



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

**Office of the Schools Division  
Superintendent**

September 9, 2022

**MEMORANDUM**

TO: CONCERNED PUBLIC SCHOOLS DISTRICT SUPERVISORS/ OIC-PSDSs  
SAGUISE ES, PRES. C.P.G., LUZ ES, UBAY 3 SHOOOL HEADS  
CONCERNED DISTRICT AND SCHOOL DRRM COORDINATORS  
ALL OTHERS CONCERNED

**GUIDELINES ON THE UTILIZATION, DOCUMENTATION, AND REPORTING OF FUNDS  
DOWNLOADED FOR CLEAN-UP AND MINOR REPAIR OF PUBLIC SCHOOLS AFFECTED  
BY TROPICAL STORM “AGATON” (BATCH 1)**

1. Enclosed is OUA MEMO 00-0422-0138 s. 2022 entitled “**GUIDELINES ON THE UTILIZATION, DOCUMENTATION, AND REPORTING OF FUNDS DOWNLOADED FOR CLEAN-UP AND MINOR REPAIR OF PUBLIC SCHOOLS AFFECTED BY TROPICAL STORM “AGATON” (BATCH 1)**” for dissemination and appropriate action of all concerned.
2. Recipient schools on this support fund are directed to follow the Implementing Guidelines set on the attached Memorandum.

**Recipient Schools:**

#	School ID	School Name	District	Amount
1	118601	Saguise ES	Pres. C.P.G.	P20,000.00
2	118827	Luz ES	Ubay 3	P20,000.00

3. The clean-up and minor repair funds amounting to P20,000.00 per school charged to the Disaster Preparedness and Response Program (DPRP) FY 2022 Current Funds, to be downloaded to recipient schools shall be utilized for the following activities but not limited to:
  1. purchase of supplies and equipment to be used for the said purpose;
  2. payment for labor services of non-DepEd personnel; and
  3. other expenses related to clean-up and minor repair of school.



4. All recipient schools are requested to submit the Work and Financial Plan (WFP) to the District Bookkeeper on or before September 16, 2022 for checking and PSDS approval. The District Bookkeeper shall forward the electronic copy of the approved WFP to the FB messenger account of Ms. Claudine Barrios (CD 2 In-charge) on or before September 20, 2022.
5. Liquidation must be submitted immediately at least 15 days after the downloading of fund to the recipient schools. All recipient School Heads/SIC shall submit a picture before, during and after the implementation together with the liquidation report.
6. 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.
7. Immediate and wide dissemination of this Memorandum is highly directed.

*AP*  
**BIANITO A. DAGATAN EdD, CESO V**  
Schools Division Superintendent *BA*



0050 Lino Chatto Drive Barangay Cogon, Tagbilaran City, Bohol  
Tel Nos.: (038) 412-4938; (038) 411-2544 (038) 501-7550  
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**SUB-ALLOTMENT RELEASE ORDER**


<b>PROGRAM/PROJECT/ACTIVITY NO./DESCRIPTION:</b> PPA241 200000100010000 - Current Appropriations Disaster Preparedness and Response Program		<b>REFERENCE:</b> FY 2022 GAAAO dated 01/03/2022	<b>SUB-ALLOTMENT RELEASE ORDER NO.</b> OSEC-7-22-3131
<b>FUND CODE:</b> 01101101		<b>LEGAL BASIS:</b> Republic Act No. 11639 - FY 2022 GAA	<b>DATE:</b> 04-May-22
<b>ORGANIZATION CODE:</b> 070010100000			<b>FISCAL YEAR:</b> FY 2022
<b>PURPOSE:</b> Program Support Funds for the Clean-up and Minor Repair of Schools affected by Tropical Storm (TS) Agaton (Batch 1).			
<b>To:</b> The Schools Division Superintendent Schools Division of Bohol DepEd - Region VII 007010807001			<b>Region :</b> 7
<b>PARTICULARS</b>		<b>ALLOTMENT CLASS/ ACCOUNT CODE</b>	<b>AMOUNT AUTHORIZED</b>
Subsidy to Operating Units		MOOE 5021408000	40,000.00
<b>AMOUNT IN WORDS:</b> *** <i>Forty Thousand Pesos Only</i> ***			<b>Total:</b> <u>40,000.00</u>
<b>NOTE:</b> The allotment herein sub-allotted are valid for obligation until December 31, 2023.			

The above sub-allotments have been made available for expenditures of the Region/ Division/ School. It is your primary responsibility to keep expenditures within the limits of the amount sub-allotted. Pursuant to Section 41, Book VI of Executive Order No. 292, the incurrence of overdrafts is prohibited. Parties responsible for the incurrence of overdrafts shall be held personally liable therefor. It is understood that the allotments herein authorized shall be used solely for the purposes indicated and disbursements therefrom shall be made in accordance with existing budgeting, accounting and auditing rules and regulations.

**CERTIFIED CORRECT:**

  
**CHOLITA F. TIONG**  
 Chief Administrative Officer  
 Budget Division

**APPROVED:**

  
**ANNALYN M. SEVILLA**  
 Undersecretary  
 Office of the Undersecretary for Finance





Republic of the Philippines  
**Department of Education**

21 April 2022

ARI/ATC No: ATC-2022-CO-00242

FOR : **ANNALYN M. SEVILLA**  
 Undersecretary for Finance - BPM

THRU : **ALAIN DEL B. PASCUA**  
 Undersecretary for Administration

FROM : **RONILDA R. CO**  
 Director IV, DRRMS

SUBJECT : **Provision of Support Funds for the Clean-up and Minor Repair of Schools Affected by Tropical Storm (TS) Agaton (Batch 1)**

BA # 749 \$ 1,320,000 -  
 AC-22-DRRMS-DISASTA-KSL6  
 200000100010000  
**ALLOTMENT AVAILABLE**  
**CHOLITA F. TIONG**  
 Chief Administrative Officer  
 Budget Division  
 4/14

NAME OF PROGRAM(S)/PROJECT(S)	Learning Continuity and Resilience Interventions			
OUTPUT(S) TO BE PRODUCED AND ITS CODE(S)	<b>Output Code</b>	<b>Output</b>	<b>Physical Target</b>	
	OC-22-DMS-DRRMS-DPRP-025	Regions and Divisions are provided with Response intervention	1	
ACTIVITY/IES TO BE REQUESTED	<b>Activity Code</b>	<b>Name of Activity</b>		
	AC-22-DMS-DRRMS-DPRP-102	Provision of Support Funds for the Clean-up and Minor Repair of Schools Affected by Tropical Storm (TS) Agaton (Batch 1)		
ACTIVITY/IES WITH DOWNLOADING  3129 3130 3131 313 318 3134	<b>No</b>	<b>Region</b>	<b>Division</b>	<b>Total Amount (PHP)</b>
	1	VI	Capiz	1,120,000.00
	2	VI	Guimaras	20,000.00
	3	VII	Bohol	40,000.00
	4	VII	Cebu	20,000.00
	5	VII	Mandaue	80,000.00
	6	Caraga	Dinagat Islands	40,000.00
	<b>TOTAL</b>			<b>1,320,000.00</b>

*Annalyn Sevilla*  
**ANNALYN M. SEVILLA**  
 Undersecretary for Finance - BPM

	Purpose: [Downloading of Funds] Provision of Funds for clean-up and minor repair for schools affected by TS Agaton		
ACTIVITY/IES TO BE BUMPED-OFF AND ITS CODE(S)	<b>Activity Code</b>	<b>Bumped-off from activity/activities</b>	<b>Amount to be bumped-off (Php)</b>
	AC-22-DMS-DRRMS-DPRP-033	Downloading of Funds to Regions and Divisions for Clean-up & Minor Repair	1,320,000.00
	<b>Grand Total</b>		<b>Php 1,320,000.00</b>
JUSTIFICATION ( <i>for ATC only</i> )	Recipient schools are affected by TS Agaton last April 9, 2022, the fund support will be used by schools to repair the minor damages in the classrooms (ceilings, roof, walls) and paintings of the chairs affected by flood water and mud.		
FINANCIAL REQUIREMENTS	<b>Activity Code</b>	<b>Amount in WFP</b>	<b>Amount Requested</b>
	AC-22-DMS-DRRMS-DPRP-102		<b>1,320,000.00</b>
	<b>Grand Total</b>		<b>1,320,000.00</b>
SOURCE OF FUNDS	<b>DPRP FY 2022 Current Funds</b>		
ADMINISTRATIVE ARRANGEMENTS	<b>Activity Code</b>	<b>Pax</b>	<b>Inclusive Dates</b>
	N/A	N/A	
ANNEXES	<ol style="list-style-type: none"> <li>Annex 1: Summary of Regions to be Provided with Fund Support for Clean-up and Minor Repairs to Schools with Infrastructure/ Non-Infrastructure Damages due to TS Agaton (Batch 1) as of 21 April 2022;</li> <li>Annex 2: Detailed List of Schools to be Downloaded with Fund Support for Clean-Up due to TS Agaton (Batch 1) as of 21 April 2022;</li> <li>Guidelines on the Utilization, Documentation and Monitoring of Funds Downloaded for School Clean-up and Minor Repairs of Schools Affected by TS Agaton (Batch 1).</li> <li>Portion of the approved WFP where activities are stipulated.</li> </ol>		

All expenses incurred in this activity are subject to usual accounting and auditing rules and regulations.

**Annex 1: Summary of Regions to be Provided with Fund Support for Clean-up and Minor Repairs to Schools with Infrastructure/ Non-Infrastructure Damages due to TS Agaton (Batch 1)**

No.	Region	Division	Clean-up and Minor Repair	
			No. of Schools	Amount (Php)
1	VI	Capiz	56	1,120,000.00
2	VI	Guimaras	1	20,000.00
3	VII	Bohol	2	40,000.00
4	VII	Cebu	1	20,000.00
5	VII	Mandaue	4	80,000.00
6	CARAGA	Dinagat Islands	2	40,000.00
<b>TOTAL</b>			<b>66</b>	<b>1,320,000.00</b>


Note: Schools allocated with fund support for clean-up are those under any of the following criteria,

1. Schools with infrastructure damages (totally and/ or major damaged classrooms);
2. Schools with a minimum of 10 damaged units of at least one component of non-
3. Schools with less than 10 damaged units of two or more components of non-
4. Schools that did not incur any damages but required clean-up as requested by the

**Prepared by:**

  
**ALDWIN B. RIMBAO**  
 Project Development Officer II

**Approved by:**

  
**RONILDA R. CO**  
 Director IV, DRRMS



**Annex 2: Detailed List of Schools to be Downloaded with Fund Support for Clean-Up due to TS Agton (Batch 1)**

No	School ID	School Name	Region	Division	Enrollment	Totally Damaged Classrooms	Partially Damaged Classrooms (Major)	Partially Damaged Classrooms (Minor)	Temporary Learning Spaces needed	Total Classrooms used as Evacuation Center	School as EC lasted for 3 days or more (YES/NO)	Schools with Reported Non-Infra Damages	Number of damaged school furnitures	Number of damaged learning materials	Number of damaged computer equipment	Total Allocated Fund*
1	115414	Bito-on Elementary School	Region VI	Capiz	120	-	-	-	-	-	No	-	-	-	-	20,000.00
2	115415	Vicente F. Fabuna ES (Bito-on Ilaya)	Region VI	Capiz	128	-	-	5	-	-	No	1	15	1,655	8	20,000.00
3	115418	Cuartero CES	Region VI	Capiz	694	-	-	-	-	-	No	1	-	100	-	20,000.00
4	115422	Maindang Elementary School	Region VI	Capiz	282	-	-	-	-	-	No	1	50	5,000	15	20,000.00
5	115427	San Antonio ES (Cuartero)	Region VI	Capiz	265	-	-	-	-	-	No	-	-	-	-	20,000.00
6	115432	Centro Primary School	Region VI	Capiz	46	-	-	-	-	-	No	-	-	-	-	20,000.00
7	115433	Dao Central School	Region VI	Capiz	997	-	-	-	-	2	Yes	1	70	1,000	24	20,000.00
8	115440	Malonoy ES (dao)	Region VI	Capiz	214	-	-	-	-	-	No	1	82	11	2	20,000.00
9	310802	Dao National High School	Region VI	Capiz	1,716	-	-	3	-	-	No	1	14	176,795	4	20,000.00
10	115480	Cubi PS	Region VI	Capiz	40	-	-	-	-	-	No	1	15	12,873	3	20,000.00
11	115481	Dacutayon ES	Region VI	Capiz	272	-	-	2	-	9	Yes	1	-	700	-	20,000.00
12	115498	Tinaytayan ES	Region VI	Capiz	186	-	9	-	7	-	No	1	60	957	59	20,000.00
13	302417	Ramon A. Benjamin Sr. National High School	Region VI	Capiz	752	-	-	24	10	7	Yes	1	300	500,000	55	20,000.00
14	115558	Fernandez ES	Region VI	Capiz	97	-	-	-	-	2	Yes	-	-	-	-	20,000.00
15	115560	Ilawod Elementary School	Region VI	Capiz	89	-	-	-	-	-	No	1	-	578	11	20,000.00
16	115590	Ilawod ES (mambusao east)	Region VI	Capiz	315	-	-	-	-	-	No	1	-	43,000	-	20,000.00
17	115594	Pangpang Norte Elementary School	Region VI	Capiz	59	-	-	-	-	-	No	1	-	3,569	-	20,000.00
18	115596	Tugas ES	Region VI	Capiz	111	-	-	-	-	-	No	-	-	-	-	20,000.00
19	115604	Mambusao ES	Region VI	Capiz	790	-	-	10	-	-	No	1	200	5,000	20	20,000.00
20	115611	Agbalo ES	Region VI	Capiz	366	-	-	-	-	-	No	-	-	-	-	20,000.00
21	115612	Agbanban Elementary School	Region VI	Capiz	92	-	-	-	-	-	No	1	30	2,544	7	20,000.00
22	115614	Anhawon ES	Region VI	Capiz	77	-	-	-	5	-	No	1	95	12,000	5	20,000.00
23	115615	Bagacay ES	Region VI	Capiz	140	-	4	3	1	1	Yes	1	75	150	12	20,000.00
24	115619	Binantuan PS	Region VI	Capiz	78	-	-	-	-	2	Yes	-	-	-	-	20,000.00
25	115620	Bonga ES	Region VI	Capiz	249	-	-	-	-	3	Yes	1	-	60,260	-	20,000.00
26	115623	Calapawan ES (Panay)	Region VI	Capiz	221	-	-	-	-	-	No	1	-	650	7	20,000.00
27	115624	Ricardo Bernas ES (calitan)	Region VI	Capiz	185	-	-	8	-	-	No	1	20	100	2	20,000.00
28	115625	Daga ES	Region VI	Capiz	149	-	-	-	-	3	Yes	1	-	250	-	20,000.00
29	115628	Justice Jose Hontiveros MS	Region VI	Capiz	142	-	-	3	-	-	No	1	4	300	-	20,000.00
30	115629	Lanigpa PS	Region VI	Capiz	62	-	-	-	-	-	No	1	-	68	8	20,000.00
31	115631	Libon ES	Region VI	Capiz	128	-	-	-	-	2	Yes	1	-	128	-	20,000.00
32	115632	Linao Elementary School	Region VI	Capiz	97	-	-	-	1	-	No	-	-	-	-	20,000.00
33	115633	Lus-onan ES	Region VI	Capiz	141	-	-	-	-	6	Yes	1	70	12,144	-	20,000.00
34	115634	Magubilan ES	Region VI	Capiz	88	-	-	-	-	1	Yes	1	-	8,682	-	20,000.00
35	115636	Panay CS	Region VI	Capiz	1,247	-	-	-	10	10	Yes	-	-	-	-	20,000.00
36	115639	Tanza Sur ES	Region VI	Capiz	142	-	-	6	-	-	No	1	-	21,465	3	20,000.00
37	302395	Comsr. Luis R. Asis NHS	Region VI	Capiz	2,109	-	-	17	-	30	Yes	-	-	-	-	20,000.00
38	302398	Felix Balgos NHS	Region VI	Capiz	535	-	-	22	-	6	Yes	1	67	6,200	40	20,000.00
39	501089	Bago Chiquito Integrated School	Region VI	Capiz	254	-	-	-	-	13	Yes	-	-	-	-	20,000.00
40	115653	Conciencia Elementary School	Region VI	Capiz	215	-	-	-	-	5	Yes	1	-	2,000	-	20,000.00
41	115654	Dr. Salvador Dellota ES	Region VI	Capiz	141	-	-	-	-	1	Yes	1	-	200	-	20,000.00
42	115657	Maluboglubog ES	Region VI	Capiz	514	-	-	-	-	7	Yes	1	120	57,693	8	20,000.00
43	115660	Quios PS	Region VI	Capiz	81	4	4	-	-	-	No	1	16	4,500	12	20,000.00
44	115661	Salocon ES	Region VI	Capiz	104	-	-	12	-	-	No	1	150	30,271	-	20,000.00
45	115662	Tabuc Norte Elementary School	Region VI	Capiz	130	-	-	4	1	1	Yes	1	160	20,000	8	20,000.00
46	302418	Panitan National High School	Region VI	Capiz	2,973	-	-	5	1	6	Yes	1	315	48,080	10	20,000.00
47	501093	Celestino D. Diaz Integrated School	Region VI	Capiz	226	-	-	-	-	-	No	1	20	101,168	13	20,000.00
48	302419	Marciano M. Patricio (Pilar)	Region VI	Capiz	1,773	-	-	-	-	-	No	1	-	250	-	20,000.00
49	115707	Aranguel ES	Region VI	Capiz	171	-	-	-	-	-	No	1	-	943	-	20,000.00
50	115711	DOMINGO M. LOCSIN ES (CABUGCABUG)	Region VI	Capiz	808	-	-	1	-	-	No	1	140	3,733	4	20,000.00

51	115719	Pondol ES	Region VI	Capiz	115	-	-	-	-	-	No	1	25	2,000	10	20,000.00
52	115720	Pres. Roxas East ES	Region VI	Capiz	722	-	-	-	-	7	Yes	1	-	1,380	-	20,000.00
53	115721	Pres. Roxas West Elementary School	Region VI	Capiz	184	-	-	-	-	8	Yes	-	-	-	-	20,000.00
54	115753	DAYHAGON ELEMENTARY SCHOOL	Region VI	Capiz	115	-	-	-	-	-	No	1	-	528	-	20,000.00
55	115766	Sigma CES	Region VI	Capiz	723	-	-	30	-	-	No	1	60	-	14	20,000.00
56	302399	Vicente Andaya Sr. NHS	Region VI	Capiz	2,457	-	-	-	-	20	Yes	1	-	5,000	2	20,000.00
57	115864	Jordan Central School	Region VI	Guimaras	562	-	-	-	-	-	No	-	-	-	-	20,000.00
58	118601	Saguise elementary school	Region VII	Bohol	144	-	-	-	-	-	No	-	-	-	-	20,000.00
59	118827	Luz ES	Region VII	Bohol	149	-	-	-	-	-	No	-	-	-	-	20,000.00
60	119376	Colcoton ES	Region VII	Cebu	168	-	-	-	-	-	No	-	-	-	-	20,000.00
61	119996	Ibabao-Estancia ES	Region VII	Mandaue City	1,063	-	4	-	-	8	Yes	1	-	100	-	20,000.00
62	189001	Mandaue City CS SPED Center	Region VII	Mandaue City	296	1	1	1	2	-	No	-	-	-	-	20,000.00
63	303201	Mandaue City CNHS - Mandaue City Science HS Ext.	Region VII	Mandaue City	467	5	5	-	-	-	No	-	-	-	-	20,000.00
64	303196	Pagsabungan NHS	Region VII	Mandaue City	1,085	5	5	5	5	-	No	1	50	500	-	20,000.00
65	132396	Dinagat Central Elementary School	CARAGA	Dinagat Island	331	-	-	-	-	3	Yes	1	150	25	-	20,000.00
66	132419	Cambinliw Elementary School	CARAGA	Dinagat Island	180	-	-	-	-	5	Yes	1	-	15	-	20,000.00
<b>TOTAL</b>					<b>29,572</b>	<b>15</b>	<b>32</b>	<b>161</b>	<b>43</b>	<b>168</b>	<b>-</b>	<b>48</b>	<b>2,373</b>	<b>1,154,565</b>	<b>366</b>	<b>1,320,000.00</b>

Schools allocated with fund support for clean-up are those under any of the following criteria, based on their Rapid Assessment of Damages Report, vetted by the Schools Division Superintendent

1. Schools with infrastructure damages (totally and/ or major damaged classrooms);
2. Schools with a minimum of 10 damaged units of at least one component of non-infrastructure items (furniture, learning resources, and/ or computer sets);
3. Schools with less than 10 damaged units of two or more components of non-infrastructure items
4. Schools that did not incur any damages but required clean-up as requested by the SDS



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ATC-2022-CO-00242  
 Status: FOR PD VERIFICATION  
 Last action was 1 hour ago

Request Type:

Activity Request Date: 2022-04-21 00:00:00

FOR: ANNALYN M. SEVILLA, Undersecretary for Finance

THRU: ALAIN DEL B. PASCUA, Undersecretary for Administration  
 Officer-in-Charge, Designation and Office

FROM: RONILDA R. CO, Director IV, DRRMS

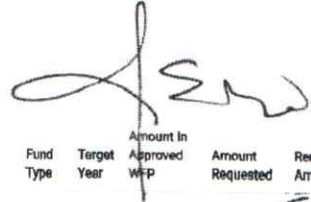
Subject: Provision of Support Funds for the Clean-up and Minor Repair of Schools Affected by Tropical Storm (TS) Agaton (Batch 1)

Annexes:
 

- Annex 1: Summary of Regions to be Provided with Fund Support for Clean-up and Minor Repairs to Schools with Infrastructure/ Non-Infrastructure Damages due to TS Agaton (Batch 1) as of 21 April 2022;
- Annex 2: Detailed List of Schools to be Downloaded with Fund Support for Clean-Up due to TS Agaton (Batch 1) as of 21 April 2022;
- Guidelines on the Utilization, Documentation and Monitoring of Funds Downloaded for School Clean-up and Minor Repairs of Schools Affected by TS Agaton (Batch 1).
- Portion of the approved WFP where activities are stipulated.

Justification: Recipient schools are affected by TS Agaton last April 9, 2022, the fund support will be used by schools to repair the minor damages in the classrooms (ceilings, roof, walls) and paintings of the chairs affected by flood water and mud.

Total Amount: 1,320,000.00



Program/Projects	Output	Description	Indicator	Fund Type	Target Year	Amount In Approved WFP	Amount Requested	Remaining Amount	Allotment Available
Learning Continuity and Resilience Interventions	Regions and Divisions are provided with Response Interventions	Provision of Support Funds for the Clean-up and Minor Repair of Schools Affected by Tropical Storm (TS) Agaton (Batch 1)	No. of Regions and Divisions are provided with Response Intervention	Current Fund	2022	1,320,000.00	1,320,000.00	0.00	0.00
<b>Bumped-Off Activities</b>									
Activity Code: AC-22-DMS-DRRMS-DPRP-033				Activity Name: Downloading of Funds to Regions and Divisions for Clean-up & Minor Repair		Amount to be bumped-off: 1320000.00			

**ACTIVITY/ES WITH DOWNLOADING:**

Downloading Remarks: For downloading to the following Regions and Divisions:  
 VI Capiz 1,120,000.00  
 VI Gulmaras 20,000.00

Authorized Signatory: Authorized Signatory, Designation and Office

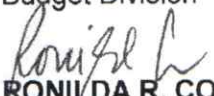
**ADMINISTRATIVE ARRANGEMENT:**

[Back \(/activityrequest/view\)](#)



**MEMORANDUM**  
**No: DRRMS-04-21-2022-0002**

**FOR :** **CHOLITA F. TIONG**  
Chief Administrative Officer  
Budget Division

**FROM :**   
**RONILDA R. CO,**  
Director IV  
Disaster Risk Reduction & Management Service

**SUBJECT :** **ENDORSEMENT OF THE APPROVED AUTHORITY TO CONDUCT (ATC) FOR THE PROVISION OF SUPPORT FUNDS FOR THE CLEAN-UP AND MINOR REPAIR OF SCHOOLS AFFECTED BY TROPICAL STORM "AGATON" (BATCH 1)**

**DATE :** 21 April 2022

This office endorses the approved Authority to Conduct (ATC) **ATC-2022-CO-00242** to download support funds for the **clean-up and minor repair of schools affected by Tropical Storm "Agaton"**.

In view of the said approval, may we request to process the Sub-Allotment Release Orders (Sub-AROs) to the following Regions and Divisions:

No.	Region	Division	Amount (Php)
1	VI	Capiz	1,120,000.00
2	VI	Guimaras	20,000.00
3	VII	Bohol	40,000.00
4	VII	Cebu	20,000.00
5	VII	Mandaue	80,000.00
6	Caraga	Dinagat Islands	40,000.00
<b>TOTAL</b>			<b>1,320,000.00</b>

The funds shall be charged to **DRRP FY 2022 Current Funds** subject to usual accounting and auditing rules and regulations.

Thank you.



OJAD00-0422-0138  
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Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
Tanggapan ng Pangalawang Kalihim

**OJA MEMO 00-0422-0138**  
**MEMORANDUM**  
21 April 2022

For: **Ma. Gemma M. Ledesma**  
Regional Director  
Caraga

**Ramir B. Uytico**  
Regional Director  
Region VI

**Dr. Salustiano T. Jimenez**  
Regional Director  
Region VII

Subject: **GUIDELINES ON THE UTILIZATION, DOCUMENTATION,  
AND REPORTING OF FUNDS DOWNLOADED FOR CLEAN-UP  
AND MINOR REPAIR OF PUBLIC SCHOOLS AFFECTED BY  
TROPICAL STORM "AGATON" (BATCH 1)**

The Office of the Undersecretary of Administration (OJA) issued the following guidelines on the utilization, documentation, and monitoring of the fund support for **clean-up and minor repair of schools affected by Tropical Storm "Agaton" on April 9-10, 2022.**

The clean-up and minor repair funds amounting to P20,000.00 per school charged to the **Disaster Preparedness and Response Program (DPRP) FY 2022 Current Funds**, to be downloaded to the divisions concerned shall be utilized for the following activities but not limited to:

1. purchase of supplies and equipment to be used for the said purpose;
2. payment for labor services of non-DepEd personnel; and
3. other expenses related to clean-up and minor repair of school.

For documentation and monitoring, the Divisions are required to do the following:

1. take photos of school before and after the clean-up and minor repair



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of Major Programs



**Office of the Undersecretary for Administration (OJA)**

*[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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2. consolidate and archive photos, completion reports, and certification of submitted liquidation reports;
3. coordinate with the Division Finance Office for other liquidation requirements;
4. accomplish the Monitoring Template for Downloaded Fund Support for Clean-Up and Minor Repair attached to this Memorandum;
5. ensure the submission of accomplished monitoring template two (2) weeks after receipt of the sub-ARO; and
6. submit an accomplished monitoring template to the Disaster Risk Reduction and Management Service (DRRMS) at [drrmo@deped.gov.ph](mailto:drrmo@deped.gov.ph).

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 set of guidelines 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.

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

Any issues and concerns regarding fund support for school clean-up and minor repairs should be reported to DepEd DRRMS immediately. The offices concerned may contact the assigned DRRMS staff in their Area of Responsibility (AoR) through any available online or mobile platform.

For information and compliance.

  
  
**ALAIN DEL B. PASCUA**  
Undersecretary  
  
  
DUAD00-0422-0138  
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Department of Education

Office Code: 6-06-0039  
 Office Name: Disaster Risk Reduction and Management Service  
 Fiscal Year: 2022

FY 2022 PHYSICAL PLAN / FINANCIAL OBLIGATION / MONTHLY DISBURSEMENT PROGRAM

Output Code (OC)	Program / Project	Output	Activity Code (AC) Milestones	Activities	For Downloading (Y/N)	Total Disbursement	Q1				Q2				Q3				Q4				REMARKS
							Jan.	Feb.	Mar.	Total	Apr.	May	June	Total	July	Aug.	Sept.	Total	Oct.	Nov.	Dec.	Total	
Learning Continuity and Resilience Interventions																							
OC-21-DMS-DRRMS-DPRP-Regions and Divisions are provided with Response Interventions:																							
			AC-21-DMS-DRRMS-DPRP-038	Downloaded of Funds to Regions and Divisions for Classroom & Shelter	Y	2,783,375.00	2,783,375.00	2,783,375.00	2,783,375.00	2,783,375.00	2,783,375.00	2,783,375.00	2,783,375.00	2,783,375.00	2,783,375.00	2,783,375.00	2,783,375.00	2,783,375.00	2,783,375.00	2,783,375.00	2,783,375.00		
			AC-21-DMS-DRRMS-DPRP-034	Downloaded of Funds for the Provision of Teachers' Kits	Y	4,900,000.00	4,900,000.00	4,900,000.00	4,900,000.00	4,900,000.00	4,900,000.00	4,900,000.00	4,900,000.00	4,900,000.00	4,900,000.00	4,900,000.00	4,900,000.00	4,900,000.00	4,900,000.00	4,900,000.00	4,900,000.00		
			AC-21-DMS-DRRMS-DPRP-036	Downloaded of Funds for the Provision of Learning Kits	Y	4,100,000.00	4,100,000.00	4,100,000.00	4,100,000.00	4,100,000.00	4,100,000.00	4,100,000.00	4,100,000.00	4,100,000.00	4,100,000.00	4,100,000.00	4,100,000.00	4,100,000.00	4,100,000.00	4,100,000.00	4,100,000.00		
			AC-21-DMS-DRRMS-DPRP-037	Downloaded of Funds for the Provision of Temporary Learning Spaces	Y	2,500,000.00	2,500,000.00	2,500,000.00	2,500,000.00	2,500,000.00	2,500,000.00	2,500,000.00	2,500,000.00	2,500,000.00	2,500,000.00	2,500,000.00	2,500,000.00	2,500,000.00	2,500,000.00	2,500,000.00	2,500,000.00		
			AC-21-DMS-DRRMS-DPRP-037	Downloaded of Funds for the Provision of Emergency School Feeding	Y	1,000,000.00	83,333.00	83,333.00	249,999.00	83,333.00	83,333.00	83,333.00	249,999.00	83,333.00	83,333.00	83,333.00	250,000.00	83,333.00	83,333.00	83,333.00	250,000.00	83,333.00	
OC-22-DMS-DRRMS-DPRP-Documentation Manual Stage Preparation and Recovery Milestones Book																							
			AC-22-DMS-DRRMS-DPRP-038	Procurement of Highly Technical Consultant for the Development of Manual Rehabilitation and Recovery Milestones Book (Disaster-Resilient)	N	200,000.00	0.00	0.00	0.00	100,000.00	100,000.00	0.00	200,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
			AC-22-DMS-DRRMS-DPRP-039	Procurement of Highly Technical Consultant for the Development of STY Yolanda Rehabilitation and Recovery Book	N	200,000.00	0.00	0.00	0.00	100,000.00	100,000.00	0.00	200,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
MHPSS/PFA																							
OC-23-DMS-DRRMS-DPRP-Provided Regions and Divisions with MHPSS interventions																							
			AC-23-DMS-DRRMS-DPRP-040	Revision of Funds for the Conduct of MHPSS Intervention in Regions and Divisions (FOR COMPROB AND VE RELEASE)	Y	1,510,000.00	0.00	0.00	0.00	810,000.00	0.00	0.00	810,000.00	480,000.00	0.00	0.00	450,000.00	450,000.00	0.00	0.00	450,000.00		
			AC-23-DMS-DRRMS-DPRP-041	Procurement of consulting services for the development of PFA Manual for Learners with Disabilities	N	300,000.00	0.00	75,000.00	75,000.00	0.00	0.00	75,000.00	75,000.00	0.00	0.00	75,000.00	75,000.00	0.00	75,000.00	75,000.00	0.00	75,000.00	
			AC-23-DMS-DRRMS-DPRP-042	Procurement of consulting services for the development of PFA Manual for Personnel	N	300,000.00	0.00	97,500.00	97,500.00	0.00	0.00	97,500.00	97,500.00	0.00	0.00	97,500.00	97,500.00	0.00	97,500.00	97,500.00	0.00	97,500.00	
OC-24-DMS-DRRMS-DPRP-Capacitated personnel on MHPSS																							
			AC-24-DMS-DRRMS-DPRP-043	Trained Personnel on MHPSS	N	80,000.00	0.00	80,000.00	80,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
			AC-24-DMS-DRRMS-DPRP-044	Trained DepEd Personnel on Specialized MHPSS	N	240,000.00	0.00	80,000.00	80,000.00	0.00	80,000.00	0.00	80,000.00	80,000.00	0.00	80,000.00	120,000.00	0.00	80,000.00	0.00	0.00	0.00	
OC-25-DMS-DRRMS-DPRP-Conducted MHPSS for Resilient in Face-to-Face Classes																							
			AC-25-DMS-DRRMS-DPRP-045	Conduct of MHPSS training on the Implementation of face-to-face	N	90,000.00	0.00	0.00	0.00	90,000.00	0.00	0.00	90,000.00	0.00	0.00	90,000.00	90,000.00	0.00	0.00	0.00	0.00		
OC-26-DMS-DRRMS-DPRP-Developed Materials for Psychosocial Support																							
			AC-26-DMS-DRRMS-DPRP-046	Procurement of consulting services for the development of materials for Psychosocial Support	N	360,000.00	0.00	0.00	0.00	0.00	360,000.00	0.00	360,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
OC-27-DMS-DRRMS-DPRP-Sensitized awareness and prevention on depression and other mental health																							
			AC-27-DMS-DRRMS-DPRP-047	Conducted learning session on awareness and prevention of depression and other mental health	N	300,000.00	0.00	300,000.00	300,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
OC-28-DMS-DRRMS-DPRP-Conducted Mental Health Week																							
			AC-28-DMS-DRRMS-DPRP-048	DRRMS-led Activities in Celebration of Mental Health Week	N	200,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200,000.00	200,000.00	0.00	0.00	0.00	0.00		
OC-29-DMS-DRRMS-DPRP-Conducted activities for inclusive MHPSS																							
			AC-29-DMS-DRRMS-DPRP-049	Online activities for Inclusive MHPSS (urban poor, IP's, NE/SLMs)	N	300,000.00	0.00	0.00	300,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Overall																							
			AC-29-DMS-DRRMS-DPRP-050	Procurement of Supplies of Contract of Services (COS)	N	15,858,100.00	1,304,675.00	1,304,675.00	1,304,675.00	3,914,025.00	1,304,675.00	1,304,675.00	1,304,675.00	3,914,025.00	1,304,675.00	1,304,675.00	1,304,675.00	3,914,025.00	1,304,675.00	1,304,675.00	1,304,675.00		
			AC-29-DMS-DRRMS-DPRP-051	Operational Expenses	N	682,000.00	2,500.00	5,500.00	144,500.00	163,500.00	6,500.00	9,500.00	144,500.00	163,500.00	6,500.00	9,500.00	142,500.00	161,500.00	11,500.00	8,600.00	142,400.00	163,500.00	
			AC-29-DMS-DRRMS-DPRP-052	Travel/Other Supplies Expenses	N	446,800.00	0.00	0.00	132,200.00	132,200.00	0.00	0.00	132,200.00	132,200.00	0.00	0.00	132,200.00	132,200.00	0.00	0.00	132,000.00	132,200.00	
			AC-29-DMS-DRRMS-DPRP-053	Common use supplies for Office	N	38,000.00	0.00	0.00	8,750.00	8,750.00	0.00	0.00	8,750.00	8,750.00	0.00	0.00	8,750.00	8,750.00	0.00	0.00	8,750.00	8,750.00	
			AC-29-DMS-DRRMS-DPRP-054	Contingency Expenses (Executive Director)	N	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL																							
						124,844,400.00	30,618,852.00	4,468,892.00	6,214,922.00	44,714,046.00	7,647,382.00	8,151,716.00	17,882,583.00	33,744,881.00	7,976,716.00	8,290,048.00	8,382,889.00	24,839,414.00	8,561,822.00	7,334,219.00	5,142,835.00	22,049,239.00	

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