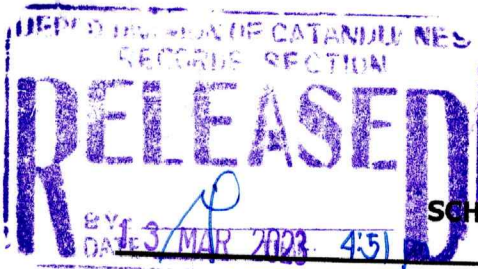


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Republic of the Philippines
Department of Education
REGION V - BICOL
SCHOOLS DIVISION OFFICE OF CATANDUANES

DIVISION MEMORANDUM
OSDS-SGOD-DM-102 s. 2023

TO : Assistant Schools Division Superintendent
Chief Education Supervisor (CID and SGOD)
Selected Public Schools District Supervisors
Selected School Heads
Selected School DRRM Coordinators
All Others Concerned Officials and Personnel

By Authority of the Schools Division Superintendent

FROM : **MA. LUISA T. DELA ROSA**
Assistant Schools Division Superintendent
Officer-In-Charge

SUBJECT : **Guidelines on the Utilization, Documentation and Reporting of Downloaded Funds for Clean-up and Minor Repair to Schools Affected by Severe Tropical Storm (STS) Paeng**

DATE : March 13, 2023

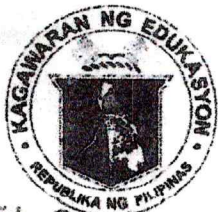
1. Relative to **Memorandum OUOPS No. 2023-04-0904** from the Office of the Undersecretary of Operations titled "*Guidelines on the Utilization, Documentation and Reporting of Downloaded Funds for Clean-up and Minor Repair to Schools Affected by Severe Tropical Storm (STS) Paeng*", below listed schools are hereby advised to coordinate with the **Accounting Section** for the processing of the clean-up and minor repair fund provision.

Municipality/ District	School ID	School Name
Bagamanoc North	302076	Bugao National High School
Bato East	500032	Cabugao Integrated School
Caramoran South	113209	Inalmasinan Elementary School
Viga West	113329	San Jose Elementary School
Panganiban	113255	Tibo Elementary School
Viga West	113333	Viga Central Elementary School

2. For strict compliance.



San Roque, Virac, Catanduanes
052 - 8114063
catanduanes@deped.gov.ph
www.depedrovcatanduanes.com
DepEd Tayo - Region V - Catanduanes



Republic of the Philippines
DEPARTMENT OF EDUCATION
 BUDGET DIVISION - FINANCE SERVICE
 CENTRAL OFFICE

DepED Complex, Meralco Avenue, Pasig City
 Philippines 1600



*Sub Aro
 Compiling info
 up for DepEd*

DepEd - Catanduanes

BUDGET OFFICE SUB-ALLOTMENT RELEASE ORDER

(PMS)
 RECEIVED BY: *[Signature]*
 DATE: *02/06/23*

PROGRAM/PROJECT/ACTIVITY NO./DESCRIPTION: PPA100 100000100001000 - Current Appropriations General Management and Supervision - Central Office		REFERENCE: FY 2022 GAAAO - MHS dated 1/3/2022	SUB-ALLOTMENT RELEASE ORDER NO. OSEC-5-22-8131
FUND CODE: 01101101		LEGAL BASIS: Republic Act No. 11639 - FY 2022 GAA	DATE: 14-Dec-22
ORGANIZATION CODE: 070010100000		FISCAL YEAR: FY 2022	

PURPOSE:
Provision of Funds for Clean-Up and Minor Repair to Schools with Infrastructure/Non-Infrastructure Damages due to severe Tropical Storm (STS) Paeng (Batch 3).

To: The Schools Division Superintendent
 Schools Division of Catanduanes
 DepEd - Region V
 070010805004
 Region : 5

PARTICULARS	ALLOTMENT CLASS/ ACCOUNT CODE	AMOUNT AUTHORIZED
Subsidy to Operating Units	MOOE 5021408000	120,000.00

AMOUNT IN WORDS: *** *One Hundred Twenty Thousand Pesos Only* *** **Total:** 120,000.00

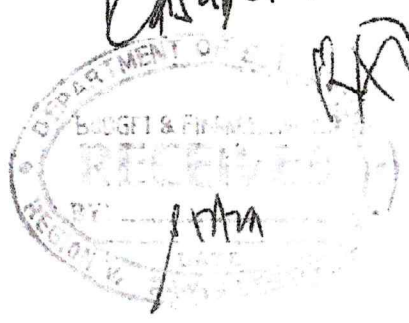
NOTE: The allotment herein sub-allotted are valid for obligation until December 31, 2023.

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:
[Signature]
 MA. BELEN D. DEMONTEVERDE
 Supervising Administrative Officer
 OIC, Budget Division

reccion!
 1/11/23
[Signature]

APPROVED:
[Signature]
 ANNALYN M. SEVILLA
 Undersecretary for Finance
 Office of the Undersecretary for Finance






Republic of the Philippines
Department of Education
OPERATIONS

OUOPS No. 2023-04- 0904

MEMORANDUM

TO : **REGIONAL DIRECTORS CONCERNED**
(Regional Office of CAR, NCR, II, IV-B, V, VI, VII, VIII, and XII)

SCHOOLS DIVISION SUPERINTENDENTS CONCERNED
(Division of Abra, Mountain Province, Marikina, Cagayan, Tuguegarao, Marinduque, Camarines Norte, Catanduanes, Sorsogon City, Aklan, Antique, Capiz, Guimaras, Negros Occidental, Roxas City, San Carlos City, Silay City, Sipalay City, Bohol, Guihulngan City, Negros Oriental, Toledo City, Maasin City, Northern Samar, Ormoc City, Samar (Western), Southern Leyte, and North Cotabato)

FROM : 
ATTY. REVSEE A. ESCOBEDO
Undersecretary
Office of the Undersecretary for Operations

SUBJECT : **Guidelines on the Utilization, Documentation and Reporting of Downloaded Funds for Clean-up and Minor Repair to Schools Affected by Severe Tropical Storm (STS) Paeng (Batch 2 and 3)**

DATE : January 31, 2023

The Office of the Undersecretary for Operations (OUOps) issues the **Guidelines on the Utilization, Documentation and Reporting of Downloaded Funds for Clean-up and Minor Repair of Schools Affected by Severe Tropical Storm (STS) Paeng** as indicated in Annex A and B.

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

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 schools.

DRRMS_ABR/01232023

Ground Floor, Rizal Building, DepEd Complex, Meralco Avenue Pasig City 1600

Email: oure@deped.gov.ph; Website: www.deped.gov.ph

Tel. No.: (02) 8633-5313; (02) 8631-8492

For documentation and reporting, the following must be done:

- a. The Division Office shall monitor the release of funds to target school recipients using Annex A: *Clean-up and Minor Repair School Level Monitoring/Reporting Template*;
- b. The Division DRRM Coordinator shall ensure the submission of the *Clean-up and Minor Repair School Level Monitoring/Reporting Template* as the official document in reporting the fund utilization. The report shall be verified by the Division Finance/Budget Officer prior the approval of the Schools Division Superintendent.
- c. The Division DRRM Coordinator shall ensure the submission of the utilization report by the Division Finance/Budget Officer to the Regional Finance/Budget Officer for consolidation and approval by the Regional Director.
- d. The Regional Finance/Budget Officer shall then consolidate the utilization reports of Division Offices, facilitate the approval from the Regional Director and submit to Central Office Finance/Budget Officer, copy furnished the Disaster Risk Reduction and Management Service (DRRMS) through e-mail at drmo@deped.gov.ph;
- e. The Regional DRRM Coordinator shall ensure that the consolidated utilization report shall be submitted to the DRRMS.
- f. The Division DRRM Coordinator shall submit a completion report and photo documentation to the Regional Office through the Regional DRRM Coordinator; the Regional DRRM Coordinator should consolidate all reports and submit to the Central Office through the DRRMS at drmo@deped.gov.ph, **1 week after the completion of the activity**.
- g. All photo documentations (before and after the response intervention) shall be uploaded to a Google Drive to be assigned by the DRRMS. The link of the drive shall be given to the concerned Regional DRRM Coordinator.

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*.

DRRMS_ABR/01232023

Ground Floor, Rizal Building, DepEd Complex, Meralco Avenue Pasig City 1600

Email: oure@deped.gov.ph; Website: www.deped.gov.ph

Tel. No.: (02) 8633-5313; (02) 8631-8492

Any issues and concerns related to this matter should be reported to DepEd DRRMS immediately. The office concerned may contact the DRRMS through e-mail at drmo@deped.gov.ph or via landline at (028) 637-4933.

For information and compliance.

DRRMS ABR/01232023

Ground Floor, Rizal Building, DepEd Complex, Meralco Avenue Pasig City 1600
Email: oure@deped.gov.ph; Website: www.deped.gov.ph
Tel. No.: (02) 8633-5313; (02) 8631-8492

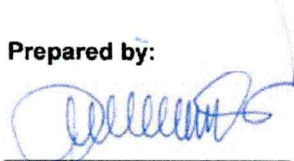
Annex A: Summary of Regions to be Provided with Fund Support for Clean-up and Minor Repair to Schools with Infrastructure/ Non-Infrastructure Damages Due to Severe Tropical Storm (STS) Paeng (Batch 3)

No.	Region	Division	Clean-up and Minor Repair		
			No. of Schools	Amount (Php)	
1	CAR	Abra	1	20,000.00	
2	CAR	Mountain Province	4	80,000.00	
3	NCR	Marikina	1	20,000.00	
4	II	Cagayan	8	160,000.00	
5	II	Tuguegarao	3	60,000.00	
6	IV-B	Marinduque	41	820,000.00	
7	V	Camarines Norte	30	600,000.00	
8	V	Catanduanes	6	120,000.00	
9	V	Sorsogon City	2	40,000.00	
10	VI	Aklan	46	920,000.00	
11	VI	Antique	5	100,000.00	
12	VI	Capiz	21	420,000.00	
13	VI	Guimaras	4	80,000.00	
14	VI	Negros Occidental	3	60,000.00	
15	VI	Roxas City	4	80,000.00	
16	VI	San Carlos City	9	180,000.00	
17	VI	Silay City	1	20,000.00	
18	VI	Sipalay City	1	20,000.00	
19	VII	Bohol	1	20,000.00	
20	VII	Guihulngan City	5	100,000.00	
21	VII	Negros Oriental	13	260,000.00	
22	VII	Toledo City	1	20,000.00	
23	VIII	Maasin City	2	40,000.00	
24	VIII	Northern Samar	2	40,000.00	
25	VIII	Ormoc City	1	20,000.00	
26	VIII	Samar (Western Samar)	5	100,000.00	
27	VIII	Southern Leyte	7	140,000.00	
28	XII	North Cotabato	1	20,000.00	
Total		9	28	228	4,560,000.00

ASSUMPTIONS:

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/
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

Prepared by:


Aldwin B. Rimbao
 Project Development Officer II
 DRRMS

Approved by:


ATTY. CHRISTIAN E. RIVERO, Ed. D.
 Director IV
 DRRMS

No.	Region	Division	BEIS School ID	School Name	Classrooms that are TOTALLY damaged	Classrooms with MAJOR damage	Number of damaged furniture	Number of damaged of learning resources	Number of damaged computer equipment	For Clean-Up	Clean-Up Cost
84	V	Camarines Norte	112126	Sotero Mago ES	-	-	10	-	-	1	20,000.00
85	V	Camarines Norte	112106	Tacad ES	-	-	10	19	-	1	20,000.00
86	V	Camarines Norte	112127	TALENTO-ROLL ELEMENTARY SCHOOL	-	1	1	100	-	1	20,000.00
87	V	Camarines Norte	301921	Tigbiran National High School	-	-	10	-	-	1	20,000.00
88	V	Camarines Norte	301925	Vinzons Pilot High School	-	3	-	-	-	1	20,000.00
89	V	Catanduanes	302076	Bugao National High School	-	5	30	-	-	1	20,000.00
90	V	Catanduanes	500032	Cabugao IS	-	-	30	-	-	1	20,000.00
91	V	Catanduanes	113209	Inalmasinan ES	-	-	10	-	-	1	20,000.00
92	V	Catanduanes	113329	San Jose ES	-	-	-	65	-	1	20,000.00
93	V	Catanduanes	113255	Tibo Comm. Sch.	-	-	15	-	1	1	20,000.00
94	V	Catanduanes	113333	Viga CES	-	-	50	-	8	1	20,000.00
95	V	Sorsogon City	114566	Bitan-o Elementary School	-	-	-	40	-	1	20,000.00
96	V	Sorsogon City	310401	Buhatan National High School	-	-	100	-	-	1	20,000.00
97	VI	Aklan	114771	Agmailig ES	-	12	140	2,275	12	1	20,000.00
98	VI	Aklan	500170	Aguinaldo T. Repiedad Sr. IS	-	9	-	-	-	1	20,000.00
99	VI	Aklan	114772	Alfonso XII ES	-	-	97	686	12	1	20,000.00
100	VI	Aklan	114643	Aranas ES	-	3	-	-	-	1	20,000.00
101	VI	Aklan	500545	Bakhaw Norte Integrated School	-	3	40	350	2	1	20,000.00
102	VI	Aklan	114846	Balabag ES	-	1	2	-	-	1	20,000.00
103	VI	Aklan	114917	Bulwang ES	-	-	25	36,000	-	1	20,000.00
104	VI	Aklan	114684	Cabugao ES	-	-	-	83	-	1	20,000.00
105	VI	Aklan	114778	Calacabian ES	-	-	30	1,066	2	1	20,000.00
106	VI	Aklan	114918	Camanci Norte ES	-	-	-	258	-	1	20,000.00
107	VI	Aklan	114919	Camanci Sur Elementary School	-	4	-	300	-	1	20,000.00
108	VI	Aklan	114664	Daja Sur ES	-	-	30	1,048	1	1	20,000.00
109	VI	Aklan	302306	Daja Sur National High School	-	-	160	8,197	30	1	20,000.00
110	VI	Aklan	114755	Estancia ES	-	-	-	3,600	3	1	20,000.00
111	VI	Aklan	302307	Father Julian C. Rago Memorial NHS	-	-	-	40	-	1	20,000.00
112	VI	Aklan	114653	Fulgencio Sur ES	-	-	-	55	-	1	20,000.00
113	VI	Aklan	114881	Gibon Elementary School	-	-	-	50	-	1	20,000.00
114	VI	Aklan	114784	Janlud Elementary School	-	-	45	-	-	1	20,000.00
115	VI	Aklan	114756	Kalibo I ES	-	-	-	1,200	-	1	20,000.00
116	VI	Aklan	500179	Kalibo Integrated Special Education Center	-	-	500	1,000	15	1	20,000.00
117	VI	Aklan	114750	Kalibo Pilot Elementary School	-	-	4	10,659	-	1	20,000.00
118	VI	Aklan	302288	Linayasan NHS	3	1	-	-	-	1	20,000.00
119	VI	Aklan	114816	Madalag ES	-	-	10	20,000	-	1	20,000.00
120	VI	Aklan	302315	Madalag NHS	-	-	-	1,650	25	1	20,000.00
121	VI	Aklan	114788	Magugba PS	-	-	30	1,066	2	1	20,000.00
122	VI	Aklan	500544	Mambuquiao Integrated School	-	-	15	-	-	1	20,000.00
123	VI	Aklan	114789	Manika ES	-	-	38	207	1	1	20,000.00
124	VI	Aklan	114645	Maria and Feliciano Dela Cruz Elementary School	-	-	-	10	-	1	20,000.00