



Republic of the Philippines
Department of Education
Region XII
Schools Division Office of Tacurong City

June 4, 2025

DIVISION MEMORANDUM

CID-2025- 080

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

To: Assistant Schools Division Superintendent
EPSs/Special Curricular Program Coordinators
Cluster Heads
Elementary and Secondary Public School Administrators

1. In reference to RM CLMD-2025-152 titled Submission of Reports on The Special Curricular Programs-Program Support Funds (SCP-PSF) for SY 2024-2025, this division and schools are requested to provide the following reports, which will be used as reference for future SCP-PSF allocations:

Form/Data	Form Code	School Year	Source of Data
1. SCP M&E Form (Financial Monitoring)	ME001	SY 2024-2025	School and SDO
2. SCP-PSF Narrative Report	NR001	SY 2024-2025	School and SDO
3. Management Information System (MIS) Form 1 (Number of SCP Learners)	MIS001	SY 2023-2024 SY 2024-2025 (Complete data of two consecutive years)	SDO
4. Management Information System (MIS) Form 2 (List of SCP Recognized Schools)	MIS002	SY 2024-2025	SDO
5. Management Information System (MIS) Form 2A (List of SCP Recognized Schools Recipient of SCPPSF)	MIS002A	SY 2024-2025	SDO
6. Management Information System (MIS) Form 2B Non-Recognized Schools (Recipient of SCPPSF)	MIS002B	SY 2024-2025	SDO
7. Management Information System (MIS) Form 2C Recognized Schools (Non-Recipient of SCP-PSF)	MIS002C	SY 2023-2024 SY 2024-2025 (Complete data of two consecutive years)	SDO

2. To ensure accurate form completion, please observe the following instructions:



Address: Alunan Highway, Poblacion, Tacurong City 9800
Telephone Numbers: (064)-562-4880; 0919-065-6425
Email: tacurong.city@deped.gov.ph
Website: depeditacurong.org



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2.1 Templates for SCP-PSF are available at the following link: <https://tinyurl.com/SCP-PSF-Report-Templates>. All submitted forms must bear the approval and signature of the office head.

2.2 Submit all signed forms in PDF format, along with the corresponding Word/Excel files, adhering to the following file naming syntax:

Governance Level	Syntax
Region	RO_FormCode_Date (month/day/year) e.g. RONCR_ME001_03202025
Division	RO_SDO_FormCode_Date (month/day/year) e.g. RONCR_QuezonCity_ME001_03202025
School	RO_SDO_School_FormCode_Date (month/day/year) e.g. RONCR_QuezonCity_SanFranciscoNHS_ME001_03202025

3. All required reports and forms must be submitted in a consolidated folder through the following link: <https://tinyurl.com/SCP-PSF-Reports>

4. In addition, all schools shall upload their data on this drive for regional consolidation of reports, on a specified folder thru this link <https://drive.google.com/drive/folders/1ek-VPznr62GQJleuZrr1V-xLacNnrXI?usp=sharing>.

5. The submission deadline is on or before **June 9, 2025**.

6. Immediate dissemination of this memorandum is desired.


GILDO G. MOSQUEDA, CEO VI
Schools Division Superintendent



Enclosure: None
Reference: D.O. No. 10, s. 2025, D.O. 34 s. 2025 & RM CLMD-025-152
Allotment: None
To be indicated in the PERPETUAL INDEX under the following subjects
REPORTS SPECIAL CURRICULAR PROGRAMS

ARGA/CID/DM/ SUBMISSION OF REPORTS ON THE SPECIAL CURRICULAR PROGRAMS-PROGRAM SUPPORT FUNDS (SCP-PSF) FOR SY 2024-2025/JUNE 4, 2025



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