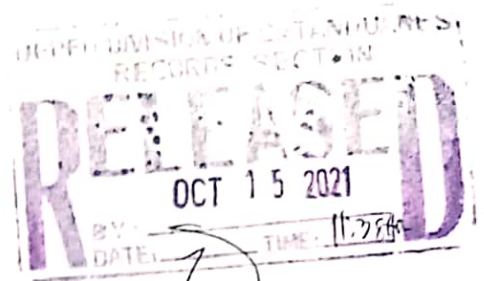




Republic of the Philippines
 Department of Education
 REGION V - BICOL
 SCHOOLS DIVISION OFFICE OF CATANDUANES



October 14, 2021

DIVISION MEMORANDUM
 OSDS-SGOD-DM-47 s. 2021

PROCESSING OF CLEAN-UP FUNDS IN RELATION TO TY BISING

To : Assistant Schools Division Superintendent
 Selected Public Schools District Supervisors
 School Heads of Recipient Schools
 School DRRM Coordinators of Recipient Schools
 All Others Concerned

1. As a support mechanism for schools affected by TY Bising last April 19, 2021, the clean-up fund and minor repair funds amounting to P20,000 per school will be downloaded to school with reported damages as reflected on the validated Rapid Assessment of Damage Report.

2. Below are the names of recipient schools.

School ID	Name of Schools
113128	Sagrada ES
113180	Tilod ES
113199	Dario ES
113239	Pandan CES
113241	San Andres Elementary School
113329	San Jose ES
113338	Danicop ES
302083	Catanduanes NHS

3. Attached herewith are the guidelines for the Utilization of the downloaded fund. Recipient schools are hereby advised to coordinate with the Accounting Office for processing of the said fund support.

4. For dissemination and strict compliance.

SUSAN S. COLLANO

Assistant Schools Division Superintendent
 Officer-In-Charge
 Office of the Schools Division Superintendent



OLAC00-0721-0030
"Sa bahay mo, sa buong bansa"
punta sa: www.deped.gov.ph



Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

OUA MEMO 00-0721-0030
MEMORANDUM
14 June 2021

For: Regional Directors
(Regions V, VIII, and CARAGA)

Subject: GUIDELINES ON THE UTILIZATION, DOCUMENTATION, AND REPORTING OF FUNDS DOWNLOADED FOR THE CLEAN-UP AND MINOR REPAIR OF SCHOOLS AFFECTED BY TYPHOON "BISING" IN THE DIVISIONS OF CATANDUANES, NORTHERN SAMAR, AND SURIGAO DEL SUR

In light of the fund support for schools affected by Typhoon (TY) "Bising" last 19 April 2021, the clean-up and minor repair funds amounting to P20,000.00 per school charged to the Disaster Preparedness and Response Program (MOOE), to be downloaded to affected divisions 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. salary/ies for manpower; and
- ✓ 3. other expenses related to clean-up and minor repair of the school.

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

1. take photos of schools and/or division office before and after the clean-up and minor repair;
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 Fund Support for Clean-Up and Minor Repair Monitoring Template attached to this Memorandum; and
5. submit accomplished monitoring template to the Disaster Risk Reduction and Management Service (DRRMS).



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, Facebook/Twitter @depedtago



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Table 1: Summary of Financial Performance - 2023

Item	Q1	Q2	Q3	Q4	Annual Total
Revenue	1000	1100	1200	1300	4600
Expenses	800	850	900	950	3500
Profit	200	250	300	350	1100
Assets	500	550	600	650	2300
Liabilities	300	350	400	450	1500
Equity	200	200	200	200	800
Net Income	150	180	210	240	780
Operating Income	120	150	180	210	660
Pre-tax Income	100	120	140	160	520
Income Tax	50	60	70	80	260
Net Income	50	60	70	80	260
Dividends	20	25	30	35	110
Retained Earnings	30	35	40	45	150
Depreciation	100	110	120	130	460
Amortization	50	55	60	65	230
Interest Expense	30	35	40	45	150
Interest Income	10	12	14	16	52
Other Income	5	6	7	8	26
Other Expenses	10	12	14	16	52
Net Change in Cash	20	25	30	35	110
Free Cash Flow	15	18	21	24	78
Capital Expenditures	5	6	7	8	26
Acquisitions	0	0	0	0	0
Divestitures	0	0	0	0	0
Net Change in Cash	20	25	30	35	110
Operating Activities	100	110	120	130	460
Investing Activities	(50)	(55)	(60)	(65)	(230)
Financing Activities	20	25	30	35	110
Net Change in Cash	20	25	30	35	110
Supplemental Data					
Interest Paid	30	35	40	45	150
Income Taxes Paid	50	60	70	80	260
Dividends Paid	20	25	30	35	110
Capital Expenditures	5	6	7	8	26
Acquisitions	0	0	0	0	0
Divestitures	0	0	0	0	0
Net Change in Cash	20	25	30	35	110

Prepared by: [Name]

Date: [Date]

Reviewed by: [Name]

Date: [Date]

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*.

All concerned Division DRRM Coordinators should ensure the submission of accomplished monitoring template on Fund Support for Clean-Up and Minor Repair two weeks after receipt of the sub-ARO.

Kindly submit the reports to drmo@deped.gov.ph and the respective regional offices. Any issues and concerns regarding fund support for school clean-up and minor repairs should be reported to DepEd DRRMS immediately.

For further clarifications, please contact Mr. Jan Manuel M. Hebron, Senior Technical Assistant II of DRRMS, through (02) 8637 4933/8636 4997 or email at drmo@deped.gov.ph.

For immediate and appropriate action.



ALAIN DEL B. PASCUA
Undersecretary





Republic of the Philippines
Department of Education

28 April 2021

AR/ATC No. AR-2021-CO-00175

FOR : *[Signature]*
 ANNA LYN M. SEVILLA
 Undersecretary for Finance - BPM

THRU : ALAIN DEL B. PASCUA
 Undersecretary for Administration

FROM : *[Signature]*
 RONILDA R. CO
 Director IV, DRRMS

SUBJECT : Provision of Funds for Clean-up and Minor Repair of Schools Affected by Typhoon BISING last April 19, 2021

PCN 4 564 of 1,840,000
 AC 21-DMS-DRRMS-DPRP-022
 200000100010000
ALLOTMENT AVAILABLE
[Signature]
 SELWYN C. BRIONES
 Supervising Administrative Officer
 OIC, Budget Division
[Signature]

NAME OF PROGRAM(S)/PROJECT(S)	Learning Continuity and Resilience Interventions			
OUTPUT(S) TO BE PRODUCED AND ITS CODE(S)	Output Code	Output	Physical Target	
	OC-21-DMS-DRRMS-DPRP-022	Regions and divisions received the support and assistance for learning continuity	735	
ACTIVITY/IES TO BE REQUESTED	Activity Code	Name of Activity		
	AC-21-DMS-DRRMS-DPRP-031	Downloading of funds for cleanup and minor repair of schools.		
ACTIVITY/IES DOWNLOADING	No.	Region	Division	Total Amount (PHP)
	1	Region V	Catanduanes	160,000.00
	2	Region VIII	Northern Samar	1,640,000.00
	3	CARAGA	Surigao del Sur	40,000.00
			TOTAL	1,840,000.00
Purpose: [Downloading of Funds] Provision of Funds for clean-up and minor repair for schools affected by Typhoon BISING last April 19, 2021				

[Signature]
 ANNA LYN M. SEVILLA
 Undersecretary for Finance - BPM



MEMORANDUM

No: _____

FOR : **SELWYN C. BRIONES**
Officer-in-Charge
Supervising Administrative Officer
Budget Division

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

SUBJECT : **ENDORSEMENT OF THE APPROVED ACTIVITY REQUEST FOR THE
PROVISION OF FUNDS FOR CLEAN-UP AND MINOR REPAIR OF
SCHOOLS AFFECTED BY TYPHOON BISING LAST APRIL 19, 2021**

DATE : 28 April 2021

This office endorses the approved AR-2021-CO-000175 to download funds for **Clean-up and minor repair of schools affected by Typhoon Bising last April 19, 2021** to the following Regions:

Region	Division	Amount (PhP)
Region V	Catanduanes	160,000.00
Region VIII	Northern Samar	1,640,000.00
CARAGA	Surigao del Sur	40,000.00
Total		1,840,000.00

In view of the said approval, may we request your good office to process the Sub-Allotment Release Orders (Sub-AROs) for the aforementioned Regional Office

The funds shall be charged to **Activity Code No. AC-21-DMS-DRRMS-DPRP-031** of the **DPRP FY 2021 Current Funds** subject to usual accounting and auditing rules and regulations.

Attached herewith are the pertinent documents for your reference.

Thank you.



Republika ng Pilipinas
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Tanggapan ng Pangalawang Kalihim

OUA MEMO
MEMORANDUM
28 APRIL 2021

For: **DR. GILBERT T. SADSAD**
Regional Director
Region V

MA. GEMMA M. LEDESMA, CESO V
Regional Director
Region VII

EVELYN R. FETALVERO
OIC - Regional Director
CARAGA

Subject: **GUIDELINES ON THE UTILIZATION, DOCUMENTATION, AND REPORTING OF FUNDS DOWNLOADED FOR CLEAN-UP AND MINOR REPAIR OF SCHOOLS AFFECTED BY TYPHOON BISING LAST APRIL 19, 2021**

In light of the fund support for schools affected by Typhoon Bising last April 19, 2021, the clean-up and minor repair funds amounting to PhP20,000.00 per school charged to the Disaster Preparedness and Response Program (MOOE), to be downloaded to affected divisions shall be utilized for the following activities but not limited to:

1. Purchase of supplies and equipment to be used for clean-up and minor repair;
2. Salary/ies for manpower; and
3. Other expenses related to clean-up and minor repair of the school.

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

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; Facebook/Twitter @depedtayo



1. Consolidate and/or take photos of schools and Division office before and after the clean-up and minor repair;
2. Consolidate completion reports;
3. Consolidate and archive certification of submitted liquidation reports;
4. Coordinate with the Division Finance office for other needed liquidation requirements;
5. Accomplish the Fund Support for Clean-Up and Minor Repair Monitoring Template attached in this memorandum; and,
6. Submit photos, completion reports and accomplished monitoring template to DRRMS.

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.

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.

All concerned Division DRRM Coordinators should ensure the submission of an accomplished monitoring template on Fund Support for Clean-Up and Minor Repair two weeks after receipt of sub-ARO, along with other pertinent documents listed in this memorandum.

Kindly submit the reports to drmo@deped.gov.ph and your respective regional offices. Any issues and concerns regarding fund support for school clean-up and minor repairs should be reported to DepEd DRRMS immediately.

For further clarification, please contact Mr. Jan Manuel M. Hebron, Technical Assistant II of DRRMS at (02) 637-4933/636-4997 or email at drmo@deped.gov.ph.

For immediate and appropriate action.

ALAIN DEL B. PASCUA

Undersecretary



Annex 1: Summary of Regions to be Downloaded with Fund Support for Clean-Up and Minor Repair of schools affected by Typhoon Bising in Region V, VIII and CARAGA				
No.	Region	Division	Clean-up and Minor Repair	
			No. of Schools	Amount (Php)
1	Region V	Catanduanes	8	160,000.00
2	Region VIII	Northern Samar	82	1,640,000.00
3	CARAGA	Surigao del Sur	2	40,000.00
	TOTAL		90	1,840,000.00

Schools allocated with fund support for clean-up are those with approved request from Schools Division Offices.

Prepared by:



JAN MANUEL M. HEBRON
Technical Assistant II, DRRMS

Approved by:



RONILDA R. CO
Director IV, DRRMS