



Republic of the Philippines
Department of Education
Region VIII
SCHOOLS DIVISION OF CALBAYOG CITY

November 5, 2025

DIVISION MEMORANDUM

No. J45, s. 2025

**CONDUCT OF DIVISION SCHOOL-BASED UPGRADING OF ESSENTIAL
DIGITAL SKILLS FOR KEY STAGE LEARNERS
ON ICT-BASED ASSESSMENT**

To : CID Chief
Public Schools District Supervisors
School Principal of SPNHS
ICT Teachers/Coordinators
Class Advisers and Students
All Other Concerned

1. Pursuant to DepEd Joint Memorandum of the Office of Undersecretary for Finance and Office of Undersecretary for Curriculum and Teaching dated November 29, 2025 on the Implementing Guidelines on the Use of Program Support Fund (PSF) for Upgrading of Essential Digital Skills for Key Stage Learners on ICT-Based Assessment, this office announces **San Policarpo National High School** having been chosen as recipient school for the implementation and conduct of two-week **DIVISION SCHOOL-BASED UPGRADING OF ESSENTIAL DIGITAL SKILLS FOR KEY STAGE LEARNERS ON ICT-BASED ASSESSMENT** to 154 selected Grade 9 and 10 Learners within the month of November to December 2025.

2. This program aims to provide an opportunity for learners to strengthen the knowledge, skills, attitudes, and behaviors in using digital devices that they acquired inside the classroom through intensive hands-on experience in tackling ICT-based assessments. Further, this hands-on opportunity would aid learners in demonstrating their skills in a controlled task, which includes a structured accomplishment of assessment tasks anchored on the grade -level competencies. Please see attached Joint Memorandum as guidelines.

3. In the exigency of services and pursuant to the Civil Service Commission and Department of Budget and Management Joint Circular No. 2, s 2004 and DepEd Order No. 53, s. 2003 which authorized the grant of service credits to teachers/DepEd Personnel for work beyond regular functions or beyond regular work hours/days; this is to hereby grant **Service Credits / COC/CTO** to those who attended/rendered overtime services.

4. The expenses relative to the implementation of this activity shall be charged against BEC Program Support Fund to be downloaded to recipient school amounting to **Php. 138,600.00** that covers meals at Php. 60 per day for 10 days, subject to usual government accounting, auditing rules and regulations

5. Immediate dissemination and strict compliance with this Memorandum are desired.



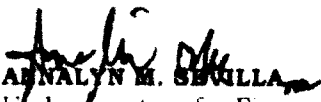
[Signature]
MARGARITO A. CADAYONA, JR., PhD, CESO VI
Schools Division Superintendent



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JOINT MEMORANDUM

TO : **REGIONAL DIRECTORS
ALL OTHERS CONCERNED**

FROM : 
ANNALYN M. SEVILLA
Undersecretary for Finance


ALMA RUBY C. TORIO
Assistant Secretary
Officer-in-Charge
Office of the Undersecretary for Curriculum and Teaching

SUBJECT : **IMPLEMENTING GUIDELINES ON THE USE OF PROGRAM
SUPPORT FUND FOR THE UPGRADING OF ESSENTIAL
DIGITAL SKILLS FOR KEY STAGE LEARNERS ON ICT-
BASED ASSESSMENT**

DATE : November 29, 2024

The Two-Week Upgrading of Essential Digital Skills for Learners on ICT-Based Assessment aims to provide an opportunity for learners to strengthen the knowledge, skills, attitudes, and behaviors in using digital devices that they acquired inside the classroom through intensive hands-on experience in tackling ICT-based assessment. Further, this hands-on opportunity would aid learners in demonstrating their skills in a controlled task, which includes a structured accomplishment of assessment tasks anchored on the grade-level competencies. This two-week activity will be conducted on **December 2-6 and 9-13, 2024**, intended for Grade 9 and 10 learners.

The Department of Education, through the Bureau of Learning Delivery of the Curriculum and Teaching Strand, allocates **Thirty Million, Seventy-Six Thousand, Two Hundred Pesos (Php 30,076,200.00)** to support the aforementioned activity. This memorandum ensures appropriate utilization of the Program Support Funds (PSF).

The funds shall be downloaded to the Regional Offices (ROs). When deemed more economical and cost-efficient, the RO may sub-allot to the Schools Division Offices (SDOs) and implementing unit schools.





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The implementation of this two-week activity shall be charged against the **FY 2024 (R.A. 11975) Basic Education Curriculum (BEC) Funds**, subject to the existing budgeting, accounting, auditing, and procurement rules and regulations.

The sole eligible expenditure to be funded by the PSF to be download: **meals at Php 90.00 per day per learner for 10 days, good for 154 Grade 9 and 10 learners**, to support the implementation of this activity, subject to the limitation of funds. This is to ensure maximum learner attendance and full engagement for the duration of the activity.

The table below shows the total allocation per RO based on the number of SDOs, which is intended for one (1) secondary school that meets the criteria in paragraph 8. It also shows the school allocation for 154 Grade 9 and 10 learners with a Php 90.00 allocation per days.

**REGIONAL ALLOCATION INTENDED FOR 1 SCHOOL THROUGH SDOs
FOR THE 2-WEEK UPGRADING OF ESSENTIAL DIGITAL SKILLS
FOR ICT-BASED ASSESSMENT**

Region	No. of SDOs	Parameter for the Allocation for 1 School Recipient/SDO			Total Allocation
		No. of Learners	Allocation/Day	No. of Days	
I	14	154	90.00	10	1,940,400.00
II	9	154	90.00	10	1,247,400.00
III	21	154	90.00	10	2,910,600.00
IV-A	23	154	90.00	10	3,187,800.00
IV-B	7	154	90.00	10	970,200.00
NCR	16	154	90.00	10	2,217,600.00
CAR	8	154	90.00	10	1,108,800.00
V	13	154	90.00	10	1,801,800.00
VI	20	154	90.00	10	2,772,000.00
VII	20	154	90.00	10	2,772,000.00
VIII	13	154	90.00	10	1,801,800.00





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IX	8	154	90.00	10	1,108,800.00
X	14	154	90.00	10	1,940,400.00
XI	11	154	90.00	10	1,524,600.00
XII	8	154	90.00	10	1,108,800.00
CARAGA	12	154	90.00	10	1,663,200.00
TOTAL	217				30,076,200.00

Each SDO has an allocation of **One Hundred Thirty-Eight Thousand Six Hundred Pesos (Php 138,600.00)** to be downloaded by the RO. The amount is intended for one (1) school recipient chosen by the SDO to cover the meals of 154 Grades 9 and 10 learners for 10 days.

The recipient school must satisfy all selection criteria. Below are the specific requirements for selecting recipient schools per SDO:

1. has at most 154 learners in Grades 9 and 10;
2. with functional ICT infrastructure, including computers, internet access, or equivalent digital devices to facilitate ICT-based assessments;
3. Learners' exposure to digital tools and platforms is very minimal, or no experience at all
4. high commitment to sustain the integration of ICT in daily teaching and classroom assessments as a whole-of-a-school approach and school practice.

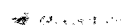
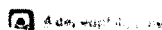
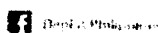
The school recipient shall **conduct the activity, maximizing the funds allocated following the attached activity matrix.**

It is highly recommended that the recipient implementing units fully utilize the funds according to the intended purpose.

The allocation and utilization of funds by all DepEd Implementing Units shall be in accordance with the priorities set in this Memorandum

The use of the funds shall be subject to the existing government budgeting, accounting, auditing, and procurement rules and regulations.

The grant of cash advance shall be subject to the rules and regulations on the granting, utilization, and liquidation of cash advances as provided for under Commission on Audit (COA) Circular No. 97-002 dated February 10, 1997, as amended by COA Circular No. 2006-005 dated July 13, 2006.



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Procurement of resources under these guidelines shall be in accordance with applicable provisions of RA 9184 and its IRR as well as the internal rules and processes of DepEd.

In case the downloaded fund is not sufficient to address the actual needs for the purpose, the ROs and SDOs may provide additional fund support from local funds or may venture into partnerships compliant with DepEd accounting rules and regulations.

To ensure the smooth conduct of the activity, all Curriculum and Learning Management Division (CLMD) Chiefs, Regional Supervisors for English, Science, and Mathematics, and Regional Information Technology Officers (ITOs) must attend the online orientation. The date and time of the orientation will be announced at a later date. Participants can access the online meeting through the following link: https://bit.ly/Orientation_DigitizedLearners.

The ROs are expected to conduct an online orientation for SDOs and public secondary schools on the use of the Digitized Learner's Guide and formative assessment tool prior to the conduct of the activity. *(See attached program matrix).*

Both the ROs and SDOs are tasked with conducting monitoring and evaluation activities to ensure compliance with the standards and procedures of the digital skills upgrading activity.

The ROs should submit the activity report to include the utilization of funds in the one drive link provided by the NTWG of the Bureau of Learning Delivery – Teaching and Learning Division (BLD-TLD). The deadline for the submission of the activity report is set a week after the conduct of the activity.

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OFFICE OF THE SECRETARY

REVSEE A. ESCOBEDO

Undersecretary for Operations



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Indicative Program of Activities
Upgrading of Essential Skills for Grades 9 and 10 Learners

December 2-6, 2024

Week 1

TIME	Day 1	Day 2	Day 3	Day 4	Day 5
7:00 – 7:45		Settling-In			
8:30 – 9:00	Opening Program	Management of Learning			
9:00 – 9:30	Background of the Digitalization/Digitization of the Formative Assessment Tool activity	Focus on English Introduction and familiarization of Formative Assessment in English in the LMS	Continuation: Exploring the Formative Assessment in English in the LMS Hands-on Practices	Focus on Science Navigating the LMS Interface with Science assessment Introduction and familiarization of Formative Assessment in Science in the LMS	Continuation: Exploring the Formative Assessment in Science in the LMS Hands-on Practices
10:00 – 12:00	Navigating the Learning Management System: Assigning roles Log-in Accessing the Formative Test Log-out				
12:00 – 1:00		Lunch			
1:00 – 2:00	Understanding the English Questionnaires: A Detailed Explanation Walkthrough of the Formative Assessment Tool and Hands-On Activity per Learning Area	Continuation: Exploring Formative Assessment in English in the LMS	Continuation: Exploring the Formative Assessment in English in the LMS	Continuation: Exploring the Formative Assessment in Science in the LMS	Continuation: Exploring the Formative Assessment in Science in the LMS

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2:00 – 3:00	Understanding the Science Questionnaires: A Detailed Explanation Walkthrough of the Formative Assessment Tool and Hands-On Activity per Learning Area	• Hands-on Practices	• Hands-on Practices	• Hands-on Practices	• Hands-on Practices
3:00 – 4:00	Understanding the Mathematics Questionnaires: A Detailed Explanation Walkthrough of the Formative Assessment Tool and Hands-On Activity per Learning Area				

Indicative Program of Activities
Two-Weeks Upgrading of Essential Skills for Grades 9 and 10 Learners

December 9-13, 2025

Week 2

TIME	Day 6	Day 7	Day 8	Day 9	Day 10
6:00 – 7:45					
7:45 – 8:00	Management of Learning				
8:00 – 10:00	Review of Week 1	Continuation:			Continuation:
10:00 – 12:00	Concepts and Skills				

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	Focus on Mathematics Navigating the LMS Interface with Mathematics assessment Introduction and familiarization Formative Assessment in Math in the LMS	Exploring the Formative Assessment in Math in the LMS Hands-on Practices	Mock assessment – Reading under timed conditions - Review and Debrief of Mock Reading Assessment - Interpreting Results and Identifying Areas for Improvement	Mock assessment – Math under timed conditions - Review and Debrief of Mock Science Assessment - Interpreting Results and Identifying Areas for Improvement	Review based on the results of the mock assessments Review/Extra Practice Hands-on practice - Assessment of Reading, Science and Math
12:00 – 1:00	Lunch				
1:00 – 3:00 3:00 – 4:30	Continuation: Exploring Formative Assessment in Math in the LMS Hands-on Practices	Continuation: Exploring the Formative Assessment in Math in the LMS Hands-on Practices	Mock assessment – Science under timed conditions Mock assessment – Science - Review and Debrief of Mock Science Assessment - Interpreting Results and Identifying Areas for Improvement	Review based on the results of the mock assessment Review/Extra Practice Hands-on practice - Assessment of Reading, Science and Math	- Addressing Learners' Queries Q & A - Program Evaluation and Feedback - Closing Program
4:30 – 5:00	Debriefing				

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Indicative Program of Activities

Orientation on the Utilization of Digitized Learner's Guide in Taking ICT-Based Assessment with the Formative Assessment Tool for CLMD Chiefs, ESM Regional Supervisors, and Regional ITOs via Online

Time	Day 1	Day 2
8:30 - 9:00 AM		
9:00 - 9:30 AM	Opening Program	Plenary 6 - - Discussion on the conduct of the Orientation on the Utilization of Digitized Learner's Guide in Taking ICT-Based Assessment with the Formative Assessment Tool for the Division Level and School Level - Discussion on the conduct of the Two-Week Upgrading of Digital Skills of Grade 9 and 10 learners Q&A
9:30 - 10:00 AM	<i>Darren Javier</i> Plenary 1 - Background of the Digitalization/Digitization of the Formative Assessment Tool activity	
10:00 - 11:00 AM	<i>Victor R. Pedirigan</i> Plenary 2 - Navigating the Learning Management System:	<i>Victor R. Pedirigan</i> Breakout Session 1- Action Planning
11:00 AM- 12:00 NN	Assigning roles Log-in Accessing the Formative Test Log-out	- Conduct of the Orientation on the Utilization of Digitized Learner's Guide in Taking ICT-Based Assessment with the Formative Assessment Tool for the Division Level and School Level - Conduct of the Two-Week Upgrading of Digital Skills of Grade 9 and 10 learners Q&A

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	Mr. Mark Anthony Papa	Victor R Fedirigan
12:00 NN - 1:00 PM	Plenary 3 - "Understanding the English Questionnaires: A Detailed Explanation" Walkthrough of the Formative Assessment Tool and Hands-On Activity per Learning Area	LUNCH
1:00 - 2:00 PM		
	English Specialists	
2:00 - 3:00 PM	Plenary 4 - "Understanding the Science Questionnaires: A Detailed Explanation" Walkthrough of the Formative Assessment Tool and Hands-On Activity per Learning Area	
	Science Specialists	
3:00 - 4:00 PM	Plenary 5 - "Understanding the Mathematics Questionnaires: A Detailed Explanation" Walkthrough of the Formative Assessment Tool and Hands On Activity per Learning Area	
	Mathematics Specialists	
Officer of the Day	Mr. Darren Javier	Mr. Paul Andrew Tolentino

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Budget Estimates for the conduct of the Upgrading of Essential Digital Skills for Key Stage Learners on ICT-BASED Assessment in select schools.

Region	Total amount to be downloaded to the Region	Number of School Division Offices to receive the funds	Amount to be downloaded to the SDO	Number of Schools per Region	Number of School to receive the funds per Division	Amount to be downloaded to Schools	Amount per learner x 10 days	Amount per learner per Day	Number of Grade 9 and 10 Learners SY 2024 per Region as per LIS	No. of Grade 9 and 10 Learners to be trained per Region	No. of Grade 9 and 10 Learners to be trained per School
I	1,940,400.00	14	138,600.00	610	1	138,600.00	900.00	90	172,415	2,156	154
II	1,247,400.00	9	138,600.00	511	1	138,600.00	900.00	90	121,245	1,386	154
III	2,910,600.00	21	138,600.00	901	1	138,600.00	900.00	90	374,098	3,234	154
IV-A	3,187,800.00	23	138,600.00	792	1	138,600.00	900.00	90	495,602	3,542	154
IV-B	970,200.00	7	138,600.00	490	1	138,600.00	900.00	90	115,215	1,078	154
NCR	2,217,600.00	16	138,600.00	293	1	138,600.00	900.00	90	358,674	2,464	154
CAR	1,108,800.00	8	138,600.00	369	1	138,600.00	900.00	90	52,154	1,232	154
V	1,801,800.00	13	138,600.00	803	1	138,600.00	900.00	90	224,935	2,002	154
VI	2,772,000.00	20	138,600.00	862	1	138,600.00	900.00	90	276,941	3,080	154
VII	2,772,000.00	20	138,600.00	1014	1	138,600.00	900.00	90	273,074	3,080	154
VIII	1,801,800.00	13	138,600.00	626	1	138,600.00	900.00	90	164,504	2,002	154
IX	1,108,800.00	8	138,600.00	507	1	138,600.00	900.00	90	131,536	1,232	154
X	1,940,400.00	14	138,600.00	644	1	138,600.00	900.00	90	155,342	2,156	154
XI	1,524,600.00	11	138,600.00	634	1	138,600.00	900.00	90	177,890	1,694	154
XII	1,108,800.00	8	138,600.00	654	1	138,600.00	900.00	90	151,942	1,232	154
CARAGA	1,663,200.00	12	138,600.00	491	1	138,600.00	900.00	90	97,356	1,848	154
Grand Total	30,076,200.00	217		10,201					3,342,923	33,418	

Prepared by:


VICTOR R. FEDIRIGAN
 SEIPS

Recommended by:


ROSALINA J. VILLANEZA
 Chief, RLD-TLD

Approved:


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 Director IV