



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of Bohol

**Office of the Schools
Division Superintendent**

May 5, 2025

DIVISION MEMORANDUM
No. 286, s. 2025

**DOWNLOAD OF SUPPORT FUNDS FOR THE ADMINISTRATION OF THE RAPID
MATHEMATICS ASSESSMENT (RMA) AND PRINTING OF RMA TOOLS AND
MATHEMATICS SUPPLEMENTARY LEARNING MATERIALS**

To: Assistant Schools Division Superintendent
Chiefs – SGOD and CID
Public Schools District Supervisors
School Principals / School Heads / Accountable Officers
Administrative Officers II
Senior Bookkeepers
All Others Concerned

1. This office announces the download of the support funds for the administration of the Rapid Mathematics Assessment (RMA) and printing of RMA tools and Mathematics supplementary learning materials, through the issuance of Sub-Allotment Release Order No. ROP-7-25-0226. (*Annex A*)
2. In this regard, all identified recipient schools (refer to <https://shorturl.at/viG3B>) are directed to prepare Work and Financial Plan (WFP) (*Annex B*) adhering to existing government budgeting, accounting, and auditing rules and regulations.

Prepared by:	School Head/ Accountable Officer
Certified Availability of Fund:	Senior Bookkeeper
Noted by:	Administrative Officer II
Approved by:	PSDS

A copy of the WFP, along with the E-confirmation letter of the Accountable Officer's Updated Fidelity bond and Request Letter to downloaded fund to the account of the Accountable Officer - for the IU Schools, must be submitted on or before May 9, 2025.

- For CD 1 elementary schools and ALL secondary schools to Ms. Jeberly G. Lopes
 - For CD 2 and 3 elementary schools to Ms Lorna Piquero.
3. Allowable expenses shall be for reproduction cost of learning materials, and procurement of the following supplies, materials and equipment:
 - a. Bondpaper
 - b. Ink
 - c. Stapler
 - d. Staple Wire
 - e. Reproduction expenses (*photocopy*)
 - f. Printer (*Semi expendable printing equipment valued less than 50,000.00 – subject to availability of funds*)



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4. If the allocated RMA fund is insufficient to cover actual expenses, the excess amount shall be charged against Other Local Fund / Regular MOOE.
5. The liquidation reports, together with the supporting documents, shall be submitted to the District Bookkeepers and to the Accounting Unit, on or before the 20th of July, 2025. Concerned Administrative Officers II shall monitor the submission of the liquidation reports.
6. Immediate and wide dissemination of this memorandum is hereby directed.


FAY C. LUAREZ EdD PhD TM CESO VI
OIC - Schools Division Superintendent 