



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
Division of City Schools - Tagbilaran City

**Office of the Schools Division
Superintendent**

June 4, 2025

DIVISION MEMORANDUM
No. 326, s. 2025

**SUBMISSION OF REPORTS ON THE SPECIAL CURRICULAR
PROGRAMS-PROGRAM SUPPORT FUNDS FOR
SY 2024-2025**

TO: Assistant Schools Division Superintendent
Chief, CID and SGOD
Education Program Supervisors
All Public Elementary and Secondary Principals
All Others Concerned

1. This Office, through the Curriculum Implementation Division, hereby disseminates Regional Memorandum No. 0506, s. 2025 titled **Submission of Reports on the Special Curricular Programs-Program Support Funds for SY 2024-2025**.
2. For more details, please see enclosure.
3. For immediate dissemination and strict compliance.

WILFREDA D. BONGALOS PhD CESO V
Schools Division Superintendent

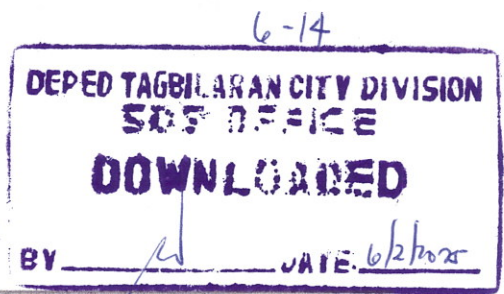
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Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS



Office of the Regional Director

REGIONAL MEMORANDUM


No. 0589 s. 2025

3 MAY 2025

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

To: Schools Division Superintendents
Assistant Schools Division Superintendents
All Others Concerned

1. Attached is DM-CT-2025-146 from Dr. Gina O. Gonong, Undersecretary for Curriculum and Teaching, requesting the Regional Offices, Schools Division Offices, and Schools to submit reports pertaining to the Special Curricular Programs – Program Support Funds Allocations (SCP-PSF).
2. The attached Memorandum contains detailed information on the required forms, templates, and the submission link.
3. For inquiries, please contact Dr. Emiliano B. Elnar Jr. via email at emiliano.elnar@deped.gov.ph or at +63 977 329 5904 (local 717 or 718).
4. Immediate dissemination and strict compliance with this Memorandum are directed.



SALUSTIANO T. JIMENEZ JD, EdD, CESO III
Director IV
Regional Director

STJ/FYA/CLMD/EBEJ/bca



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 DepEd Tayo Region VII

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Republic of the Philippines
Department of Education

OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING

MEMORANDUM
DM-CT-2025-144

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



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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