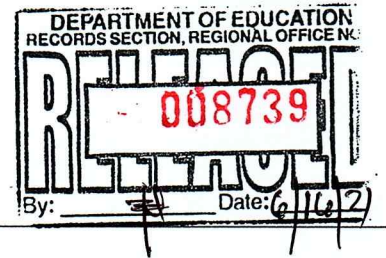




Republic of the Philippines  
**Department of Education**  
REGION I



Office of the Regional Director

JUN 16 2021

REGIONAL MEMORANDUM  
No. 607, s. 2021

**DATA VALIDATION AND VERIFICATION OF ONLINE AND OFFLINE  
ADDITIONAL INFORMATION ON THE SUMMARY OF EXPENDITURE REPORTS**

**To: Schools Division Superintendents**

1. The Department of Education Central Office, as well as the Regional Office, appreciates the efforts of all Schools Division Offices in submitting the additional information on the Summary of Expenditures (SOE) as required by DO 18, s. 2020 to account expenditures charged against the downloaded funds for the provision of learning resources in FY 2020.
2. To ensure the accuracy and reliability of the submitted reports which shall be submitted to relevant agencies of the national government including Congress and Senate, the DepEd Central and Regional Office subject the submitted SOE for further validation and verification. Attached as Annex A are the instructions to facilitate the collection of correct information.
3. Please be advised that the **submission of the utilization and accomplishments of funds under Bayanihan I, II and other funds downloaded in FY 2020 be prioritized**. However, the CO and RO are providing as well relevant information on the downloaded funds this FY 2021 under Flexible Learning Options to prepare the SDOs for the next round of the required reports.
4. Considering the urgency of the submission of the report to COA and Congress, please submit these reports by encoding in <https://drive.google.com/drive/u/0/folders/1MeiOLCL2tcaJj89kZuFuWCX8jctOpnm> on or before 12:00 noon of June 16, 2021.
5. For immediate and appropriate action.

**TOLENTINO G. AQUINO**  
Director IV

Encl: As stated  
Reference: DM-OUCI-2021-210  
To be included in the Perpetual Index  
Under the following subjects:

SUMMARY OF EXPENDITURE REPORTS

CLMD-LRMS/gaa/ Memo\_Addtl\_Info\_SOE\_report  
June 15, 2021

**DepEd Region 1: Built on character; empowered by competence.**



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Annex A : Reminders and Instructions in Filling Out and Validating the SOE

1. Responsible Persons

Fields	Responsible Persons
Filling out of physical Accomplishments, Target, Number of Procured, Delivered SLMs, Activity Sheets, Tablets and USBs and other LR's or other activities charged against the Fund (by Division)	Division Learning Resource Education Program Supervisor
Filling out of Obligations and Disbursements for each category (by Division)	Division Accountant Division Budget Officer
Review of Overall Obligations and Disbursements (overall Region)	Chief, Finance Division
Monitoring of Completion of SOEs	Chief, Curriculum and Learning Management Division Regional LR Education Program Supervisor
Approval of Submitted SOEs	Schools Division Superintendent Regional Director

2. Below are some reminders in filling out the validated SOE.  
Cut-off date of the report is June 11, 2021.

- Total obligations should not be more than the allotment; likewise, total disbursements should not be more than the total obligations.
- The unit of measurements for the SLMs, Activity Sheets and other learning resources must be indicated by individual copy/piece not the number of pages.
- The unit of measurement for tablets, USBs and other digital storage is pieces.
- The "Remarks (specify other LR's or other items procured and/or other activities charged against this FUND)" includes ALL other expenses charged against the fund (e.g. delivery cost if not included in the procurement cost).
- Per OUF-OUCI-2020-358 dated November 23, 2020, funds under BA II shall be used specifically for Printing and Delivery of Self-Learning Modules in accordance with Section 10, paragraph (n) of Republic Act No. 11494, otherwise known as "Bayanihan to Recover as One Act," hence reports that include procurement of tablets and digital devices under this fund should be reviewed.
- Check the total number of learning resources produced/procured versus total obligations which will result in very high or very low unit cost per LR.
- Please ensure that all columns are completely filled out. Put "zero" if there is nothing to report.

## Annex A: Reminders and Instructions in Filling out and Validating the SOE

### 1. Responsible Person/s in the Preparation of SOE

<b>Fields</b>	<b>Responsible Person</b>
Filling out of physical Accomplishments Target, Number of Procured, Delivered SLMs, Activity Sheets, Tablets and USBs and Other LR's or other activities charged against the Fund (by Division)	Division Learning Resource Education Program Supervisor
Filling out of obligations and disbursements for each category (by Division)	Division Accountant Division Budget Officer
Review of overall obligations and disbursements (overall Region)	Chief, Finance Division
Monitoring of Completion of SOEs	Chief, Curriculum Learning and Management Division  Regional Learning Resource Education Program Supervisor
Approval of Submitted SOEs	Schools Division Superintendent Regional Director

### 2. Some reminders in filling out the validated SOE

Cut-off date of the report is June 11, 2021

- Total obligations should not be more than the allotment; likewise, total disbursements not be more than the total obligations.
- The unit of measurements for SLMs, Activity Sheets, and other learning resources must be indicated by individual copy/piece not the number of pages.
- The unit of measurement for tablets, USBs, and other digital storage is pieces.
- The "Remarks (specify other LR's or other items procured and/or other activities charged against this Fund)" includes ALL other expenses charged against the fund (e.g., delivery cost if not included in the procurement cost).
- Per OUF-OUCI 2020-358 dated November 23, 2020, funds under BA II shall be used for specifically for Printing and delivery of Self-Learning Modules in accordance with Section 10, paragraph (n) of Republic Act No. 11494, otherwise known as the "Bayanihan to Recover as One Act," hence reports that include procurement of tablets and digital devices under this fund should be reviewed.
- Check the total number of learning resources produced/procured versus total obligations which will result in very high or very low unit cost per LR.
- Please ensure that all columns are completed/filled out. Put "zero" if there is nothing to report.

**ANNEX B: SUMMARY OF EXPENDITURES: Google Sheet Links**

<b>Region</b>	<b>URL</b>
I	<a href="https://drive.google.com/drive/u/0/folders/1Mei1OLCL2tcaJj89kZuFuWCX8jctOpnm">https://drive.google.com/drive/u/0/folders/1Mei1OLCL2tcaJj89kZuFuWCX8jctOpnm</a>
II	<a href="https://drive.google.com/drive/u/0/folders/1SwwlGMRNLXIWHuA8sQ7pbKvSAPZKe_FR">https://drive.google.com/drive/u/0/folders/1SwwlGMRNLXIWHuA8sQ7pbKvSAPZKe_FR</a>
III	<a href="https://drive.google.com/drive/u/0/folders/1QqMjAE3bYGaWgVLN8p4VeG3xUjmrpOJY">https://drive.google.com/drive/u/0/folders/1QqMjAE3bYGaWgVLN8p4VeG3xUjmrpOJY</a>
IV-A CALABARZON	<a href="https://drive.google.com/drive/u/0/folders/1fcvbA4AOOybd-vKni8SVQNAhiJF55taz">https://drive.google.com/drive/u/0/folders/1fcvbA4AOOybd-vKni8SVQNAhiJF55taz</a>
IV-B MIMAROPA	<a href="https://drive.google.com/drive/u/0/folders/19wI51FoZkmze5bclriSLFRz3Ib6rWLCr">https://drive.google.com/drive/u/0/folders/19wI51FoZkmze5bclriSLFRz3Ib6rWLCr</a>
V	<a href="https://drive.google.com/drive/u/0/folders/1hlStEhS2zLiI977Wk1Ojpn-h0XQnwq0">https://drive.google.com/drive/u/0/folders/1hlStEhS2zLiI977Wk1Ojpn-h0XQnwq0</a>
VI	<a href="https://drive.google.com/drive/u/0/folders/1A5_z4PDaqbxXVCny pPCgz5VXOc_P_o11">https://drive.google.com/drive/u/0/folders/1A5_z4PDaqbxXVCny pPCgz5VXOc_P_o11</a>
VII	<a href="https://drive.google.com/drive/u/0/folders/13LQ2-cgOmXMx6RRH-Jc_3ijIVlwLxiJI">https://drive.google.com/drive/u/0/folders/13LQ2-cgOmXMx6RRH-Jc_3ijIVlwLxiJI</a>
VIII	<a href="https://drive.google.com/drive/u/0/folders/1b0yknxcJ_G12Ogw3vua_OERxEzwxzyUF">https://drive.google.com/drive/u/0/folders/1b0yknxcJ_G12Ogw3vua_OERxEzwxzyUF</a>
IX	<a href="https://drive.google.com/drive/u/0/folders/1xlrkKdIIRd6tp5Mj5YiiNZVOWMkiAvC5">https://drive.google.com/drive/u/0/folders/1xlrkKdIIRd6tp5Mj5YiiNZVOWMkiAvC5</a>
X	<a href="https://drive.google.com/drive/u/0/folders/1etddjwTvuNgNcYM1BFpenSRRjBNS8hO-">https://drive.google.com/drive/u/0/folders/1etddjwTvuNgNcYM1BFpenSRRjBNS8hO-</a>
XI	<a href="https://drive.google.com/drive/u/0/folders/14Byqs_6VCXZLJ_nM8nM49GiEOUKKMRV6">https://drive.google.com/drive/u/0/folders/14Byqs_6VCXZLJ_nM8nM49GiEOUKKMRV6</a>
XII	<a href="https://drive.google.com/drive/u/0/folders/1TGT8VFGQ6OUXJLvWjeI7ggVzlmay-jY9">https://drive.google.com/drive/u/0/folders/1TGT8VFGQ6OUXJLvWjeI7ggVzlmay-jY9</a>
CAR	<a href="https://drive.google.com/drive/u/0/folders/1K-2u5WbAiQxBwIQSIN2JwGDTjd0nZJZ7">https://drive.google.com/drive/u/0/folders/1K-2u5WbAiQxBwIQSIN2JwGDTjd0nZJZ7</a>
Caraga	<a href="https://drive.google.com/drive/u/0/folders/1iwwVyHqNbHkcEG9U_i3-NExOCRDRUHK">https://drive.google.com/drive/u/0/folders/1iwwVyHqNbHkcEG9U_i3-NExOCRDRUHK</a>
NCR	<a href="https://drive.google.com/drive/u/0/folders/1vDZOUxfah2Nq0Djpbz6zXExBhMX_QZM3q">https://drive.google.com/drive/u/0/folders/1vDZOUxfah2Nq0Djpbz6zXExBhMX_QZM3q</a>