

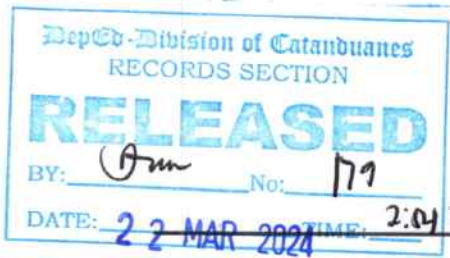


Republika ng Pilipinas

Kagawaran ng Edukasyon

REHIYON V - BICOL

TANGGAPANG PANSANGAY NG CATANDUANES



March 22, 2024


DIVISION MEMORANDUM
OSDS-SGOD-DM-179 s. 2024

**ONE-TIME LOAD EXPENSE ALLOWANCE FOR SCHOOL DRRM COORDINATORS
FOR SCHOOL YEAR 2022-2023**

TO : Assistant Schools Division Superintendent
Chief Education Supervisors, (CID and SGOD)
All Public Schools District Supervisors
All Elementary and Secondary School Heads
All Elementary and Secondary School DRRM Coordinators
All Others Concerned

1. As stated under **OUOPS Memorandum No. 2023-04-6762 Item No. 2 of Annex A: Implementing Guidelines on the use of the FY 2023 DPRP Funds for DRRM Programs, Projects, and Activities**, *School DRRM Coordinators shall be allotted One Thousand Pesos as One-Time load expense payment for one school year.*
2. In connection with the said memorandum, all schools are hereby advised to prepare the following required documents as attachment to the payroll that will be submitted to the Accounting Section:
 - a. 1 Load receipt amounting to 1,000 Php under the name of the School DRRM Coordinator attached to an A4-sized paper with the following details:
 - ✓ Name of School DRRM Coordinator
 - ✓ Account Number (Land Bank Current Account)
 - b. Copy of the Designation Order Signed by the School Head
3. To ensure a fluid reimbursement process, the Timeline for document submission is enumerated in the enclosure to this memorandum.
4. Strict compliance to this memorandum is desired.

By the Authority of the Schools Division Superintendent


CECILE C. FERRO, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge

SGOD/malv
3/22/2024



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Enclosure to Division memorandum No. 179 s. 2024

DOCUMENT SUBMISSION TIMELINE

Date	Activity	Person-In-Charge
March 22-25, 2024	Preparation of Documents	SY 2022-2023 School DRRM Coordinator
March 26, 2024	Submission to District Supervisors	School Head/ Admin Staff
March 26-27, 2024	District Consolidation ✓ Compile the documents in a long white folder, arranged alphabetically according to School Name. ✓ Attach, as cover page, the summary sheet (<i>below is the template</i>)	PSDS/ Admin Staff
April 1, 2024	Submission to the Division DRRM Focal Person ✓ Have the document RECEIVED through RECORDS SECTION for proper tracking	
April 2-4, 2024	Cross Checking of Documents	Division DRRM Focal Person
April 5, 2024	Submission to the Accounting Section	
April 8-12, 2024	Processing by the Finance Section	SDO Finance Team

ONE-TIME LOAD EXPENSE SUMMARY SHEET

Municipality: _____
 District: _____

School ID	Name of School	Name of School DRRM Coordinator	Current Account - Account Number



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