



Republic of the Philippines

Department of Education

REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

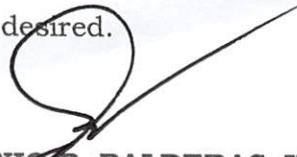
09 February 2026

DIVISION MEMORANDUM
No. **092** s. 2026

NOMINATION FOR THE PAPER-LESS PRODUCTIVITY CHALLENGE OF THE DEVELOPMENT ACADEMY OF THE PHILIPPINES

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public Elementary and Secondary Schools
Heads, Unit/Section
All Others Concerned

1. In reference to the **DepEd Memorandum DM-OUHROD-2026-0321**, dated **February 5, 2026**, titled **Nomination for the Paper-less Productivity Challenge of the Development Academy of the Philippines**, this Office hereby informs and encourages all offices and schools to participate in the Development Academy of the Philippines (DAP) Challenge 2026 with the theme **“Moneywise: Saving Resources, Better Public Services”**.
2. The Productivity Challenge 2026 aims to showcase and strengthen resource-saving initiatives that promotes operational efficiency, cost-effectiveness, and innovation through smarter systems, technology, and reforms, while reinforcing accountability in public resource management.
3. Enclosed is the Memorandum for complete details.
4. Immediate dissemination of this Memorandum is desired.


CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

Encl.: As stated

Reference: Memorandum DM-OUHROD-2026-0321

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

INNOVATIONS

Admin Unit- nomination for the paper-less productivity challenge of the development academy of the philippines
RECTA590-007932. /February 9, 2026



Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM

DM-OUHROD-2026-0321

FOR : **UNDERSECRETARIES
ASSISTANT SECRETARIES
BUREAU/SERVICE DIRECTORS
REGIONAL DIRECTORS
SCHOOL DIVISION SUPERINTENDENTS
SCHOOL HEADS
ALL OTHERS CONCERNED**

FROM : **WILFREDO E. CABRAL**
*Undersecretary
Human Resource and Organizational Development and
Infrastructure*

SUBJECT : **NOMINATION FOR THE PAPER-LESS PRODUCTIVITY
CHALLENGE OF THE DEVELOPMENT ACADEMY OF THE
PHILIPPINES**

DATE : 05 February 2026

In relation to a letter dated 26 January 2026 from the Development Academy of the Philippines (DAP), the Department of Education (DepEd) is invited to participate in DAP's 2026 Productivity Challenge, themed **2026 Moneywise: Saving Resources, Better Public Services**.

The Productivity Challenge 2026 invites organizations to showcase and strengthen their resource-saving initiatives by promoting operational efficiency, cost-effectiveness, and innovation through smarter systems, technology, and reforms, while reinforcing accountability in public resource management.

In this regard, all DepEd offices are encouraged to showcase initiatives implemented between January 2025 – August 2026 that have generated cost savings, cost avoidance, or improved value for money through enhanced review of internal processes, prudent expenditure management, and strengthened financial oversight.

Participating agencies must submit the accomplished Moneywise Solution Entry Form (MSEF) through the official Google Form link: bit.ly/2026-Moneywise-Submit, along with supporting documentation showing measurable savings, **on or before August 15, 2026**. See the attached Briefer for the complete mechanics.

For more information on this issuance, you may contact **Ms. Hannah Hasmin M. Caña** or **Mr. Ervin Joseph B. Ocampo** of the Bureau of Human Resource and Organizational Development-Organization Effectiveness Division (BHROD-OED) at bhrod.oed@deped.gov.ph or (02) 8633-5375.

Copy furnished:
OFFICE OF THE SECRETARY
Department of Education
osec@deped.gov.ph



SAVING RESOURCES, BETTER PUBLIC SERVICES

2026 Moneywise Briefer

Introduction

The Philippine Development Plan 2023–2028 underscores good governance and efficient resource management as essential foundations for building a resilient, inclusive, and prosperous society. To achieve this, every government office is called not only to **do more with less**, but to critically **examine internal processes, spending patterns, and operational practices** to ensure that public resources are used **efficiently** for their intended purpose.

The Productivity Challenge Program (PCP), led by the Development Academy of the Philippines as the focal organization of the Asian Productivity Organization's (APO) Center of Excellence on Public-Sector Productivity, continues to champion innovative, results-driven initiatives that promote smarter and more accountable governance. After generating innovative ideas (2023 Productivity Spark, saving time (2024 *Fastbreak: 100K Transaction Hours Reduced*) and paper (2025 *Paper-less: 1 Million Sheets Saved*), we now turn our attention to its next strategic focus: **2026 Moneywise: Saving Resources, Better Public Services**.

The challenge invites all public sector organizations to showcase initiatives implemented between **January 2025** and **August 2026** that have generated **cost savings, cost avoidance, or improved value for money** through enhanced review of internal processes, prudent expenditure management, and strengthened financial oversight.

Savings may be realized in key areas such as transportation, warehousing, Maintenance and Other Operating Expenses (MOOE), electricity, personnel or consultants, and other operational costs. Additional savings may be generated through cost-efficient and resource-rationalizing measures, including reduced paper and printing through digital processes, judicious use of office supplies, centralized procurement, and strengthened inventory control.

By collectively aiming for significant savings, government offices demonstrate adherence to the principles of economy, efficiency, and effectiveness, ensuring that public funds are utilized prudently and redirected toward priority, citizen-centered programs and services.

Challenge Objectives

- Promote operational efficiency and cost-effectiveness
- Reduce leakages and unnecessary expenditures
- Encourage innovation and accountability in managing public resources



SAVING RESOURCES, BETTER PUBLIC SERVICES

Key Areas of Savings

Savings can come from:

- Transportation and logistics
- Utilities (e.g., electricity, water, fuel)
- Maintenance and other operating expenses (MOOE)
- Personnel and consultancy costs
- Warehousing and storage
- Other operational expenditures

MECHANICS

Who Can Join

- National Government Agencies (including regional and attached offices)
- Government-Owned or -Controlled Corporations (GOCCs)
- State Universities and Colleges (SUCs)
- Local Government Units (LGUs)

How to Join

Participating agencies must submit the accomplished **Moneywise Solution Entry Form (MSEF)** through the official **Google Form link: bit.ly/2026-Moneywise-Submit**, with supporting documentation showing measurable savings. Agencies may submit entries on implemented and ongoing initiatives between **January 2025 – August 2026**.

Each entry should include:

1. A brief description of the savings initiative, the problem it addressed, steps taken to implement a moneywise solution, and its qualitative benefits.
2. Detailed breakdown of data in the computation that should reflect the **actual realized savings** or **expected annual savings**. The computation should cover a 12-month period within the timeframe.
3. Action photos, client testimonies, user feedback forms, and/or client satisfaction measurement that demonstrate other quantifiable benefits of your initiative.

Deadline: 15 August 2026



SAVING RESOURCES, BETTER PUBLIC SERVICES

Awards

- **2026 Moneywise Champion Award:** Awarded to the agency with the highest verified savings.
 - 1st Prize: Gift cards + Trophy
 - 2nd Prize: Gift cards + Trophy
 - 3rd Prize: Gift cards + Trophy
- **Creative Moneywise Solutions Award:** Given to the agency with the most creative and impactful savings initiative/s
 - 1 Winner: Gift cards + Trophy
- **Special Citations:** For agencies that showed significant effort and measurable impact, even if not the top savers.
 - 10 winners: Gift cards + Plaque of Recognition

Call to Action

Every peso saved is a peso earned for the Filipino people. Join the **2026 Moneywise Challenge** and show that the government can be efficient, innovative, and accountable.

Let's turn **savings into better public services**, ensuring that every fund is used wisely.

Attachment: [Moneywise Solution Entry Form](#)



SAVING RESOURCES, BETTER PUBLIC SERVICES

Guidelines in filling out the Moneywise Solution Entry Form (MSEF)

General Instructions:

1. Download the Moneywise Solution Entry Form (MSEF): Go to File > Download > Microsoft Word
2. Complete the MSEF: Fill in all sections. Mark non-applicable sections as 'N/A.'
3. Convert to PDF: Once completed, save the MSEF in PDF format.
4. Submit via Google Form: Use the provided [link](#) to upload the PDF, along with required supporting documents (Means of Verification)

Objective: The 2026 Moneywise Challenge encourages agencies to promote operational efficiency and cost-effectiveness through smarter systems, technology, and reforms. It highlights fostering innovation and accountability in the management of public resources.

Eligibility: The challenge is open to the following public sector organizations

- National Government Agencies (NGAs), including their attached and regional offices
- Government-Owned or -Controlled Corporations (GOCCs)
- State Universities and Colleges (SUCs)
- Local Government Units (LGUs), including their offices or departments

Eligible Submissions:

- Initiatives that have resulted in **measurable cost savings** in operations, utilities, resource use, or service delivery. Ideally related to transportation, MOOEs, warehousing, personnel/consultants, electricity, and other costs that are considered extra expenditures.
- Savings initiatives implemented between **January 2025** and **August 2026** that are currently active.
- Multiple entries are allowed. Submit one Moneywise solution per entry.

Completing the Moneywise Solution Entry Form (MSEF)

Title: Provide a concise and clear title for the initiative

Description: Describe the previous practice that led to higher costs, the identified problem, steps taken, and achieved improvements in terms of cost savings, efficiency, transparency, and productivity

Computation: Present and explain the calculations for a 12-month period (i.e. January 2025 to January 2026) providing the **actual realized or expected savings in pesos**. Include here a detailed breakdown of data used, along with relevant description.

Means of Verification (MOV) / Documentary Evidence

- Proof of implementation (e.g., memoranda, special orders, system installation records, announcements, etc.)
- Testimonials from clients, user feedback form, or client satisfaction measurement results to demonstrate other quantifiable benefits of the initiative.
- Additional documents supporting the savings claimed (i.e. transactions, receipts, etc.)



SAVING RESOURCES, BETTER PUBLIC SERVICES

Moneywise Solution Entry Form

| | |
|----------------------------------------------|--|
| Name of Agency | |
| Implementing Office | |
| Focal Person | |
| Contact Number (Mobile & Office Direct Line) | |
| Office Email Address | |
| Name of Immediate Supervisor | |
| Signature of Immediate Supervisor / Date | |

I. DETAILS OF THE MONEYWISE SOLUTION

Title of the Moneywise Solution

[Sample: Scalable Capacity Building via Virtual and Hybrid Training]

Start Date of Implementation

[Sample: Since 18 January 2025]

Description

Detail the previous spending practice, the identified problem, the steps taken, and the achieved improvements in terms of savings, efficiency, transparency, and productivity. Also include the qualitative benefits of this initiative, with a short explanation for each.

[Sample: Previously, the agency conducted all training sessions in person, requiring significant expenses for venue rentals, meals, and travel reimbursements.

The agency shifted 70% of its capacity-building programs to virtual and hybrid formats using government-approved online platforms beginning 2024. This reduced training-related expenses by ₱4.5 million annually while enabling broader participation from regional staff. The shift also improved accessibility, reduced travel time, and promoted environmentally sustainable practices.

Qualitative Benefits

- **Wider Reach and Inclusion** – Regional staff who previously struggled with travel constraints can now join trainings more easily, resulting in higher participation and inclusivity.
- **Transparency and Accountability** – Digital platforms provide built-in attendance logs, recordings, and certificates, ensuring verifiable participation.
- **Scalability and Replicability** – The model can be replicated across others.



SAVING RESOURCES, BETTER PUBLIC SERVICES

II. COMPUTATION OF MONEY SAVED

Specify and explain the calculations for **actual realized or expected savings in a 12-month period**. Include here a detailed breakdown of data used along with relevant description. Additional quantifiable information like percentage reduction may be added, as necessary.

[Sample]

Cost before the initiative:

- Venue rental for trainings: ₱15,000 per session × 40 sessions = ₱600,000
- Meals/catering: ₱500 per person × 80 participants × 40 sessions = ₱1,600,000
- Travel reimbursements (transport & lodging): ₱5,000 per person × 50 regional participants × 40 sessions = ₱10,000,000
- **Total Baseline Annual Cost = ₱12,200,000**

Cost after the initiative:

- Online platform license: ₱200,000 annual subscription
- Minimal meals/venue for hybrid sessions (10 face-to-face): ₱15,000 × 10 = ₱150,000
- Limited travel reimbursements for hybrid: ₱5,000 × 20 participants × 10 sessions = ₱1,000,000
- **Total New Annual Cost = ₱1,350,000**

Savings realized (PHP):

₱12,200,000 – ₱1,350,000 = ₱10,850,000 saved annually

% Reduction in Cost:

(₱10,850,000 ÷ ₱12,200,000) × 100 = 88% cost reduction

III. ACTION PHOTOS

Please upload here a clickable link of your collated action photos and/or videos of your initiative. Ensure that the link is shared for viewing with the email: productivitychallenge@dap.edu.ph. This may include a screen capture of the initiative homepage, stakeholders making use of the initiative, office meetings discussing the moneywise solution initiative.

[Sample]

Link: bit.ly/MSEFinitiative



SAVING RESOURCES, BETTER PUBLIC SERVICES

Guidelines in filling out the Moneywise Solution Entry Form (MSEF)

General Instructions:

1. Download the Moneywise Solution Entry Form (MSEF): Go to File > Download > Microsoft Word
2. Complete the MSEF: Fill in all sections. Mark non-applicable sections as 'N/A.'
3. Convert to PDF: Once completed, save the MSEF in PDF format.
4. Submit via Google Form: Use the provided [link](#) to upload the PDF, along with required supporting documents (Means of Verification)

Objective: The 2026 Moneywise Challenge encourages agencies to promote operational efficiency and cost-effectiveness through smarter systems, technology, and reforms. It highlights fostering innovation and accountability in the management of public resources.

Eligibility: The challenge is open to the following public sector organizations

- National Government Agencies (NGAs), including their attached and regional offices
- Government-Owned or -Controlled Corporations (GOCCs)
- State Universities and Colleges (SUCs)
- Local Government Units (LGUs), including their offices or departments

Eligible Submissions:

- Initiatives that have resulted in **measurable cost savings** in operations, utilities, resource use, or service delivery. Ideally related to transportation, MOOEs, warehousing, personnel/consultants, electricity, and other costs that are considered extra expenditures.
- Savings initiatives implemented between **January 2025** and **August 2026** that are currently active.
- Multiple entries are allowed. Submit one Moneywise solution per entry.

Completing the Moneywise Solution Entry Form (MSEF)

Title: Provide a concise and clear title for the initiative

Description: Describe the previous practice that led to higher costs, the identified problem, steps taken, and achieved improvements in terms of cost savings, efficiency, transparency, and productivity

Computation: Present and explain the calculations for a **12-month period** (i.e. January 2025 to January 2026) providing the **actual realized or expected savings in pesos**. Include here a detailed breakdown of data used, along with relevant description.

Means of Verification (MOV) / Documentary Evidence

- Proof of implementation (e.g., memoranda, special orders, system installation records, announcements, etc.)
- Testimonials from clients, user feedback form, or client satisfaction measurement results to demonstrate other quantifiable benefits of the initiative.
- Additional documents supporting the savings claimed (i.e. transactions, receipts, etc.)



SAVING RESOURCES, BETTER PUBLIC SERVICES

Moneywise Solution Entry Form

| | |
|----------------------------------------------|--|
| Name of Agency | |
| Implementing Office | |
| Focal Person | |
| Contact Number (Mobile & Office Direct Line) | |
| Office Email Address | |
| Name of Immediate Supervisor | |
| Signature of Immediate Supervisor / Date | |

I. DETAILS OF THE MONEYWISE SOLUTION

Title of the Moneywise Solution

[Sample: Scalable Capacity Building via Virtual and Hybrid Training]

Start Date of Implementation

[Sample: Since 18 January 2025]

Description

Detail the previous spending practice, the identified problem, the steps taken, and the achieved improvements in terms of savings, efficiency, transparency, and productivity. Also include the qualitative benefits of this initiative, with a short explanation for each.

[Sample: Previously, the agency conducted all training sessions in person, requiring significant expenses for venue rentals, meals, and travel reimbursements.

The agency shifted 70% of its capacity-building programs to **virtual and hybrid formats** using government-approved online platforms beginning 2024. This reduced training-related expenses by ₱4.5 million annually while enabling broader participation from regional staff. The shift also improved accessibility, reduced travel time, and promoted environmentally sustainable practices.

Qualitative Benefits

- **Wider Reach and Inclusion** – Regional staff who previously struggled with travel constraints can now join trainings more easily, resulting in higher participation and inclusivity.
- **Transparency and Accountability** – Digital platforms provide built-in attendance logs, recordings, and certificates, ensuring verifiable participation.
- **Scalability and Replicability** – The model can be replicated across others.



SAVING RESOURCES, BETTER PUBLIC SERVICES

II. COMPUTATION OF MONEY SAVED

Specify and explain the calculations for **actual realized or expected savings in a 12-month period**. Include here a detailed breakdown of data used along with relevant description. Additional quantifiable information like percentage reduction may be added, as necessary.

[Sample]

Cost before the initiative:

- Venue rental for trainings: ₱15,000 per session × 40 sessions = ₱600,000
- Meals/catering: ₱500 per person × 80 participants × 40 sessions = ₱1,600,000
- Travel reimbursements (transport & lodging): ₱5,000 per person × 50 regional participants × 40 sessions = ₱10,000,000
- **Total Baseline Annual Cost = ₱12,200,000**

Cost after the initiative:

- Online platform license: ₱200,000 annual subscription
- Minimal meals/venue for hybrid sessions (10 face-to-face): ₱15,000 × 10 = ₱150,000
- Limited travel reimbursements for hybrid: ₱5,000 × 20 participants × 10 sessions = ₱1,000,000
- **Total New Annual Cost = ₱1,350,000**

Savings realized (PHP):

₱12,200,000 – ₱1,350,000 = **₱10,850,000 saved annually**

% Reduction in Cost:

(₱10,850,000 ÷ ₱12,200,000) × 100 = **89% cost reduction**

III. ACTION PHOTOS

Please upload here a clickable link of your collated action photos and/or videos of your initiative. Ensure that the link is shared for viewing with the email: productivitychallenge@dap.edu.ph. This may include a screen capture of the initiative homepage, stakeholders making use of the initiative, office meetings discussing the moneywise solution initiative.

[Sample]

Link: bit.ly/MSEFinitiative