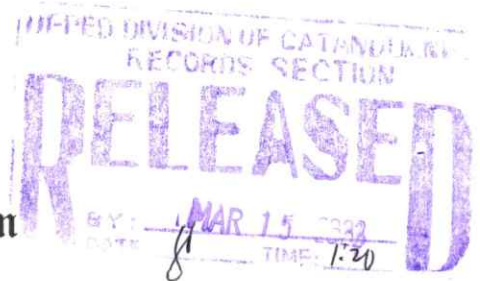




Republic of the Philippines  
Department of Education  
REGION V – BICOL

SCHOOLS DIVISION OFFICE OF CATANDUANES



March 14, 2022

MEMORANDUM

OSDS-SGOD-DM-172 s. 2022

**GUIDELINES ON THE MONITORING AND REPORTING OF IN-KIND AND CASH DONATIONS FROM EXTERNAL PARTNERS AND/OR ORGANIZATIONS/OFFICES OUTSIDE DEPED (WHETHER PUBLIC OR PRIVATE)**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors (CID & SGOD)  
Public Schools District Supervisors/In-charge of the Districts  
Elementary and Secondary School Heads  
All Others Concerned

1. Attached is DepEd OUA Memorandum 00-0122-0027 from the Office of the Secretary for Legislative Affairs, External Partnerships and Project Management Service, re: Guidelines on the Monitoring and Reporting of In-kind and Cash Donations from External Partners and/or Organizations/Offices Outside DepEd (Whether Public or Private), content of which is self-explanatory, for information.
3. The School Adopt-A-School Program Coordinators and DRRM Coordinators shall work together and do the proper monitoring and reporting of all donations, **not only for the Typhoon Odette but also for all the donation drives related to disasters that have been conducted in the respective schools.**
4. The School Adopt-A-School Program Coordinator shall submit the monitoring report using the attached template and submit the same to this Office through the SGOD-Social Mobilization and Networking Unit.
5. For more information, queries, and all concerns, please contact the following:
  - **Marife B. Brequillo**, SEPS-SocMobNet  
0995-8438071 / [marife.brequillo@deped.gov.ph](mailto:marife.brequillo@deped.gov.ph)
  - **Maria Audrea L. Vivo**, PDO II  
0927-7682358 / [mariaaudrea.vivo@deped.gov.ph](mailto:mariaaudrea.vivo@deped.gov.ph)
6. For information, immediate dissemination, and compliance.

**SUSAN S. COLLANO**  
Schools Division Superintendent

OSDS-SGOD-DM/mbb/03142022



San Roque, Virac, Catanduanes  
052 – 8114063  
[catanduanes@deped.gov.ph](mailto:catanduanes@deped.gov.ph)  
[www.depedrovcatanduanes.com](http://www.depedrovcatanduanes.com)  
DepEd Tayo – Region V - Catanduanes



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Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
Tanggapan ng Pangalawang Kalihim

**OUA MEMO 00-0122-0027**

**MEMORANDUM**

06 January 2022

For: **Undersecretaries and Assistant Secretaries  
Bureau and Service Directors, Chief and Head of Offices  
Regional Directors  
BARM Minister of Basic, Higher & Technical Education  
Schools Division Superintendents  
School Heads and Principals  
All others concerned**

Subject: **GUIDELINES ON MONITORING AND REPORTING OF IN-KIND AND  
CASH DONATIONS FROM EXTERNAL PARTNERS AND/OR  
ORGANIZATIONS/OFFICES OUTSIDE DEPED (WHETHER PUBLIC OR  
PRIVATE)**

With Typhoon Odette's impact on the basic education sector, the Department of Education (DepEd) is requesting assistance from all education partners to address the immediate needs of affected learners and DepEd personnel in hard-hit areas.

The Office of the Undersecretary for Legislative Affairs, External Partnerships and Project Management Service (OULAPP) and the Office of the Undersecretary for Administration (OUA) issue the enclosed guidelines to ensure proper accounting and documentation of all cash and in-kind donations consistent with DepEd Order No. 044, s. 2018 titled "*Formation of the Department of Education Disaster Risk Reduction and Management Team in the Central Office,*" for guidance of all concerned.

If you have any question or you need clarification on the aforementioned subject, please contact the OULAPP and OUA personnel listed below:

- **Mr. Rolly V. Soriano** and **Ms. Caroline A. Labrague** of the External Partnerships Service (EPS) through [rolly.soriano@deped.gov.ph](mailto:rolly.soriano@deped.gov.ph) and [caroline.labrague@deped.gov.ph](mailto:caroline.labrague@deped.gov.ph) and [externalpartnerships@deped.gov.ph](mailto:externalpartnerships@deped.gov.ph) or through mobile number 0927-885-0509 and 0915-390-1380 (Viber) respectively; and **Ms. Macz Rimpos** through [maria.rimpos@deped.gov.ph](mailto:maria.rimpos@deped.gov.ph) and through mobile number 0908-985-5481



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

[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)]

Department of Education, Central Office, Meralco Avenue, Pasig City  
Rm 519, Mabini Bldg; Mobile: +639260320762; Tel: (+632) 86337203, (+632) 86376207  
Email: [usec.admin@deped.gov.ph](mailto:usec.admin@deped.gov.ph); Facebook/Twitter @depedtayo

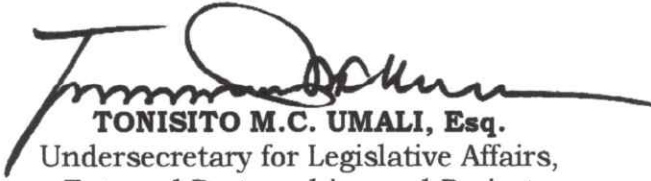


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of Major Programs



- **Ms. Alessa Estorninos** of Disaster Risk Reduction and Management Service (DRRMS) through [alessa.estorninos@depcd.gov.ph](mailto:alessa.estorninos@depcd.gov.ph) and [drmo@depcd.gov.ph](mailto:drmo@depcd.gov.ph) or through mobile number 0905-767-8363 (Viber)

For immediate and appropriate action.

  
**TONISITO M.C. UMALI, Esq.**  
Undersecretary for Legislative Affairs,  
External Partnerships and Project  
Management Service

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



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**GUIDELINES ON MONITORING AND REPORTING OF IN-KIND AND CASH  
DONATIONS FROM EXTERNAL PARTNERS AND ORGANIZATIONS/OFFICES  
OUTSIDE DEPED (WHETHER PUBLIC OR PRIVATE)**

**A. In-kind Donations Coursed Through/Received by DepEd Central Office**

1. All in-kind donations from external partners and organizations/offices outside DepEd (whether public or private) solicited by DepEd Central Office (CO) and by the unaffected DepEd Regional Offices (ROs) and Schools Division Offices (SDOs) which intend to course such solicited in-kind donations through CO shall be registered and received by the **External Partnerships Service (EPS)**.
2. The EPS shall spearhead and facilitate the registration of donations in the online monitoring sheet deployed in coordination with the **Disaster Risk Reduction & Management Service (DRRMS)**.
3. The Administrative Service-General Services Division (AS-GSD) shall secure the donations received by the EPS by designating the proper DepEd CO storage rooms/areas where such donations shall be stored/kept. The AS-GSD shall ensure the safety and prevent pilferage of such donations.
4. The EPS shall mobilize trucks through partners to haul in-kind donations lodged in DepEd CO to a port, airport or other destinations as directed by the DRRMS.
5. Together with the EPS and DRRMS, the AS-GSD must support the donation delivery by providing human resources to haul/deliver donations to ports, airports, and other destinations.
6. The EPS and DRRMS shall coordinate the delivery of donations to the identified regions and divisions with the concerned Partnership Focal Persons (PFPs) and DRRM Coordinators.
7. The PFPs of affected regions and divisions, in coordination with the DRRM Coordinators, shall lead the distribution of donations to learners and personnel coursed through/received by DepEd CO.
8. EPS shall coordinate with the Department of Social Welfare and Development (DSWD) to ensure that DepEd complies with all relevant provisions of DSWD Memorandum Circular No. 5, series of 2021 titled "*Guidelines on the Processing of Regional and National Public Solicitation Permits*", as well as all other applicable laws, rules, and regulations.
9. The PFPs shall accomplish the reporting template for in-kind donations coursed through/received by DepEd CO using the template attached as **Annex A**. The accomplished Annex A shall be submitted for review and approval to the Regional Director (RD) and ESSD Chief or Schools Division Superintendent (SDS) and SGOD Chief.
10. Accomplished and approved Annex A shall be submitted by the PFPs of affected regions and divisions to EPS at [externalpartnerships@deped.gov.ph](mailto:externalpartnerships@deped.gov.ph), copy furnish their respective RD, SDS, ESSD and SGOD Chiefs, and DRRM Coordinators.
11. The EPS shall consolidate all submissions from affected regions and divisions and transmit the same to the DRRMS, every 1:00 p.m. daily, for



inclusion in the DepEd Situation Reports and Education Cluster Updates.

## **B. Donations Provided Directly to the Affected Regions and Divisions**

1. All donations provided by partners directly to the affected regions, divisions, and schools shall be accounted for and monitored by the PFPs, in coordination with the DRRM Coordinators.
2. The PFPs, in coordination with the DRRM Coordinators shall lead the distribution of donations to learners and personnel that are directly provided to the affected regions and divisions.
3. The PFPs shall accomplish the reporting template for in-kind donations directly provided by partners to their office using the template attached as **Annex B**. Accomplished Annex B shall be submitted to the RD and ESSD Chief or SDS and SGOD Chief for review and approval.
4. Accomplished and approved Annex B shall be submitted by the PFPs of affected regions and divisions to the EPS at [externalpartnerships@deped.gov.ph](mailto:externalpartnerships@deped.gov.ph), copy furnish [drmo@deped.gov.ph](mailto:drmo@deped.gov.ph), their respective RD, SDS, ESSD and SGOD Chiefs, and DRRM Coordinators.
5. Every 1:00 p.m. of each day, the EPS shall consolidate all submissions from affected regions and divisions and transmit them to the DRRMS daily, to be included in the DepEd Situation Reports and Education Cluster Updates.

## **C. Cash Donations for Affected Regions and Divisions**

### **C.1 Cash Donations Generated by Non-affected Regions and Divisions**

1. All cash donations generated by the non-affected ROs and SDOs and deposited to affected regions and/or divisions shall be tracked and monitored using the attached template as **Annex C** for ROs and **Annex D** for SDOs.
2. The Accounting Officer, in coordination with the PFPs shall accomplish Annex C or Annex D and submit it for review and approval to the RD and ESSD Chief or SDS and SGOD Chief.
3. Accomplished and approved Annex C or Annex D shall be submitted by the PFPs to the EPS at [externalpartnerships@deped.gov.ph](mailto:externalpartnerships@deped.gov.ph), copy furnish [drmo@deped.gov.ph](mailto:drmo@deped.gov.ph), their respective RD, SDS, ESSD and SGOD Chiefs, and DRRM Coordinators.
4. Submission shall be every 1:00 p.m. of Monday and Thursday of each week, for the inclusion of DepEd DRRMS in Situation Reports and Education Cluster Updates.

### **C.2 Cash Donations Generated or Received by Affected Regions and Divisions**

1. All cash donations generated or received by the affected ROs and SDOs and deposited into their accounts shall be tracked and monitored using the templates attached as **Annex C** for RO and **Annex D** for SDO.
2. The Accounting Officer, in coordination with the PFP shall accomplish Annex C or Annex D and submit it for review and approval to the RD and ESSD



Chief or SDS and SGOD Chief.

3. The Accounting Officer, together with the PFP and DRRM Coordinator, shall facilitate and lead the release of cash donations to the recipients subject to existing laws, rules, and regulations on the matter.
4. Accomplished and approved Annex C or Annex D shall be submitted by the PFPs to the EPS at [externalpartnerships@deped.gov.ph](mailto:externalpartnerships@deped.gov.ph), copy furnish [drmo@deped.gov.ph](mailto:drmo@deped.gov.ph), their respective RDs, SDSs, ESSD and SGOD Chiefs, and DRRM Coordinators.
5. Submission shall be every 1:00 p.m. of Monday and Thursday of each week, for the inclusion of DepEd DRRMS in Situation Reports and Education Cluster Updates.
6. Upon completion of release of all cash donations, the affected ROs and SDOs shall submit the necessary liquidation documents and other proof of release to [externalpartnerships@deped.gov.ph](mailto:externalpartnerships@deped.gov.ph), copy furnish [drmo@deped.gov.ph](mailto:drmo@deped.gov.ph).



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REGION: \_\_\_\_\_

SDO: \_\_\_\_\_

**CASH DONATIONS GENERATED BY THE SCHOOLS DIVISION OFFICE FOR TY ODETTE-AFFECTED AREAS**

**Instructions:**

1. This reporting template shall be accomplished for cash donations by the Schools Division Office (SDO) and deposited to Typhoon Odette-affected areas.
2. The Accounting Officer of the SDO, in coordination with the Partnership Focal Person (PFP) shall accomplish this reporting template for cash donations.
3. The PFP shall submit the accomplished reporting template (both in EXCEL and PDF format) to [externalpartnerships@deped.gov.ph](mailto:externalpartnerships@deped.gov.ph), copy furnish [drms@deped.gov.ph](mailto:drms@deped.gov.ph) every 1:00 p.m. of Monday and Thursday of the week, for inclusion of DepEd DRMS to Situation Report and Education Cluster Updates.
4. Columns under Receipt of Donations shall be fill-out by the donor SDO both affected and non-affected, while columns under Release of Donations shall be filled-out only by the affected SDO that will facilitate the release of the donations to the recipients.

RECEIPT OF DONATIONS							RELEASE OF DONATION				
#	Name of Donor/DepEd Office	Amount Donated (in Philippine peso)	Date Deposited (MM/DD/YYYY)	Name of Depositor (Last Name, Given Name, Middle Name)	Intended Purpose of the Donor	Intended Recipient (Location/Affected Region or Division)	Proof of Deposit	Amount Released	Date of Release/Distribution	Name of Recipient (Last Name, Given Name, Middle Name)	Proof of Release
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Prepared by:

\_\_\_\_\_ Accounting Officer

Approved by:

\_\_\_\_\_ Schools Division Superintendent

REGION: \_\_\_\_\_

**CASH DONATIONS GENERATED BY THE REGIONAL OFFICE FOR TY ODETTE-AFFECTED AREAS**

**Instructions:**

1. This reporting template shall be accomplished for cash donations by the Regional Office (RO) and deposited to Typhoon Odette-affected areas.
2. The Accounting Officer of the Region, in coordination with the Partnership Focal Person (PFP) shall accomplish this reporting template for cash donations.
3. The PFP shall submit the accomplished reporting template (both in EXCEL and PDF format) to [externalpartnerships@deped.gov.ph](mailto:externalpartnerships@deped.gov.ph), copy furnish [drmo@deped.gov.ph](mailto:drmo@deped.gov.ph) every 1:00 p.m. of Monday and Thursday of the week, for inclusion of DepEd DRRMS to Situation Report and Education Cluster Updates.
4. Columns under Receipt of Donations shall be filled-out by the donor region both affected and non-affected, while columns under Release of Donations shall be filled-out only by the affected region that will facilitate the release the donations to the recipients.

RECEIPT OF DONATIONS							RELEASE OF DONATION				
#	Name of Donor/DepEd Office	Amount Donated (in Philippine peso)	Date Deposited (MM/DD/YYYY)	Name of Depositor (Last Name, Given Name, Middle Name)	Intended Purpose of the Donor	Intended Recipient (Location/Affected Region or Division)	Proof of Deposit	Amount Released	Date of Release/ Distribution	Name of Recipient (Last Name, Given Name, Middle Name)	Proof of Release
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Prepared by:

Accounting Officer

Approved by:

Regional Director