2506-135

Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF VIGAN CITY

DIVISION MEMORANDUM
No. 325 s. 2025

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

To: Assistant Schools Division Superintendent
Chief Education Supervisors (CID & SGOD)
School Heads of BMSW and ISNHS
All Others Concerned

1. In compliance to DM-CT-2025-146 and RM No. 697, s 2025 titled Submission of Reports on the Special Curricular -Program Support Funds (SCP-PSF) for School Year 2024-2025, this Office requests the schools offering SCPs to provide the needed data to ensure accountability and efficient utilization of the said funds.

2. The implementing schools shall provide the following reports to 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	NR0001	SY 2024-2025	School and SDO

3. In accomplishing the template that ensures accurate form completion, the implementing schools are instructed to observe the following:

a. Templates for SCP-PSF are available through this link: https://tinyurl.com/SCP-PSFTemplates. All submitted forms must bear the approval and signature of the office head.

b. Submit all signed forms in PDF format, along with the corresponding Word/Excel files, adhering the following name syntaxes:

Governance Level	Syntax
School	RO_SDP_School_FormCode_Date (Month/day/Year) e.g. RONCR_Quezon City_SanFranciscoNHS_ME001-03202025

c. The implementing schools shall submit all the requested documents to the SDO SCP Focal Persons (Peter John A. Frial for SSES and STE and Solito S. Cortel for SPS) on June 5, 2025.

4. For immediate dissemination and compliance.

VILMA D. EDA, CESO V
Schools Division Superintendent

Encl: Memorandum
References:
DM-CT-2025-146
RM No. 697, s. 2025
To be indicated in the Perpetual Index
Under the following subjects:

SPECIAL CURRICULAR PROGRAMS
PROGRAM SUPPORT FUNDS

SCHOOLS DIVISION OFFICE
DEPED VIGAN CITY
04 JUN 2025
RELEASED
BY: