



Republic of the Philippines
Department of Education
Region VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF BOHOL

Office of the Schools Division
Superintendent

April 19, 2022

DIVISION MEMORANDUM
No. 0242, s.2022

Guidelines on the Utilization, Documentation and Reporting of Funds Downloaded for Clean-up and Minor Repair of Schools Affected by Typhoon ODETTE

TO: PUBLIC SCHOOLS DISTRICT SUPERVISORS/ OIC-PSDSs
PUBLIC ELEMENTARY AND SECONDARY SCHOOL HEADS
DISTRICT AND SCHOOL DRRM COORDINATORS
DISTRICT BOOKKEEPERS
ALL OTHERS CONCERNED

1. Attached is **OUA Memo 00-0222-0056** entitled “**Guidelines on the Utilization, Documentation and Reporting of Funds Downloaded for Clean-up and Minor Repair of Schools Affected by Typhoon ODETTE**” for the information and guidance of all concerned.
2. All recipient schools to this support fund are directed to follow the Implementing Guidelines set as per attached Memorandum. Refer to **Annex A** for the list of schools entitled to be downloaded for the said funds.
3. All recipient schools are requested to submit the Work and Financial Plan (WFP) to the District Bookkeeper on or before April 25, 2022 for checking and for PSDS’ approval. The District Bookkeeper shall then forward the electronic copy of the approved WFP to the FB messenger account of Ms. Claudine Barrios (CD 2 and CD 3) and Jeberly Lopus (CD 1) on or before April 30, 2022. Only those schools with approved WFP will be downloaded with such funds.
4. The liquidation of such funds must be submitted immediately upon utilization of the amount downloaded or at least one month after the funds has been downloaded to each schools.
5. Judicious utilization of the fund is expected. Misuse and/or mismanagement of these funds for the purpose other than those authorized in the provided guidelines is strictly prohibited.
6. Immediate dissemination of this Memorandum is highly directed.


BIANITO A. DAGATAN EdD, CESO V
Schools Division Superintendent



0050 Lino Chatto Drive Barangay Cogon, Tagbilaran City, Bohol
Tel Nos.: (038) 412-4938; (038) 411-2544 (038) 501-7550
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Annex A. List of recipient schools to receive the support fund for Clean-up and Minor Repair of Schools Affected by Typhoon ODETTE”

No	School ID	School Name	District	Total Allocated Fund*
1	186507	Alicia CES Annex	Alicia	20,000.00
2	302809	Alicia Technical-Voc'l HS	Alicia	20,000.00
3	117950	Untaga ES	Alicia	20,000.00
4	302813	Anda HS	Anda	20,000.00
5	117969	Bantolinao ES	Antequera	20,000.00
6	117971	Bitaugan PS	Antequera	20,000.00
7	312306	Canlaas High School	Antequera	20,000.00
8	186502	Can-omay PS	Antequera	20,000.00
9	117974	Cansibuan PS	Antequera	20,000.00
10	305720	Tupas High School	Antequera	20,000.00
11	117983	Baclayon Central ES	Baclayon	20,000.00
12	302811	Baclayon National High School	Baclayon	20,000.00
13	117989	Miguel Oppus Memorial Elementary School	Baclayon	20,000.00
14	117991	Pamilacan ES	Baclayon	20,000.00
15	118007	Magsija-Maslog ES	Balilihan	20,000.00
16	118009	Sal-ing ES	Balilihan	20,000.00
17	312314	Quezon HS - Batuan NHS Annex	Batuan	20,000.00
18	118030	Hingotanan ES	Bien Unido	20,000.00
19	118037	Pinamgo ES	Bien Unido	20,000.00
20	312360	Ponciano L. Padin National High School	Bien Unido	20,000.00
21	118059	Anonang PS	Buenavista	20,000.00
22	118066	Asinan ES	Buenavista	20,000.00
23	118061	Baluarte ES	Buenavista	20,000.00
24	118063	Bato Elementary School	Buenavista	20,000.00
25	118067	Buga-ong PS	Buenavista	20,000.00
26	118069	Cambuhat ES	Buenavista	20,000.00
27	118073	Cantuba Elementary School	Buenavista	20,000.00
28	103611	Cantumogcad ES	Buenavista	20,000.00
29	118075	Cawag ES	Buenavista	20,000.00
30	118076	Dait Norte ES	Buenavista	20,000.00
31	118077	Lapacan Norte PS	Buenavista	20,000.00
32	302831	Lubang National High School	Buenavista	20,000.00
33	118079	Magkaya ES	Buenavista	20,000.00
34	186515	Merryland PS	Buenavista	20,000.00
35	118081	Nueva Montaña ES	Buenavista	20,000.00
36	118083	P. Tirol ES	Buenavista	20,000.00
37	118084	Panghagban ES	Buenavista	20,000.00
38	312312	Panghagban HS	Buenavista	20,000.00
39	118086	Putingbato ES	Buenavista	20,000.00



40	118108	Abihilan ES	Candijay	20,000.00
41	118115	Can-olin ES	Candijay	20,000.00
42	118119	Lungsodaan ES	Candijay	20,000.00
43	118120	Mahangin Elementary School	Candijay	20,000.00
44	118121	Pagahat ES	Candijay	20,000.00
45	118122	Panadtaran ES	Candijay	20,000.00
46	118126	Tambongan ES	Candijay	20,000.00
47	118129	Tugas ES	Candijay	20,000.00
48	118145	Matin-ao ES	Carmen	20,000.00
49	118162	Alegria ES	Catigbian	20,000.00
50	118165	Bagtic ES	Catigbian	20,000.00
51	302877	Mantacida National High School	Catigbian	20,000.00
52	118180	Mantasida ES	Catigbian	20,000.00
53	118184	Bacani ES	Clarin	20,000.00
54	118185	Bogtongbod ES	Clarin	20,000.00
55	118186	Bonbon Elementary School	Clarin	20,000.00
56	118190	Cabog ES	Clarin	20,000.00
57	118191	Caboy ES	Clarin	20,000.00
58	500217	Darahaw IS	Clarin	20,000.00
59	118197	Nahawan ES	Clarin	20,000.00
60	302879	Nahawan NHS	Clarin	20,000.00
61	118198	Tontunan ES	Clarin	20,000.00
62	186503	Villaflor ES	Clarin	20,000.00
63	118203	Corella Central ES	Corella	20,000.00
64	302839	Corella National High School	Corella	20,000.00
65	186510	Pandol Primary School	Corella	20,000.00
66	118204	Sambog ES	Corella	20,000.00
67	305722	De La Paz High School	Cortes	20,000.00
68	118234	Cabatuan ES	Danao	20,000.00
69	118235	Cantubod ES	Danao	20,000.00
70	302842	Cantubod NHS	Danao	20,000.00
71	118236	Carbon ES	Danao	20,000.00
72	118237	Concepcion ES	Danao	20,000.00
73	118238	Dagohoy ES	Danao	20,000.00
74	118239	Danao Central Elementary School	Danao	20,000.00
75	118240	Danao Gamay PS	Danao	20,000.00
76	302841	Danao NHS	Danao	20,000.00
77	302843	Francisco Dagohoy Memorial High School	Danao	20,000.00
78	118241	Hibale ES	Danao	20,000.00
79	118242	Magtangtang ES	Danao	20,000.00
80	118243	Nahud Elementary School	Danao	20,000.00
81	118244	Remedios ES	Danao	20,000.00
82	118245	Rowena Heights Elementary School	Danao	20,000.00
83	118246	San Carlos ES	Danao	20,000.00
84	118247	San Jose Elementary School	Danao	20,000.00
85	118248	San Miguel Elementary School	Danao	20,000.00
86	118249	Santa Ana ES	Danao	20,000.00



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87	118250	Santa Fe ES	Danao	20,000.00
88	118251	Santo Niño Elementary School	Danao	20,000.00
89	118252	Tabok ES	Danao	20,000.00
90	118253	Taming Elementary School	Danao	20,000.00
91	302844	Taming NHS	Danao	20,000.00
92	118254	Villa Anunciado ES	Danao	20,000.00
93	118272	Canhayupon ES	Dimiao	20,000.00
94	302832	Canhayupon NHS	Dimiao	20,000.00
95	118273	Canlambong ES	Dimiao	20,000.00
96	118275	Dimiao Central ES	Dimiao	20,000.00
97	312352	Cambuyo HS	Garcia-Hernandez	20,000.00
98	118308	Candulao ES	Garcia-Hernandez	20,000.00
99	118322	Banacon Elementary School	Getafe	20,000.00
100	118333	Jagoliao ES	Getafe	20,000.00
101	118341	San Jose Elementary School	Getafe	20,000.00
102	118342	Sto. Niño ES	Getafe	20,000.00
103	118358	Guindulman Central ES	Guindulman	20,000.00
104	118372	Cuaming ES	Inabanga North	20,000.00
105	312326	Cuaming HS	Inabanga North	20,000.00
106	500209	Inabanga North Central Integrated School (Elementary)	Inabanga North	20,000.00
107	118379	Lawis ES	Inabanga North	20,000.00
108	118380	Liloan Norte ES	Inabanga North	20,000.00
109	118381	Liloan Sur ES	Inabanga North	20,000.00
110	118385	Ondol ES	Inabanga North	20,000.00
111	118389	Sto. Niño PS	Inabanga North	20,000.00
112	118390	Sua PS	Inabanga North	20,000.00
113	118395	Cainsican Elementary School	Inabanga South	20,000.00
114	118397	Cawayan ES	Inabanga South	20,000.00
115	118399	Dagohoy ES	Inabanga South	20,000.00
116	118403	Lonoy PS	Inabanga South	20,000.00
117	118407	Sto. Rosario Elementary School	Inabanga South	20,000.00
118	118409	Tungod PS	Inabanga South	20,000.00
119	118433	Bonkokan ES	Lila	20,000.00
120	118435	Cogon ES	Lila	20,000.00
121	118439	Malinao ES	Lila	20,000.00
122	118441	Taug PS	Lila	20,000.00
123	118442	Tiguis ES	Lila	20,000.00
124	118446	Concepcion ES	Loay	20,000.00
125	118450	Tambangan ES	Loay	20,000.00
126	118451	Tangcasan Norte Elementary School	Loay	20,000.00
127	118453	Tocdog ES	Loay	20,000.00
128	118454	Villalimpia ES	Loay	20,000.00
129	118456	Antonio-Felipa Elementary School	Loboc	20,000.00
130	118458	Bartolome Doria ES	Loboc	20,000.00
131	118459	Buenavista ES	Loboc	20,000.00
132	118460	Bugho ES	Loboc	20,000.00



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133	118462	Candabong ES	Loboc	20,000.00
134	118465	Jimili-an Primary School	Loboc	20,000.00
135	118468	Tambis ES	Loboc	20,000.00
136	118470	Triple Union ES	Loboc	20,000.00
137	118471	Bagacay ES	Loon North	20,000.00
138	186504	Cabacungan ES	Loon North	20,000.00
139	118474	Cabilao ES	Loon North	20,000.00
140	118475	Calayugan ES	Loon North	20,000.00
141	118476	Cambaquiz ES	Loon North	20,000.00
142	118478	Canigaan-Ubojan ES	Loon North	20,000.00
143	118479	Canmaag PS	Loon North	20,000.00
144	118481	Cantaongon ES	Loon North	20,000.00
145	118482	Cantomucad ES	Loon North	20,000.00
146	302853	Gov. Jacinto Borja National High School	Loon North	20,000.00
147	118485	Loon North Central ES	Loon North	20,000.00
148	118488	Pondol ES	Loon North	20,000.00
149	302902	Sandingan National High School	Loon North	20,000.00
150	118489	Sondol PS	Loon North	20,000.00
151	118491	Badbad ES	Loon South	20,000.00
152	118496	Campatud ES	Loon South	20,000.00
153	118505	Tangnan Primary School	Loon South	20,000.00
154	500483	Tangkigan ES	Mabini	20,000.00
155	118534	Bayacabac ES	Maribojoc	20,000.00
156	118536	Busao ES	Maribojoc	20,000.00
157	302819	Busao National High School	Maribojoc	20,000.00
158	118544	Maribojoc Central Elementary School	Maribojoc	20,000.00
159	118550	Santa Cruz Elementary School	Maribojoc	20,000.00
160	118554	Bil-isan ES	Panglao	20,000.00
161	118558	Libaong ES	Panglao	20,000.00
162	302884	Pilar Technical-Vocational HS	Pilar	20,000.00
163	302889	San Isidro Tech-Voc HS	Pilar	20,000.00
164	118586	Aguining ES	Pres. C. P. Garcia	20,000.00
165	312335	Basiao High School	Pres. C. P. Garcia	20,000.00
166	312324	Bonbonon High School	Pres. C. P. Garcia	20,000.00
167	118592	Butan ES	Pres. C. P. Garcia	20,000.00
168	118593	Campamanog ES	Pres. C. P. Garcia	20,000.00
169	118594	Canmangao ES	Pres. C. P. Garcia	20,000.00
170	118595	Gaus ES	Pres. C. P. Garcia	20,000.00
171	312325	Juanito-Paula Cruse High School	Pres. C. P. Garcia	20,000.00
172	118597	Lapinig ES	Pres. C. P. Garcia	20,000.00
173	312303	Mayor Inocencio B. Mendez HS	Pres. C. P. Garcia	20,000.00
174	118605	Tilmobo ES	Pres. C. P. Garcia	20,000.00
175	118606	Tugas ES	Pres. C. P. Garcia	20,000.00
176	118609	Calangahan ES	Sagbayan	20,000.00
177	118610	Canmano ES	Sagbayan	20,000.00
178	118611	Canmaya Centro ES	Sagbayan	20,000.00
179	118612	Canmaya Diot ES	Sagbayan	20,000.00



180	305721	Canmaya Diot High School	Sagbayan	20,000.00
181	302888	Eugenio V. Amores MHS	Sagbayan	20,000.00
182	312309	JAPeR Memorial High School	Sagbayan	20,000.00
183	118613	Kabasacan ES	Sagbayan	20,000.00
184	118614	Kagawasan ES	Sagbayan	20,000.00
185	118615	Katipunan ES	Sagbayan	20,000.00
186	118616	Langtad ES	Sagbayan	20,000.00
187	118617	Mantalongon ES	Sagbayan	20,000.00
188	118618	Sagbayan Central Elementary School	Sagbayan	20,000.00
189	118619	Sagbayan Sur Elementary	Sagbayan	20,000.00
190	118620	San Agustin ES	Sagbayan	20,000.00
191	302887	San Agustin NHS	Sagbayan	20,000.00
192	118621	San Antonio ES	Sagbayan	20,000.00
193	118623	San Ramon PS	Sagbayan	20,000.00
194	118624	San Roque ES	Sagbayan	20,000.00
195	118625	San Vicente Norte ES	Sagbayan	20,000.00
196	118626	San Vicente Sur ES	Sagbayan	20,000.00
197	118627	Sta. Catalina ES	Sagbayan	20,000.00
198	118628	Sta. Cruz Elementary School	Sagbayan	20,000.00
199	500961	Ubojan Integrated School	Sagbayan	20,000.00
200	118630	Abehilan ES	San Isidro	20,000.00
201	118632	Baunos Elementary School	San Isidro	20,000.00
202	500213	Cabanugan Integrated School	San Isidro	20,000.00
203	118634	Caimbang ES	San Isidro	20,000.00
204	118636	Candungao ES	San Isidro	20,000.00
205	312327	Candungao High School	San Isidro	20,000.00
206	118637	Cansague Norte PS	San Isidro	20,000.00
207	118638	Cansague Sur PS	San Isidro	20,000.00
208	118641	San Isidro Central ES	San Isidro	20,000.00
209	302897	San Miguel Technical Vocational School	San Miguel	20,000.00
210	118677	Canlangit ES	Sierra Bullones	20,000.00
211	118681	Danicop ES	Sierra Bullones	20,000.00
212	302848	Dusita High School	Sierra Bullones	20,000.00
213	312362	Nan-od High School	Sierra Bullones	20,000.00
214	118693	Sierra Bullones Central ES	Sierra Bullones	20,000.00
215	118697	Badiang ES	Sikatuna	20,000.00
216	118699	Cambuac Sur ES	Sikatuna	20,000.00
217	118700	Sikatuna Central ES	Sikatuna	20,000.00
218	302906	Sikatuna NHS	Sikatuna	20,000.00
219	118721	Magsaysay ES	Talibon I	20,000.00
220	302896	Sikatuna Nat'l Agricultural HS	Talibon I	20,000.00
221	118744	A.P. Gurra Mem. ES	Talibon II	20,000.00
222	118733	Bagacay ES	Talibon II	20,000.00
223	281502	Bansaan Elementary School	Talibon II	20,000.00
224	118734	Busalian ES	Talibon II	20,000.00
225	118735	Calituban ES	Talibon II	20,000.00
226	302894	Calituban HS	Talibon II	20,000.00



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227	500210	CATABAN INTEGRATED SCHOOL	Talibon II	20,000.00
228	186512	Domingo R. Yana E/S	Talibon II	20,000.00
229	118737	Guindacpan ES	Talibon II	20,000.00
230	118738	Jao ES	Talibon II	20,000.00
231	118739	Mahanay ES	Talibon II	20,000.00
232	300519	Mahanay High School	Talibon II	20,000.00
233	312313	Mayor Catalino Y. Casoyla MHS	Talibon II	20,000.00
234	118740	Nocnocan ES	Talibon II	20,000.00
235	118732	P/Lt. Eugenio B. Artiaga ES	Talibon II	20,000.00
236	312331	Ponciana E. Leoligao HS	Talibon II	20,000.00
237	118741	Sag ES	Talibon II	20,000.00
238	118742	San Francisco ES	Talibon II	20,000.00
239	302893	San Jose NHS	Talibon II	20,000.00
240	118743	TALIBON II CENTRAL ES	Talibon II	20,000.00
241	302814	Zosimo A. Gulle Memorial National High School	Talibon II	20,000.00
242	118747	Catoogan ES	Trinidad	20,000.00
243	118749	Guinobatan ES	Trinidad	20,000.00
244	305762	Guinobatan High School	Trinidad	20,000.00
245	302858	Hinlayagan NHS	Trinidad	20,000.00
246	118754	La Union ES	Trinidad	20,000.00
247	118755	La Victoria ES	Trinidad	20,000.00
248	118761	Panaghi-usa ES	Trinidad	20,000.00
249	118763	San Vicente Elementary School	Trinidad	20,000.00
250	500216	Soom IS	Trinidad	20,000.00
251	118766	Tagum Norte ES	Trinidad	20,000.00
252	118767	Tagum Sur ES	Trinidad	20,000.00
253	302910	Tagum Sur NHS	Trinidad	20,000.00
254	118768	Trinidad Central Elementary School	Trinidad	20,000.00
255	118770	Avelino Chagas MES	Tubigon	20,000.00
256	118779	Cahayag ES	Tubigon	20,000.00
257	302835	Cawayanan NHS	Tubigon	20,000.00
258	118784	Ilijan Sur ES	Tubigon	20,000.00
259	118785	Jose Boja ES	Tubigon	20,000.00
260	118796	Tinangnan ES	Tubigon	20,000.00
261	118797	Tubigon West Central ES	Tubigon	20,000.00
262	303130	Erico B. Aumentado High School	Ubay I (Northeast)	20,000.00
263	500214	Tapal IS	Ubay I (Northeast)	20,000.00
264	118843	Ubay Central ES	Ubay I (Northeast)	20,000.00
265	118803	Benliw ES	Ubay II (East)	20,000.00
266	302816	Biabas Trade High School	Ubay II (East)	20,000.00
267	118809	Cagting ES	Ubay II (East)	20,000.00
268	312351	Cagting High School	Ubay II (East)	20,000.00
269	118818	Guintabaoan ES	Ubay II (East)	20,000.00
270	118823	Juagdan ES	Ubay II (East)	20,000.00
271	118839	Tipolo Elementary	Ubay II (East)	20,000.00
272	118802	Bay-ang ES	Ubay III (Southwest)	20,000.00
273	118807	Buenavista ES	Ubay III (Southwest)	20,000.00



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274	118811	California ES	Ubay III (Southwest)	20,000.00
275	118825	Lomangog ES	Ubay III (Southwest)	20,000.00
276	118828	Pag-asa ES	Ubay III (Southwest)	20,000.00
277	118832	San Pascual ES	Ubay III (Southwest)	20,000.00
278	302899	San Pascual National Agr'l HS	Ubay III (Southwest)	20,000.00
279	118845	Villa Teresita ES	Ubay III (Southwest)	20,000.00
280	118852	Canduaos ES	Valencia	20,000.00
281	118861	Tausion ES	Valencia	20,000.00
282	118864	Valencia Central Elementary School	Valencia	20,000.00

5,640,000.00





Republika ng Pilipinas

Kagawaran ng Edukasyon

Tanggapan ng Pangalawang Kalihim



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OUA MEMO 00-0222-0056

MEMORANDUM

11 February 2022

For: Regional Directors
(Region VI, Region VII, Region VIII and CARAGA)

Subject: GUIDELINES ON THE UTILIZATION, DOCUMENTATION, AND REPORTING OF FUNDS DOWNLOADED FOR CLEAN-UP AND MINOR REPAIR OF SCHOOLS AFFECTED BY TYPHOON "ODETTE" (BATCH 7)

Typhoon (TY) Odette has brought massive destruction in many parts of Visayas and Mindanao, and the education sector is not excluded. To support the response operations and immediate learning continuity of the affected regions and divisions, P19.74 million from the Disaster Preparedness and Response Program (DPRP) of the Disaster Risk Reduction and Management Service (DRRMS) shall be downloaded for clean-up and minor repair of the affected schools.

Kindly refer to the attached document titled *Implementing Guidelines on the Utilization, Documentation, and Reporting of Funds Downloaded for the Clean-Up and Minor Repair of Schools Affected by Typhoon "Odette" (Batch 7)* in **Annex A**

For future correspondence on the above mentioned subject, please contact Ms. Monalyn Bermijiso of DRRMS via email drmmo@deped.gov.ph.

For immediate and appropriate action.

ALAIN DEL B. PASCUA
Undersecretary



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[Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (DRRMS), Bureau of Learner Support Services (BLSS), Baguio Teachers Camp (BTC), Central Security & Safety Office (CSSO)]

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Annex A

Implementing Guidelines on the Utilization, Documentation, and Reporting of Funds Downloaded for the Clean-Up and Minor Repair of Schools Affected by Typhoon "Odette" (Batch 7)

1. The fund support for clean-up and minor repair shall be allocated to affected regions as follows:

No.	Regions	Amount (PHP)
1	CARAGA	980,000.00
2	Region VI	440,000.00
3	Region VII	16,880,000.00
4	Region VIII	1,440,000.00
TOTAL		19,740,000.00

2. The funds may be used for the following:
 - Minor repair to damaged classroom/s (e.g. replacement of roofing, repair or replacement of damaged window/ door)
 - Purchase for the replacement of damaged equipment or furniture (e.g. printer, copier, chairs, tables)
 - Purchase of equipment to be used in cleaning the school ground (e.g. power sprayer, chainsaw, power tools)
 - Repair of the drainage system or water system or electrical wiring;
 - Salary/ies for manpower
 - Other expenses related to clean-up and minor repair of the school
3. For documentation and monitoring, the affected regions and divisions are required to do the following:
 - Consolidate completion reports and photo documentation
 - Consolidate and archive certification of submitted liquidation reports;
 - Coordinate with the Division Finance office for other needed liquidation requirements
 - Accomplish the Fund Support for Clean-Up and Minor Repair Monitoring Template attached in this memorandum
 - Submit photos, completion reports and accomplished monitoring template to DRRMS
4. The Regional and Division Budget Officers, in coordination with the Regional and Division DRRM Coordinators, shall submit the status of fund utilization using the attached template to DRRMS at drmo@deped.gov.ph. Please see Annex A.
5. All expenses shall be subject to the usual budgeting, accounting, auditing and procurement rules and regulations. Misuse and/or mismanagement of these funds for the purpose other than those authorized in this guideline is strictly prohibited. Any violation committed by any individual or group will be dealt with in accordance with existing government accounting and auditing rules and regulations.



6. The judicious utilization of the fund is expected. Obligation, implementation and payment shall be compliant to the Executive Order (EO) No. 91, entitled Adopting the Cash Budgeting System Beginning Fiscal Year 2019, and for Other Purposes.



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