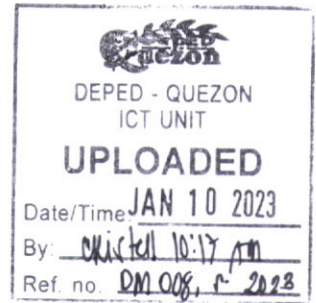




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



09 January 2023

DIVISION MEMORANDUM
DM No. 008, s. 2023

DISSEMINATION OF THE GUIDELINES ON THE UTILIZATION, DOCUMENTATION, AND REPORTING OF DOWNLOADED FUNDS FOR CLEAN-UP AND MINOR REPAIR OF SCHOOLS AFFECTED BY STS KARDING AND STS PAENG

To: Assistant Schools Division Superintendents
Division Chiefs
Public Schools District Supervisors
School Heads In-charge of Governance and Operations
Public Elementary and Secondary School Heads
All Others Concerned

1. In reference to **OUGFO Memorandum No. 2022-04-1362** titled Guidelines on the Utilization, Documentation and Reporting of Downloaded Funds for Clean-Up and Minor Repair of schools affected by STS Karding and STS Paeng.
2. Please see attached annexes as follows:
 - a. Annex A- List of Schools for Clean-up and Minor Repair Fund for STS Karding
 - b. Annex B- List of Schools for Clean-up and Minor Repair fund for STS Paeng
3. For your guidance and strict compliance.

ELIAS A. ALICAYA JR., EdD
Assistant Schools Division Superintendent
Officer-in-Charge
Office of Schools Division Superintendent

drmapr/01/09/2022

DEPEDQUEZON-TM-SDS-04-009-003



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Republic of the Philippines
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SCHOOLS DIVISION OF QUEZON PROVINCE

Annex A

**LIST OF SCHOOLS FOR CLEAN-UP FUND
STS KARDING**

	School ID	Name of School	District
1.	108986	Katakian ES	PATNANUNGAN
2.	108979	Apad ES	JOMALIG
3.	301413	Ungos Extension	REAL
4.	109068	Lubayat ES	REAL
5.	108725	Umiray ES	GEN. NAKAR
6.	108707	Dinigman ES	GEN. NAKAR
7.	108710	Loilo ES	GEN. NAKAR
8.	109049	Taluong ES	POLILLO
9.	301377	Polillo NHS	POLILLO
10.	109027	Bucao ES	POLILLO
11.	109033	Libjo ES	POLILLO
12.	109025	Bislian ES	POLILLO
13.	109032	Languyin ES	POLILLO
14.	109040	Pamatdan ES	POLILLO
15.	109036	Macnit ES	POLILLO
16.	109050	Tamulaya ES	POLILLO
17.	109021	Balungay ES	PANUKULAN
18.	109026	Bonbon ES	PANUKULAN
19.	108559	Bongliw ES	PANUKULAN
20.	109037	Matangcap ES	PANUKULAN
21.	109042	Panukulan CS	PANUKULAN
22.	108569	Rizal ES	PANUKULAN
23.	301344	Libo NHS	PANUKULAN
24.	501453	Calutcot IS	BURDEOS
25.	108560	Bonifacio ES	BURDEOS
26.	108568	Palasan ES	BURDEOS
27.	301334	Burdeos NHS	BURDEOS
28.	108561	Burdeos CS	BURDEOS
29.	108556	Aluyon ES	BURDEOS
30.	108563	Cabungalunan ES	BURDEOS
31.	501452	Carlagan IS	BURDEOS
32.	108567	Mabini ES	BURDEOS
33.	108558	Anibawan ES	BURDEOS
34.	301335	Bonifacio NHS	BURDEOS

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SCHOOLS DIVISION OF QUEZON PROVINCE

Annex B

**LIST OF SCHOOLS FOR CLEAN-UP FUND
STS PAENG**

	School ID	Name of School	District
1.	301363	PSHN - Umiray	Gen. Nakar
2.	301361	PSHN - Main	Gen. Nakar
3.	108707	Dinigman ES	Gen. Nakar
4.	108725	Umiray ES	Gen. Nakar
5.	108705	Cynthia Village ES	Gen. Nakar
6.	301374	Patnanungan NHS	Patnanungan
7.	108984	Guinaygayan ES	Patnanungan
8.	108986	Katakian ES	Patnanungan
9.	108990	Patnanungan Norte ES	Patnanungan
10.	108992	Tapol ES	Patnanungan
11.	109042	Patnanungan CES	Patnanungan
12.	501452	Carlagan IS	Burdeos
13.	501453	Calutcot IS	Burdeos
14.	108558	Anibawan	Burdeos
15.	108560	Bonifacio ES	Burdeos
16.	301335	Bonifacio NHS	Burdeos
17.	108567	Mabini ES	Burdeos
18.	109024	Binibitinan ES	Polillo
19.	109049	Taluong ES	Polillo
20.	109040	Pamatdan ES	Polillo
21.	109046	Sabang ES	Polillo
22.	108559	Bongliw ES	Panukulan
23.	109034	Libo ES	Panukulan
24.	109035	Lipata ES	Panukulan
25.	109028	Calasumanga ES	Panukulan
26.	308029	Bonbon NHS	Panukulan
27.	109031	Kinalagte ES	Panukulan
28.	109038	Milawid ES	Panukulan
29.	108569	Rizal ES	Panukulan
30.	109041	Pandan ES	Panukulan
31.	108985	Jomalig Central ES	Jomalig
32.	108979	Apad ES	Jomalig
33.	108983	Gango ES	Jomalig
34.	165003	Mauban South CES II	Mauban South
35.	305598	Sariaya NHS	Sariaya East
36.	109181	Lutgarda Causapin ES	Sariaya West
37.	109086	Sampaloc I ES	Sampaloc
38.	109267	Bukal ES	Tiaong I

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Republic of the Philippines
Department of Education
GOVERNANCE AND FIELD OPERATIONS

OUGFO No. 2022-04- 1362

MEMORANDUM

TO : **ATTY. ALBERTO T. ESCOBARTE**
Regional Director, DepEd Region IV-A

ELIAS A. ALICAYA JR.
Schools Division Superintendent, Division of Quezon Province

FROM : **ATTY. REVSEE A. ESCOBEDO**
Undersecretary
Office of Governance and Field Operations

SUBJECT : **Guidelines on the Utilization, Documentation and Reporting of Downloaded Funds for Clean-up and Minor Repair for Schools Affected by Super Typhoon (STY) Karding**

DATE : October 12, 2022

The Office of the Undersecretary for Governance and Field Operations (OUGFO) issues the following guidelines on the utilization, documentation and monitoring of downloaded funds for clean-up and minor repair for schools affected by STY Karding.

The clean-up and minor repair funds amounting to P20,000.00 charged to the **Central Office – General Management Service (allocation for Minimum Health Standards)** to be **downloaded to the Division of Quezon Province** 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.

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

1. Take photos of school before and after the clean-up and minor repair;
2. Consolidate and archive photos, completion reports and certification of submitted liquidation reports;

ABR 10122022

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3. Coordinate with the Division Finance Office for other liquidation requirements;
4. Accomplish the Monitoring Template for Downloaded Fund Support for Clean-Up and Minor Repair attached;
5. Ensure the submission of accomplished monitoring template along with other pertinent documents listed in this memorandum, two (2) weeks after receipt of the sub-ARO; and
6. Submit the reports to the Disaster Risk Reduction and Management Service (DRRMS) at drmo@deped.gov.ph .

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*.

Any issues and concerns regarding fund support for school clean-up and minor repairs should be reported to DepEd DRRMS immediately. The offices concerned may contact the assigned DRRMS staff in their Area of Responsibility (AoR) through any available online or mobile platform.

For information and compliance.