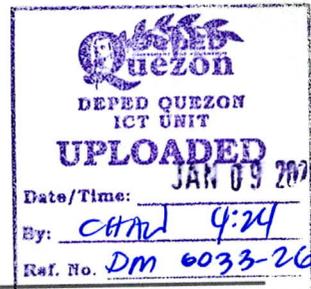




Republic of the Philippines
Department of Education
 Region IV-A
 SCHOOLS DIVISION OF QUEZON PROVINCE



7 January 2026

DIVISION MEMORANDUM
 DM No. 0033, s. 2026

GENERAL GUIDELINES ON THE DRRM DOWNLOADED FUND FOR THE UTILIZATION OF CLEAN-UP, CLEANING OPERATIONS AND MINOR REPAIRS (CUCO-MR) FUNDS

TO: Assistant Schools Division Superintendents
 Division Chiefs
 Public Schools District Supervisors
 Public Elementary and Secondary School Heads
 District School Heads In-Charge for DRRM
 All Other Concerned

1. The Clean-Up, Cleaning Operationa and Minor Repair (CUCO-MR) downloaded fund to schools of the Disaster Risk Reduction and Management (DRRM) under the Response Fund Program of the Department of Education (DepEd) plays a vital role in ensuring that schools remain safe, resilient, and ready to recover from the impacts of natural and human-induced hazards. This fund is established to provide immediate financial support for response, and early recovery activities, helping schools and field offices address urgent needs during emergencies. Its purpose is to safeguard learners, teachers, and education personnel by enabling timely interventions, sustaining continuity of learning, and strengthening the overall capacity of the education sector to withstand and bounce back from disasters.
2. All affected schools reflected in the Division IMRS and CO IMRS Link or incident report due to calamities are entitle for the provision of CUCO-MR which vary on the classification of schools using the **DO No. 36, s. 2019 and DO 62, s. 2022** as references with the corresponding amount stated below:

School Classification	Corresponding Amount
Small Schools	Php. 20,000.00
Medium Schools	Php. 30,000.00
Large Schools	Php. 40,000.00
Mega Schools	Php. 49,000.00

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3. CUCO Fund shall be utilized for the following activities:
 - a) Purchase of supplies and equipment to be used for CUCO;
 - b) Payment for labor services of non-DepEd personnel;
 - c) Provision of meals for the volunteers who helped in the CUCO capped at Two Hundred Fifty Pesos per day of actual service, for both DepEd and non-DepEd volunteers; and
 - d) Other expenses related to CUCO of Schools

4. For the provision of Minor Repair (MR) Fund, affected schools shall be downloaded with minor repairs. The amount provided to affected schools shall not exceed with the amount of Forty Nine Thousand Pesos (Php.49,000.00) repair cost per classroom vetted by the DepEd Engineers and Division DRRM Coordinators.

5. The downloaded funds shall be utilized for the following activities:
 - a) Purchase of supplies and equipment to be used for minor repairs of damages in classrooms and other school learning facilities;
 - b) Payment for the labor services of non-DepEd personnel;
 - c) Provision of meals for the volunteers who helped in the minor repairs capped at Two Hundred Fifty Pesos (Php. 250.00) per day of actual service for both DepEd and non-DepEd volunteers; and
 - d) Other expenses related to minor repair of school.

6. For the promotion of the physical and emotional environment in schools, the implementation of clean-up, clearing operations, and minor repair shall adhere to the minimum safety requirements and standards anchored on the **Implementing Rules and Regulations of Chapter VI - "School Sanitation and Health Services"** of the **Code on Sanitation of the Philippines (Presidential Degree 856)**.

7. All tools and equipment purchased by the schools using the fund must be properly accounted for, maintained, and safety stored in the school for future use.

8. Immediate and widest dissemination of this Memorandum is highly desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent 

drmapr/01/07/2023

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