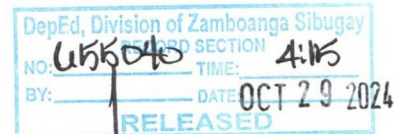




Republic of the Philippines  
**Department of Education**  
REGION IX - ZAMBOANGA PENINSULA  
**SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY**



29 October 2024

**DIVISION MEMORANDUM**

No. 467, s. 2024

**DOWNLOADING OF FUNDS FOR THE CONDUCT OF SCHOOL-BASED TRAINING OF TEACHER AND SCHOOL LEADERS ON DEVELOPING /STRENGTHENING LEARNERS' LITERACY/READING AND NUMERACY/MATHEMATICS IN LINE WITH THE TEACHER EFFECTIVENESS AND COMPETENCIES ENHANCEMENT PROJECT**

To: Assistant Schools Division Superintendent  
All Identified Personnel  
All Others Concerned  
*This Division*

1. In relevance to DM-OUHROD-2024-1782 dated 09 September 2024 titled Conduct of Orientation and Training for Teachers and School Leaders on Developing/Strengthening Learners' Literacy/Reading and Numeracy/Mathematics in Line with the Teacher Effectiveness and Competencies Enhancement Project and Guidelines on the Utilization of Downloaded HRD Fund for the Purpose , this division will commence the School-Based Training of Teacher in Literacy and Numeracy from November 23 to December 2, 2024.
2. In view hereof, this division shall download allocation support funds to identified schools for the conduct of the training mentioned above.
3. As a pre-requisite to the downloading of funds the following documents shall be submitted on or before 31 October 2024.
  - a. Approved WFP
  - b. Enhanced APP
4. The following documents shall also be submitted prior to the conduct of SBTT in consonance to DepEd Order No. 44, s. 2024;
  - Training Preparedness Checklist
  - GAD Checklist
  - Approved Program Design
  - Matrices
  - School-Based Training Implementation Plan
  - List of Identified Participants and Program Management Team (PMT)
5. The School Program Management Team shall prepare the following to be submitted to the Division Schools Management Monitoring and Evaluation three (3) days after the conduct of SBTT. (Link will be posted in the HRD Facebook page for the copy of templates)

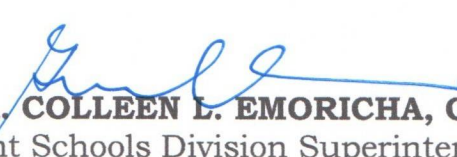


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- Program Completion Report (Enclosure 7)
  - Program Completion Report Enclosures (Enclosure 8)
  - Participants' Profile (Enclosure 9)
6. This memorandum shall also serve as an authority to commence procurement process.
  7. For other details pertaining to the conduct of SBTT, attached in this memorandum is the aforementioned DM-OUHROD-2024-1782 dated 09 September 2024 with the copy of Program matrix for Teachers (School-based) and the Allocation List of Support Funds for the Conduct of School-based Training of Teachers (SBTT).
  8. For immediate and widest dissemination.

**VIRGILIO P. BATAN, JR., CESO V**  
Schools Division Superintendent

For the Schools Division Superintendent

  
**DR. MA. COLLEEN L. EMORICHA, CESO VI**  
Assistant Schools Division Superintendent  
Office In-Charge

Enc. As stated  
To be included in the perpetual index under the following subjects:  
GPB                      2025                      SUBMISSION

ZS-OM-SGOD-HRD-2024-10-0247-0  
AMG-20241029



Republic of the Philippines  
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 REGION IX - ZAMBOANGA PENINSULA  
**SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY**

**Annex A**

SCHOOL-BASED TRAINING OF TEACHERS DOWNLOADING OF FUNDS										
DISTRICT		Pax	Per day	DAYS	Supplies	Subtotal	Grandtotal	GROSS AMOUNT	DOWNLOADABLE SCHOOLS	NET AMOUNT TO BE DOWNLOADED
<b>ALICIA</b>										
	FACI (RTOT PAX)	7	600	10	300	44,100.00	44,100.00	478,800.00	Alicia CES	454,860.00
	KINDER	15	600	10	300	94,500.00	94,500.00			
	G1	15	600	10	300	94,500.00	94,500.00			
	G2	15	600	10	300	94,500.00	94,500.00			
	G3	15	600	10	300	94,500.00	94,500.00			
	SCHOOL HEADS K-6	9	600	10	300	56,700.00	56,700.00			
<b>BUUG</b>										
	FACI (RTOT PAX)	7	600	10	300	44,100.00	44,100.00	233,100.00	Buug SPED	221,445.00
	KINDER	15	600	10	300	94,500.00	94,500.00			
	G1	15	600	10	300	94,500.00	94,500.00			
	G2	15	600	10	300	94,500.00	94,500.00	245,700.00	Buug CES	233,415.00
	G3	15	600	10	300	94,500.00	94,500.00			
	SCHOOL HEADS K-6	9	600	10	300	56,700.00	56,700.00			
<b>DIPLAHAN</b>										
	FACI (RTOT PAX)	6	600	10	300	37,800.00	37,800.00	472,500.00	DIPLAHAN NHS	448,875.00
	KINDER	15	600	10	300	94,500.00	94,500.00			
	G1	15	600	10	300	94,500.00	94,500.00			
	G2	15	600	10	300	94,500.00	94,500.00			
	G3	15	600	10	300	94,500.00	94,500.00			
	SCHOOL HEADS K-6	9	600	10	300	56,700.00	56,700.00			
<b>IMELDA</b>										
	FACI (RTOT PAX)	6	600	10	300	37,800.00	37,800.00	226,800.00	LALAT ES	215,460.00
	KINDER	15	600	10	300	94,500.00	94,500.00			
	G1	15	600	10	300	94,500.00	94,500.00			
	G2	15	600	10	300	94,500.00	94,500.00	245,700.00	IMELDA CES	233,415.00
	G3	15	600	10	300	94,500.00	94,500.00			
	SCHOOL HEADS K-6	9	600	10	300	56,700.00	56,700.00			
<b>IPIL</b>										
	FACI (RTOT PAX)	6	600	10		36,000.00	36,000.00	246,000.00	HABIB MOIN ES	233,700.00
	EPS	1	600	10		6,000.00	6,000.00			
	KINDER	15	600	10		90,000.00	90,000.00			
	SH-IS	1	600	10		6,000.00	6,000.00			
	G1	15	600	10		90,000.00	90,000.00			
	G2	3	600	10		18,000.00	18,000.00			
	G2	12	600	10		72,000.00	72,000.00	245,400.00	IPIL CES	233,130.00
	G3	15	600	10		90,000.00	90,000.00			
	SCHOOL HEADS K-6	10	600	10		60,000.00	60,000.00			
	SCHOOL HEADS K-6	7	600	10	300	42,000.00	42,000.00			
<b>KABASALAN</b>										
	FACI (RTOT PAX)	6	600	10	300	37,800.00	37,800.00	478,800.00	KABASALAN	454,860.00
	EPS	1	600	10	300	6,300.00	6,300.00			
	KINDER	15	600	10	300	94,500.00	94,500.00			
	G1	15	600	10	300	94,500.00	94,500.00			
	G2	15	600	10	300	94,500.00	94,500.00			
	G3	15	600	10	300	94,500.00	94,500.00			
	SCHOOL HEADS K-6	9	600	10	300	56,700.00	56,700.00			
<b>MABUHAY</b>										
	FACI (RTOT PAX)	6	600	10	300	37,800.00	37,800.00	226,800.00	MABUHAY CES	215,460.00
	KINDER	15	600	10	300	94,500.00	94,500.00			
	G1	15	600	10	300	94,500.00	94,500.00			
	G2	15	600	10	300	94,500.00	94,500.00	245,700.00	MALINAO ES	233,415.00
	G3	15	600	10	300	94,500.00	94,500.00			
	SCHOOL HEADS K-6	9	600	10	300	56,700.00	56,700.00			
<b>MALANGAS</b>										
	FACI (RTOT PAX)	6	600	10	300	37,800.00	37,800.00	472,500.00	MALANGAS NHS	448,875.00
	KINDER	15	600	10	300	94,500.00	94,500.00			
	G1	15	600	10	300	94,500.00	94,500.00			
	G2	15	600	10	300	94,500.00	94,500.00			
	G3	15	600	10	300	94,500.00	94,500.00			
	SCHOOL HEADS K-6	9	600	10	300	56,700.00	56,700.00			





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<b>NAGA</b>										
	FACI (RTOT PAX)	6	600	10	300	37,800.00	37,800.00	472,500.00	NAGA NHS	448,875.00
	KINDER	15	600	10	300	94,500.00	94,500.00			
	G1	15	600	10	300	94,500.00	94,500.00			
	G2	15	600	10	300	94,500.00	94,500.00			
	G3	15	600	10	300	94,500.00	94,500.00			
	SCHOOL HEADS K-6	9	600	10	300	56,700.00	56,700.00			
<b>OLUTANGA</b>										
	FACI (RTOT PAX)	6	600	10	300	37,800.00	37,800.00	472,500.00	OLUTANGA NHS	448,875.00
	KINDER	15	600	10	300	94,500.00	94,500.00			
	G1	15	600	10	300	94,500.00	94,500.00			
	G2	15	600	10	300	94,500.00	94,500.00			
	G3	15	600	10	300	94,500.00	94,500.00			
	SCHOOL HEADS K-6	9	600	10	300	56,700.00	56,700.00			
<b>PAYAO</b>										
	FACI (RTOT PAX)	7	600	10	300	44,100.00	44,100.00	478,800.00	PAYAO NHS	454,860.00
	KINDER	15	600	10	300	94,500.00	94,500.00			
	G1	15	600	10	300	94,500.00	94,500.00			
	G2	15	600	10	300	94,500.00	94,500.00			
	G3	15	600	10	300	94,500.00	94,500.00			
	SCHOOL HEADS K-6	7	600	10	300	44,100.00	44,100.00			
	SH-IS	2	600	10	300	12,600.00	12,600.00			
<b>RTLIM</b>										
	FACI (RTOT PAX)	6	600	10	300	37,800.00	37,800.00	478,800.00	SURABAY CES	454,860.00
	KINDER	15	600	10	300	94,500.00	94,500.00			
	G1	15	600	10	300	94,500.00	94,500.00			
	G2	15	600	10	300	94,500.00	94,500.00			
	G3	15	600	10	300	94,500.00	94,500.00			
	SCHOOL HEADS K-6	9	600	10	300	56,700.00	56,700.00			
	SH-IS	1	600	10	300	6,300.00	6,300.00			
<b>SIAY</b>										
	FACI (RTOT PAX)	7	600	10		42,000.00	42,000.00	504,000.00	SALINDING IS	478,800.00
	EPS	1	600	10		6,000.00	6,000.00			
	KINDER	15	600	10		90,000.00	90,000.00			
	SH-IS	3	600	10		18,000.00	18,000.00			
	G1	15	600	10		90,000.00	90,000.00			
	G2	15	600	10		90,000.00	90,000.00			
	G3	15	600	10		90,000.00	90,000.00			
	SCHOOL HEADS K-6	9	600	10		54,000.00	54,000.00			
	SUPPLIES	80			300	24,000.00	24,000.00			
<b>TALUSAN</b>										
	FACI (RTOT PAX)	6	600	10	300	37,800.00	37,800.00	472,500.00	TALUSAN CES	448,875.00
	KINDER	15	600	10	300	94,500.00	94,500.00			
	G1	15	600	10	300	94,500.00	94,500.00			
	G2	15	600	10	300	94,500.00	94,500.00			
	G3	15	600	10	300	94,500.00	94,500.00			
	SCHOOL HEADS K-6	9	600	10	300	56,700.00	56,700.00			
<b>TUNGAWAN</b>										
	FACI (RTOT PAX)	6	600	10	300	37,800.00	37,800.00	233,100.00	TUNGAWAN CES	221,445.00
	KINDER	15	600	10	300	94,500.00	94,500.00			
	SH-IS	1	600	10	300	6,300.00	6,300.00			
	G1	15	600	10	300	94,500.00	94,500.00			
	G2	15	600	10	300	94,500.00	94,500.00	245,700.00	LOWER	233,415.00
	G3	15	600	10	300	94,500.00	94,500.00			
	SCHOOL HEADS K-6	9	600	10	300	56,700.00	56,700.00			
<b>OVERALL TOTAL</b>								<b>7,660,800.00</b>		<b>7,277,760.00</b>