510.00
		OVERALL TOTAL	410	389	818	303,285.00

Monitoring Form of Printed Self-Guided Learning Sheets (SGLS)

School: _____

SDO: _____

Subject	Term	Quantity of SGLS Printed
ALIVE- Kinder	1	
ALIVE-Kinder	2	
ALIVE-Kinder	3	
Arabic Language 1	1	
Arabic Language 1	2	
Arabic Language 1	3	
Islamic Values 1	1	
Islamic Values 1	2	
Islamic Values 1	3	
Arabic Language 2	1	
Arabic Language 2	2	
Arabic Language 2	3	
Islamic Values 2	1	
Islamic Values 2	2	
Islamic Values 2	3	
Arabic Language 3	1	
Arabic Language 3	2	
Arabic Language 3	3	
Islamic Values 3	1	
Islamic Values 3	2	
Islamic Values 3	3	
SUB-TOTAL		

Subject	Term	Quantity of SGLS Printed
Arabic Language 4	1	
Arabic Language 4	2	
Arabic Language 4	3	
Islamic Values 4	1	
Islamic Values 4	2	
Islamic Values 4	3	
Arabic Language 5	1	
Arabic Language 5	2	
Arabic Language 5	3	
Islamic Values 5	1	
Islamic Values 5	2	
Islamic Values 5	3	
Arabic Language 6	1	
Arabic Language 6	2	
Arabic Language 6	3	
Islamic Values 6	1	
Islamic Values 6	2	
Islamic Values 6	3	
SUB-TOTAL		

OVERALL TOTAL _____

Prepared by _____

School Head

Noted: _____

Division MEP Focal Person

Enclosure 3

Monitoring Form of Printed Learning Activity Sheets (LAS)

School: _____

SDO: _____

Subject	Grade	Quantity of LAS Printed
Arabic Language	1	
	2	
	3	
	4	
	5	
	6	
SUB-TOTAL		
Islamic Values	1	
	2	
	3	
	4	
	5	
	6	
SUB-TOTAL		

OVERALL TOTAL _____

Prepared by

School Head

Noted:

Division MEP Focal Person