



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION

MAY 07 2026


REGIONAL MEMORANDUM

No. 457, s. 2026

**SUBMISSION OF ACTIVITY REPORTS AND PROPOSALS - ASEAN - UNESCO
INFORMATIVE DRIVE PROGRAM SUPPORT FUNDS**

To: Schools Division Superintendents
All Others Concerned

1. This Office, through the Education Support Services Division, disseminates the attached Memorandum from **Hon. Malcolm S. Garma**, Undersecretary for Governance and Operations, dated April 8, 2026 titled "**Submission of Activity Reports and Proposals - ASEAN - UNESCO Information Drive Program Support Funds**," which is self-explanatory.
2. Immediate dissemination of this Memorandum is desired.


RAMIR B. UYTICO EdD, CESO III
Regional Director

Reference: As Stated

Incl: As Stated

To be indicated in the Perpetual Index
under the following subjects:

SCHOOLS

DATA

REPORTS

SJRM/ESSD-RM/ Submission of Activity Reports and Proposals - ASEAN - UNESCO Information Drive Program Support Funds
/May 7, 2026



Address: Batinguel, Dumaguete City, 6200
Telephone Nos:
Email Address: nir@deped.gov.ph
Website: <https://tinyurl.com/nir-gov-ph>



Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY FOR GOVERNANCE AND OPERATIONS

MEMORANDUM

OM-OUGOPS-2025-13-00739

FOR : **ATTY. FATIMA LIPP D. PANONTONGAN**
Undersecretary and Chief of Staff
Office of the Secretary

PETER IRVING C. CORVERA
[Signature]

FROM : **MALCOLM S. GARMA**
Undersecretary for Governance and Operations

SUBJECT : **REQUEST FOR CLEARANCE FOR THE ISSUANCE OF MEMORANDUM
RELATIVE TO THE REQUEST FOR ACCOMPLISHMENT REPORTS
AND PROPOSALS FOR THE ASSOCIATION OF SOUTHEAST ASIAN
NATIONS (ASEAN) - UNITED NATIONS EDUCATIONAL, SCIENTIFIC,
AND CULTURAL ORGANIZATION (UNESCO) INFORMATION DRIVE
PROGRAM SUPPORT FUNDS**

DATE : 8 APRIL 2026

This refers to the request of the Office of the Assistant Secretary for Public Affairs and External Partnerships (OASPAEP) to issue a memorandum relative to their request for Accomplishment Reports and Proposals for the ASEAN-UNESCO Information Drive Program Support funds.

This memorandum aims to ensure that allocated resources are maximized and strictly aligned with substantive learning competencies.

After a thorough review of the request, this Office respectfully seeks the Office of the Secretary's clearance and approval for the issuance of the said memorandum.

Should you find it favorable, we humbly request that you indicate your approval on the space provided at the bottom of this document and affix your signature on the space above your name on the first page.

For questions and/or concerns, your staff may contact OUGOPS through email at ouops@deped.gov.ph.

- Approved*
- Disapproved*
- Further Comments/Remarks*



Republic of the Philippines
Department of Education

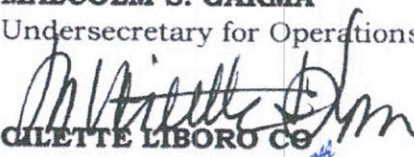
OFFICE OF THE ASSISTANT SECRETARY FOR PUBLIC AFFAIRS AND EXTERNAL PARTNERSHIPS

CO-EPS-ICO No. 03-185 s. 2026

MEMORANDUM

TO : **ALL REGIONAL DIRECTORS**

THROUGH : **MALCOLM S. GARMA**
Undersecretary for Operations

FROM : 
GILETTE LIBORO CO
Assistant Secretary

SUBJECT : **REQUEST FOR ACCOMPLISHMENT REPORTS AND PROPOSALS FOR THE ASSOCIATION OF SOUTHEAST ASIAN NATIONS (ASEAN) – UNITED NATIONS EDUCATIONAL, SCIENTIFIC, AND CULTURAL ORGANIZATION (UNESCO) INFORMATION DRIVE PROGRAM SUPPORT FUNDS**

DATE : March 31, 2026

Background

The ASEAN and the UN are two regional and international organizations that serve as a platform for the Philippines to pursue its development and security agenda through diplomacy and cooperation or partnership with other states. As a Member State of both organizations, the Philippines is also expected to fulfill commitments to the two organizations as stated in their respective Charters.

The Department of Education (DepEd), through the International Cooperation Office (ICO), annually downloads the ASEAN-UNESCO Information Drive Funds to the Regional Offices to encourage field offices to conduct initiatives to promote and raise awareness on the ASEAN and the UN, in particular, the UNESCO, and the Sustainable Development Goals (SDGs).

As we transition into the 2026 cycle, which coincides with the Philippine Chairmanship of ASEAN, the ICO aims to ensure that allocated resources are maximized and strictly aligned with substantive learning competencies. The systematic monitoring of these funds is essential to evaluate the effectiveness of field-level interventions and to provide necessary technical assistance for future advocacy campaigns.


2nd Flr. Rizal Bldg., DepEd Complex, Meralco Avenue, Pasig City



 DepEd Philippines

 @depdphilippines

 @DepEd_PH

 www.dep.ed.gov.ph

Telephone No.: (02) 8631-8493

Last year, the ICO downloaded the ASEAN-UNESCO Information Drive Program Support Funds (PSF) to the following eligible regions:

Category I (Recipients of Php 300,000.00)	Category II (Recipients of 150,000.00)
<ul style="list-style-type: none"> • National Capital Region (NCR) • Region I • Region II • Region III • Region IV-B • Region V • Region XI 	<ul style="list-style-type: none"> • Cordillera Administrative Region (CAR) • Region VIII

Call for 2025 Reports:

All regions that received the PSF in 2025 are required to submit a comprehensive **Utilization and Activity Report**. These reports are vital for evaluating the impact of field-level interventions and informing future ICO advocacy campaigns.

Call for 2026 Proposals:

All Regional Offices—including those not eligible in 2025—are requested to submit proposals for 2026 activities. Please refer to the attached **Guidelines on the Utilization of PSF** to ensure all proposed activities align with recognized learning competencies and the ASEAN Philippine Chairship priorities.

Eligibility and Funding Categories for 2026

Category	Amount	Eligibility Criteria
Category I	Php 250,000	<ul style="list-style-type: none"> • Received 2025 funds AND submitted all required reports by the deadline.
Category II	Php 150,000	<ul style="list-style-type: none"> • Received 2025 funds but failed to conduct the programmed activities or submit reports by the deadline (lapsed/unutilized without justification). • 2. Did not receive 2025 funds but is submitting a new proposal for the 2026 cycle.

Clear Statement of Request and Recommended Action

To facilitate the timely release of funds, all Regional Offices are requested to submit the necessary documentation on or before **April 20, 2026 (Monday)**. Specifically, **2025 fund recipients must provide a comprehensive Accomplishment Report along with a 2026 Project Proposal**, while **new applicants** are required to submit a **2026 Project Proposal only**. All submissions must be prepared by the Regional Focal Person, noted by the immediate supervisor, and duly approved by the Regional Director.

Please be advised that eligibility for the **2026 Program Support Fund (PSF)** is strictly contingent upon the submission of all required documents through the proper channels by the prescribed deadline.

We emphasize the importance of these local advocacy activities as they may serve as the primary platform for promoting the goals of the Philippines' ASEAN Chairship in 2026.

Attached herewith are templates prepared by the ICO for the accomplishment of the assigned Regional Focal Person for ICO Affairs, or personnel designated by the Regional Director to handle the utilization of the ASEAN-UNESCO Information Drive Program Support Funds. All reports and proposals must be submitted on or before **April 20, 2026 (Monday)** to the following email addresses:

To: ico@deped.gov.ph
Copy Furnish: oaspaep@deped.gov.ph
maribeth.chua002@deped.gov.ph
hanna.cortes@deped.gov.ph
dian.magbanua@deped.gov.ph

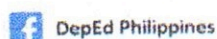
Further coordination on this matter may be coursed through Ms. Hanna Patricia M. Cortes (hanna.cortes@deped.gov.ph) cc: ico@deped.gov.ph and Ms. Maribeth S. Chua (Maribeth.chua002@deped.gov.ph) via email or call ICO at 8637-6462.

Attachments:

- *Activity Report Template*
- *Proposal Template*
- *Guidelines on the utilization of the ASEAN – UNESCO Information Drive Program Support Funds*

2nd Flr. Rizal Bldg., DepEd Complex, Meralco Avenue, Pasig City

Telephone No.: (02) 8631-8493



HEADER
(According to Regional Office)

Proposed Activity for the Utilization of the ASEAN-UNESCO 2026 Information Drive Program Support Funds	
Kindly explain why the Regional Office was unable to submit a report of the 2025 downloaded funds or did not submit a proposal for the funds in previous years.	
Title of the Proposed Activity in 2026	
Schedule	
Venue/Delivery mode	
Proponent Office/Facilitator	
Activity Description	
Objectives	
Outcome/Output	
Speakers and Resource Persons (If applicable)	
Highlights of the Discussion	
Budget Estimate (Overview only)	
Technical Assistance Needed from the EPS-ICO <i>Please state in a brief paragraph any technical assistance that you need from the ICO regarding the downloading of the</i>	

ASEAN-UNESCO Information Drive Program Support Funds	
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Prepared by:

Email:

Contact Number (Viber)

Noted by:

Approved by:

HEADER
(According to Regional Office)

Report on the 2024 Utilization of the ASEAN – UNESCO Information Drive Program Support Funds	
Activity Title	
Schedule	
Venue/Delivery mode	
Proponent Office/Facilitator	
Activity Description	
Objectives	
Outcome/Output	
Speakers and Resource Persons (If applicable)	
Highlights of the Discussion	
Actual Expenses	
Future Plans	

Attachments:

Pictures and other Modes of Verification



Republic of the Philippines

Department of Education

OFFICE OF THE ASSISTANT SECRETARY FOR EXTERNAL PARTNERSHIPS
INTERNATIONAL AND GOVERNMENT COOPERATION

CO-EPS No. 02-146 s. 2025

ICO-A-DM-0042-020425

MEMORANDUM

TO : **ALL REGIONAL DIRECTORS**

THROUGH : **MALCOLM S. GARMAN**
Officer in Charge, United Nations Office for Operations

FROM : **GEORGINA ANN HERNANDEZ YANG**
Assistant Secretary

SUBJECT : **GUIDELINES ON THE UTILIZATION OF THE ASEAN - UNESCO INFORMATION DRIVE PROGRAM SUPPORT FUNDS**

DATE : February 10, 2025

Background:

The Association of Southeast Asian Nations (ASEAN) and the United Nations (UN) are two regional and international organizations that serve as a platform for the Philippines to pursue its development and security agenda through diplomacy and cooperation or partnership with other states. As a Member State of both platforms, the Philippines is also expected to fulfill commitments to the two organizations as stated in their respective Charters.

The International Cooperation Office (ICO) annually downloads the ASEAN-UNESCO Information Drive Funds to the Regional Offices of the Department of Education to encourage our counterparts in the field to conduct initiatives to promote and raise awareness on the ASEAN and the UN, including the UN Educational, Scientific, and Cultural Organization (UNESCO), and the SDGs. As we draw closer to the Philippine Chairmanship of ASEAN in 2026, and the deadline for the achievement of the UN Sustainable Development Goals in 2030, the ICO is committed to raise awareness on ASEAN and the UN to create a community where global citizenship, peace, cultural appreciation, civic consciousness, and collaborative initiatives will thrive.

Last year, the ICO downloaded the ASEAN - UNESCO Information Drive Program Support Funds (PSF) to the following eligible regions:

Category I (Recipients of PhP 300,000)

- National Capital Region
- Region I
- Region II

Category II (Recipients of PhP 150,000)

- CAR
- Region VIII



G/F Alonzo Building, DepEd Complex, Meralco Avenue, Pasig City

Telephone Nos.: OD (02) 86367563; ICO (02) 86376463; Local Partnerships (02) 83688637; (02)

83688639; Email address: odcps@deped.gov.ph

- Region III
- Region IV-B
- Region V
- Region XI

Clear Statement of Request and Recommended Action:

In preparation for the downloading of the ASEAN - UNESCO Information Drive PSF for 2025, the ICO respectfully transmits the **Guidelines on the Utilization of the ASEAN - UNESCO Information Drive Program Support Funds** for the reference of Regional Offices eligible for automatic downloading this year.

A call for reports and proposals will be conducted by the ICO in the coming weeks to facilitate monitoring and evaluation and in a bid to increase the number of regions eligible for receiving the ASEAN - UNESCO Information Drive PSF.

For appropriate action.

Attachment:

Guidelines on the Utilization of the ASEAN - UNESCO Information Drive Program Support Funds



Republic of the Philippines

Department of Education

OFFICE OF THE ASSISTANT SECRETARY FOR EXTERNAL PARTNERSHIPS
INTERNATIONAL AND GOVERNMENT COOPERATION

GUIDELINES ON THE UTILIZATION OF THE DOWNLOADED FUNDS FOR THE ASEAN AND UNESCO INFORMATION DRIVE 2025

The following guidelines are hereby issued to eligible regions for the utilization of downloaded funds for the ASEAN and UNESCO Information Drive:

1. The RO is respectfully requested to conduct activities that shall raise awareness about the Association of Southeast Asian Nations (ASEAN) and United Nations Educational, Scientific and Cultural Organization (UNESCO) among learners and DepEd's teaching and non-teaching personnel. The total financial allocation depends on the Category under which the RO falls under, to be divided between activities for ASEAN and UNESCO. The RO that fall under Category I will receive PHP150,000 while ROs falling under Category II will receive PHP 100,000.
2. The distribution of funds from the RO to the Schools Division Offices (SDO) shall be at the discretion of the Regional Director. However, it is encouraged that areas with a known low level of awareness about ASEAN and UN be given priority. The International Cooperation Office of the Department of Education will provide technical assistance if necessary to ensure successful conduct of activities on ASEAN and UNESCO.
3. ROs (and SDOs) in coordination with the International Cooperation Office are encouraged to conduct at least one (1) activity at the local level that follows the themes set for the ASEAN Month and UN Day by the Department of Education. An official issuance on this matter will be disseminated at least two (2) months before the ASEAN Month and UN Day culmination date.
4. The funds shall be utilized by the Curriculum and Learning Management Division (CLMD) in the conduct of the activities, to ensure that the endeavor's substantive aspects are aligned with the learning competencies related to global citizenship, civic consciousness, and cultural appreciation.
5. Below are examples of activities that may be conducted using the downloaded funds:
 - a. Production and distribution of IEC materials on ASEAN and UN duly reviewed by the Curriculum and Learning Management Division of the Regional Office
 - b. Learning and engagement caravans
 - c. ASEAN/UNESCO knowledge advancement for teachers

- d. Writeshop/Workshop on crafting ASEAN/UNESCO resources/materials for learners and teachers
 - e. Output-based activities that tap the multiple intelligences of the participants (art, music, writing, essay, debate, spoken poetry, etc.)
 - f. Cultural exhibit
 - g. Other relevant activities that may be deemed appropriate by the Regional Director
6. The downloaded funds may be used for the following:
- a. Rental of equipment and/or venue
 - b. Meals
 - c. Transportation
 - d. Board and lodging
 - e. Other expenses related to the conduct of the activity/ies
 - f. Printing/production of materials
7. For ROs and SDOs who plan to develop and create IEC materials on ASEAN and UNESCO, consultation **must** be conducted with the ICO prior to production and/or publication to validate the substance and content of the materials.
8. All expenses incurred in the activities are subject to usual auditing and accounting rules and regulations.
9. For monitoring and evaluation, a consolidated report of the activities conducted must be sent to the International Cooperation Office by email at ico@deped.gov.ph cc: Ms. Maribeth S. Chua (maribeth.chua@deped.gov.ph) and Ms. Hanna Patricia M. Cortes (hanna.cortes@deped.gov.ph) within the first quarter of the following year. The reporting template is enclosed.

For appropriate action. Thank you very much.



Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY FOR GOVERNANCE AND OPERATIONS

MEMORANDUM

OM-OUGOPS-2025-13-00739

FOR : **ATTY. FATIMA LIPP D. PANONTONGAN**
Undersecretary and Chief of Staff
Office of the Secretary

PETER IRVING C. CORVERA

FROM : **MALCOLM S. GARMA**
Undersecretary for Governance and Operations

SUBJECT : **REQUEST FOR CLEARANCE FOR THE ISSUANCE OF MEMORANDUM
RELATIVE TO THE REQUEST FOR ACCOMPLISHMENT REPORTS
AND PROPOSALS FOR THE ASSOCIATION OF SOUTHEAST ASIAN
NATIONS (ASEAN) - UNITED NATIONS EDUCATIONAL, SCIENTIFIC,
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PROGRAM SUPPORT FUNDS**

DATE : 8 APRIL 2026

This refers to the request of the Office of the Assistant Secretary for Public Affairs and External Partnerships (OASPAEP) to issue a memorandum relative to their request for Accomplishment Reports and Proposals for the ASEAN-UNESCO Information Drive Program Support funds.

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For questions and/or concerns, your staff may contact OUGOPS through email at ouops@deped.gov.ph.

- Approved
- Disapproved
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Republic of the Philippines
Department of Education

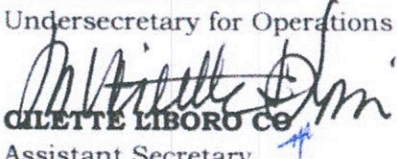
OFFICE OF THE ASSISTANT SECRETARY FOR PUBLIC AFFAIRS AND EXTERNAL PARTNERSHIPS

CO-EPS-ICO No. 03-18 s. 2026

MEMORANDUM

TO : **ALL REGIONAL DIRECTORS**

THROUGH : **MALCOLM S. GARMA**
Undersecretary for Operations

FROM : 
GILLETTE LIBORO CO
Assistant Secretary

SUBJECT : **REQUEST FOR ACCOMPLISHMENT REPORTS AND PROPOSALS FOR THE ASSOCIATION OF SOUTHEAST ASIAN NATIONS (ASEAN) – UNITED NATIONS EDUCATIONAL, SCIENTIFIC, AND CULTURAL ORGANIZATION (UNESCO) INFORMATION DRIVE PROGRAM SUPPORT FUNDS**

DATE : March 31, 2026

Background

The ASEAN and the UN are two regional and international organizations that serve as a platform for the Philippines to pursue its development and security agenda through diplomacy and cooperation or partnership with other states. As a Member State of both organizations, the Philippines is also expected to fulfill commitments to the two organizations as stated in their respective Charters.

The Department of Education (DepEd), through the International Cooperation Office (ICO), annually downloads the ASEAN-UNESCO Information Drive Funds to the Regional Offices to encourage field offices to conduct initiatives to promote and raise awareness on the ASEAN and the UN, in particular, the UNESCO, and the Sustainable Development Goals (SDGs).

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2nd Flr. Rizal Bldg., DepEd Complex, Meralco Avenue, Pasig City


Telephone No.: (02) 8631-8493



 DepEd Philippines

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 www.deped.gov.ph

Last year, the ICO downloaded the ASEAN-UNESCO Information Drive Program Support Funds (PSF) to the following eligible regions:

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Call for 2025 Reports:

All regions that received the PSF in 2025 are required to submit a comprehensive **Utilization and Activity Report**. These reports are vital for evaluating the impact of field-level interventions and informing future ICO advocacy campaigns.

Call for 2026 Proposals:

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Eligibility and Funding Categories for 2026

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Clear Statement of Request and Recommended Action

To facilitate the timely release of funds, all Regional Offices are requested to submit the necessary documentation on or before **April 20, 2026 (Monday)**. Specifically, **2025 fund recipients must provide a comprehensive Accomplishment Report along with a 2026 Project Proposal**, while **new applicants** are required to submit a **2026 Project Proposal only**. All submissions must be prepared by the Regional Focal Person, noted by the immediate supervisor, and duly approved by the Regional Director.

2nd Flr. Rizal Bldg., DepEd Complex, Meralco Avenue, Pasig City

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We emphasize the importance of these local advocacy activities as they may serve as the primary platform for promoting the goals of the Philippines' ASEAN Chairship in 2026.

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To: ico@deped.gov.ph
Copy Furnish: oaspaep@deped.gov.ph
maribeth.chua002@deped.gov.ph
hanna.cortes@deped.gov.ph
dian.magbanua@deped.gov.ph

Further coordination on this matter may be coursed through Ms. Hanna Patricia M. Cortes (hanna.cortes@deped.gov.ph) cc: ico@deped.gov.ph and Ms. Maribeth S. Chua (Maribeth.chua002@deped.gov.ph) via email or call ICO at 8637-6462.

Attachments:

- *Activity Report Template*
- *Proposal Template*
- *Guidelines on the utilization of the ASEAN – UNESCO Information Drive Program Support Funds*

2nd Flr. Rizal Bldg., DepEd Complex, Meralco Avenue, Pasig City


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 DepEd Philippines

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HEADER
(According to Regional Office)

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Speakers and Resource Persons (If applicable)	
Highlights of the Discussion	
Budget Estimate (Overview only)	
Technical Assistance Needed from the EPS-ICO <i>Please state in a brief paragraph any technical assistance that you need from the ICO regarding the downloading of the</i>	

ASEAN-UNESCO Information Drive Program Support Funds	
---	--

Prepared by:

Email:

Contact Number (Viber)

Noted by:

Approved by:

HEADER
(According to Regional Office)

Report on the 2024 Utilization of the ASEAN - UNESCO Information Drive Program Support Funds	
Activity Title	
Schedule	
Venue/Delivery mode	
Proponent Office/Facilitator	
Activity Description	
Objectives	
Outcome/Output	
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Highlights of the Discussion	
Actual Expenses	
Future Plans	

Attachments:

Pictures and other Modes of Verification



Republic of the Philippines

Department of Education

OFFICE OF THE ASSISTANT SECRETARY FOR EXTERNAL PARTNERSHIPS
INTERNATIONAL AND GOVERNMENT COOPERATION

CO-EPS No. 02-146 s. 2025

ICO-A-DM-0042-020425

MEMORANDUM

TO : **ALL REGIONAL DIRECTORS**

THROUGH : **MALCOLM S. GARMAN**
Officer in Charge, **Unit for Operations**

FROM : **GEORGINA ANN HERNANDEZ YANG**
Assistant Secretary

SUBJECT : **GUIDELINES ON THE UTILIZATION OF THE ASEAN – UNESCO INFORMATION DRIVE PROGRAM SUPPORT FUNDS**

DATE : February 10, 2025

Background:

The Association of Southeast Asian Nations (ASEAN) and the United Nations (UN) are two regional and international organizations that serve as a platform for the Philippines to pursue its development and security agenda through diplomacy and cooperation or partnership with other states. As a Member State of both platforms, the Philippines is also expected to fulfill commitments to the two organizations as stated in their respective Charters.

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Telephone Nos.: OD (02) 86367563; ICO (02) 86376463; Local Partnerships (02) 83688637; (02) 83688639; Email address: od-eps@deped.gov.ph

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Clear Statement of Request and Recommended Action:

In preparation for the downloading of the ASEAN - UNESCO Information Drive PSF for 2025, the ICO respectfully transmits the **Guidelines on the Utilization of the ASEAN - UNESCO Information Drive Program Support Funds** for the reference of Regional Offices eligible for automatic downloading this year.

A call for reports and proposals will be conducted by the ICO in the coming weeks to facilitate monitoring and evaluation and in a bid to increase the number of regions eligible for receiving the ASEAN - UNESCO Information Drive PSF.

For appropriate action.

Attachment:

Guidelines on the Utilization of the ASEAN - UNESCO Information Drive Program Support Funds



Republic of the Philippines

Department of Education

OFFICE OF THE ASSISTANT SECRETARY FOR EXTERNAL PARTNERSHIPS
INTERNATIONAL AND GOVERNMENT COOPERATION

GUIDELINES ON THE UTILIZATION OF THE DOWNLOADED FUNDS FOR THE ASEAN AND UNESCO INFORMATION DRIVE 2025

The following guidelines are hereby issued to eligible regions for the utilization of downloaded funds for the ASEAN and UNESCO Information Drive:

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 - b. Meals
 - c. Transportation
 - d. Board and lodging
 - e. Other expenses related to the conduct of the activity/ies
 - f. Printing/production of materials
7. For ROs and SDOs who plan to develop and create IEC materials on ASEAN and UNESCO, consultation **must** be conducted with the ICO prior to production and/or publication to validate the substance and content of the materials.
8. All expenses incurred in the activities are subject to usual auditing and accounting rules and regulations.
9. For monitoring and evaluation, a consolidated report of the activities conducted must be sent to the International Cooperation Office by email at ico@deped.gov.ph cc: Ms. Maribeth S. Chua (maribeth.chua@deped.gov.ph) and Ms. Hanna Patricia M. Cortes (hanna.cortes@deped.gov.ph) within the first quarter of the following year. The reporting template is enclosed.

For appropriate action. Thank you very much.