



Republika ng Pilipinas
Kagawaran ng Edukasyon

REHIYON V - BICOL

TANGGAPANG PANSANGAY NG CATANDUANES

October 11, 2024

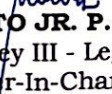
DIVISION MEMORANDUM
OSDS-SGOD-DM-176 s. 2024

SUBMISSION OF CASH ADVANCE DOCUMENTS FOR THE CLEAN-UP AND CLEARING OPERATION FUND PROVISION TO SELECTED SCHOOLS BATCH 2

TO : Assistant Schools Division Superintendent
Chief Education Supervisor, CID and SGOD
Public Schools District Supervisors/In-Charge of the Districts
Selected Elementary and Secondary School Heads
All Others Concerned

- As part of the **Disaster Risk Reduction and Management Service's** response intervention, schools that have submitted a Clean-up and Clearing Operation Fund request in relation to TY Carina as well as Fire Incidents, as outlined in the VETTED RADaR, will be provided with the necessary response intervention funds.
- In connection with this, recipient schools are directed to submit their Cash Advance Documents not later than October 14, 2024, to the SGOD Office through the DRRM Unit. Enclosed is the list of Recipient Schools. The Accounting Section has advised that the following documents must be included:
 - Signed Work and Financial Plan (*Template attached in the enclosure*)
 - 4 Copies of Disbursement Vouchers
 - 2 copies of Obligation Request and 2 copies of School Operating Budget
 - Letter Request
- The provided fund shall be utilized for **ONLY** the following activities, as stated in OM-OUOPS-4-2024-06587,;
 - Purchase of supplies and equipment to be used for clean-up and clearing operations;
 - Payment of labor services for non-DepEd personnel;
 - Provision of meals for the volunteers who helped in the clean-up and minor repair operations; and
 - Other expenses related to clean-up and clearing operations of schools.
- For strict implementation and compliance.

By Authority of the OIC Schools Division Superintendent:


ATTY. NORLITO JR. P. AGUNDAY
Attorney III - Legal Office
Officer-In-Charge

SGOD/malv
10/11/2024



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Enclosure to Division Memorandum No. 576 s. 2024

Division Timeline on the Submission of the Cash Advance documents for the Clean-up and Clearing Operations Fund

Date	Activity	Persons-In-Charge
October 11-13, 2024	Preparation of Cash Advance Documents	School Head and Administrative Assistant (if the school has)
October 14, 2024	Submission of Cash Advance Documents	School Head and Administrative Assistant (if the school has)
	Step 1: Submit the documents to the SGOD DOTS Receiving Personnel for proper documentation	School Head and Administrative Assistant (if the school has) Ms. Dessa Nhie M. Matienzo
	Step 2: Once tracking sheet is generated, submit the document to the DRRM Unit for cross-checking	School Head and Administrative Assistant (if the school has) Ms. Maria Audrea L. Vivo
	Step 3: Submit the document to Research and Planning unit for signing.	School Head and Administrative Assistant (if the school has) Mr. Floren P. Clavo Mr. Rey C. Bonayon
	Step 4: Forwarding to DRRM Unit	Research and Planning Unit
October 15, 2024	Step 5: Forwarding to Accounting Section for Processing	DRRM Unit



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

Enclosure to Division Memorandum No. 576 s. 2024

LIST OF SCHOOLS WITH CLEAN UP FUND PROVISION

BEIS School ID	School Name	District	Municipality	Modified Curricular Offering Classification	School Classification	Amount
113263	Palawig ES	East	San Andres	ES	S	20,000.00
113223	Siron ES	Gigmoto	Gigmoto	ES	S	20,000.00
113274	Catagbacan ES	West	San Andres	ES	S	20,000.00
113293	Paraiso-A ES	North	San Miguel	ES	S	20,000.00
113304	San Juan ES	South	San Miguel	ES	S	20,000.00
113305	San Miguel CES	South	San Miguel	ES	M	30,000.00
113306	Solong PS	South	San Miguel	ES	S	20,000.00
113337	Calatagan ES	North	Virac	ES	M	30,000.00
113339	Dugui San Isidro ES	North	Virac	ES	S	20,000.00
113343	Hicming ES	North	Virac	ES	S	20,000.00
302084	Calatagan High School	North	Virac	SS	L	40,000.00
500031	Buyo Integrated School	North	Virac	IS	M	30,000.00
113353	Antipolo ES	South	Virac	ES	S	20,000.00
113372	Valencia ES	South	Virac	ES	S	20,000.00
302093	Palta NHS	South	Virac	SS	M	30,000.00
Total Amount:						360,000



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WORK AND FINANCIAL PLAN TEMPLATE

School ID : _____
 School Name : _____
 District : _____
 Fiscal Year : _____

PPAs	Output	Activity	Performance Indicator	Monthly	Physical Target				Financial Target			
					Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Pillar 4: Resilience and Well-being												
Disaster Preparedness and Response Program												
	Implementation of Clean-up and Clearing Operation relevant to TY Carina		No. of conducted Clean-up and Clearing Operation relevant to TY Carina				1					
		<i>Please select on the activities stated in the memo.</i>	<i>Please base on the activities chosen.</i>				1				<i>Please refer to the amount allocation attachment</i>	<i>Please refer to the amount allocation attachment</i>



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Prepared by:

School Planning Officer/ Finance Officer

Certified Correct:

School Head

Reviewed by:

Division Planning Team/ Division Appraisal
Committee (ADC)

APPROVED:

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