



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION
SCHOOLS DIVISION OF SAGAY CITY

HOI-45

DIVISION MEMORANDUM
No. 616, s. 2025

October 06, 2025

GULAYAN SA PAARALAN PROGRAM SUPPORT FUND (PSF) FOR SY 2025-2026

TO: Assistant Schools Division Superintendent
Chief Education Supervisors- CID and SGOD
Public Schools District Supervisors
All Public Elementary & Secondary School Heads
All Others Concerned

1. Relative to DepEd Memorandum No. 223, s. 2016 titled, Strengthening the Implementation of the Gulayan sa Paaralan Program (GPP) in Public Elementary and Secondary Schools Nationwide, and in reference to DepEd Memorandum OM-OUOPS-2024-08-00378, Guidelines on the Utilization of Program Support Funds (PSF) for the Implementation of the School-Based Feeding Program (SBFP) Components, the Schools Division of Sagay City will download the Gulayan sa Paaralan Program PSF for SY 2025-2026 to identified schools.

2. The following are the recipient schools of the said PSF:

- a. Laon Elementary School
- b. Hamticon Elementary School
- c. Manara Elementary School
- d. Molocaboc II Elementary School
- e. Matabas Elementary School
- f. B. Mahilum Elementary School
- g. Fabrica Elementary School
- h. Melchor Salcedo Elementary School
- i. Pacol Elementary School
- j. Macamilco Elementary School

3. The PSF will be utilized for the procurement of materials, equipment, and other necessary operating expenses essential for the establishment of nurseries and/or school gardens. The allowable expenditure items for the fund to be downloaded amounting to Php 5000 per school are as follows based on DM 223, s. 2016:

- a. Garden tools (spade, grab, hoe, shovel, trowels, rake, digging bar, bolo, wheelbarrow/garden cart, etc.)
- b. Seeds and plants (assorted vegetable seeds, garden soil, organic fertilizers, etc.)
- c. Propagation equipment / materials (seedling trays, soil media mix, garden net/ garden sheds, plastic black bag, etc.)
- d. Watering materials (hose, sprinkler, watering cans, etc.)
- e. Waste management materials (compost bin/ compost pit/ compost heap/ bucket composting)
- f. Garden infrastructure (bamboo post, GI wire, cement, gravel, and sand, etc.)
- g. Personal protective equipment and others (garden gloves, twine, garden signs and labels/ plant tags, information charts, etc.)
- h. Miscellaneous (transportation/ delivery / rental expenses)

4. Recipient schools shall submit a project proposal prior to downloading the fund specifying the school's utilization plan as well as activities to maintain and sustain the GPP, refer to enclosure 1 for the template. Deadline of proposal is on or before October 31, 2025 at the School Health and Nutrition Unit c/o Lisette Grace U. Cabalang, Division GPP Focal Person.





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5. Upon completion of the project, recipient schools are to submit an accomplishment report (refer to enclosure 2 for the template).
6. It is understood that in the conduct of this activity, there shall be no discrimination in the provision of such services on account of age, school, gender, civil status, disability, religion, or other similar factors, personal circumstances that run counter to the principles of equal opportunity.
7. Immediate dissemination and compliance of this Memorandum are desired.

DANNIE CLARK M. UGUIL, CESE
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent



Enclosure: None
Reference: DM223, s.2016; DepEd Memorandum OM-OUOPS-2024-08-00378
Allotment: N/A
No. of Pages : 1 page
To be indicated in the **Perpetual Index** under the following subjects:
SUPPORT **GULAYAN** **FUND**

FN: LGUC/SGOD





Republic of the Philippines
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SCHOOLS DIVISION OF SAGAY CITY

Name of School

Enclosure I

PROJECT PROPOSAL
Procurement of Goods

TITLE

Date



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SCHOOLS DIVISION OF SAGAY CITY

Name of School _____

I. Project Information:

Project Title:	
Prerequisite Programs:	
Project Manager:	
Recipients:	
Implementation Period:	
Project Cost:	
Source of Fund:	

Project Rationale:

Project Objectives:

This project aims to:

II. Project Requirement:

Budgetary Requirements:

Monitoring and Evaluation:



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Name of School _____

**PROJECT PROPOSAL: PROCUREMENT OF GOODS
PROCUREMENT OF _____**

APPROVAL SHEET

This Program Proposal was prepared on _____ by:

School Head

Reviewed by:

LISETTE GRACE U. CABALANG, RN, MN, RM

Division GPP Focal Person, SHNU- SGOD

Date: _____

MA. THERESA Q. BINGCANG, PhD

*Chief, Education Program Supervisor
School Governance and Operations Division*

Date: _____

Certifying Alignment of the Proposed Activity with Budget Allocation:

MA. LEAH LINDA S. TAN

Administrative Officer V - Budget Officer

Date: _____

Certifying the Availability of Funds:

JOSIE R. REBUSQUILLO

Accountant III

Date: _____

Recommending Approval:

MARK ANTHONY J. TAN, PhD

OIC - Assistant Schools Division Superintendent

Date: _____

APPROVED:

DANNIE CLARK M. UGUIL, CESE

*Assistant Schools Division Superintendent
OIC-Office of the Schools Division Superintendent*

Date: _____



Republic of the Philippines
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SCHOOLS DIVISION OF SAGAY CITY
Name of School

Enclosure 2

ACCOMPLISHMENT REPORT

Title of Project: _____

Period of implementation: _____

Objectives:

Summary of Activities

Key Learnings

Application of Learnings

Challenges / Recommendations

Attachments (pictures):

Prepared by:

School GPP Coordinator

Noted by:

School Head



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