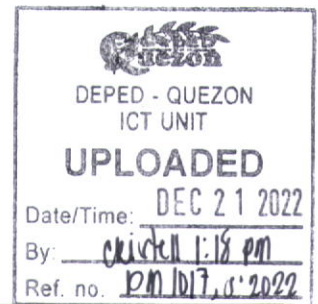




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



05 December 2022

DIVISION MEMORANDUM
DM No. 107, s. 2022

REITERATION ON THE GUIDELINES ON THE UTILIZATION, DOCUMENTATION AND REPORTING OF DOWNLOADED FUND FOR CLEAN-UP AND MINOR REPAIRS FOR SCHOOLS AFFECTED BY STY KARDING

TO: Assistant Schools Division Superintendents
Division Chiefs
Public Schools District Supervisors
School Head In-Charge for School Governance and Operation
School Heads
All Others Concerned

1. In reference to **OUGFO MEMORANDUM No. 2022-04-1362** or the *Guidelines on the Utilization, Documentation and reporting of Downloaded Funds for Clean-up and Minor Repairs for Schools affected by STY Karding* shall be utilized for, but not limited to, the following activities.
 - a. Purchase of supplies and equipment to be used for the said purposed;
 - b. Payment of labor services of Non-Deped personnel; and
 - c. Other expenses related to clean-up and minor repair of schools
2. For documentation and monitoring of the aforementioned activity, the schools are required to do the following:
 - a. Take photos before and after the clean-up and minor repair;
 - b. Consolidate and archive photos, completion reports and certification of submitted liquidation reports;
 - c. Submit in duplicate copy the accomplishment report to Division DRRM Unit copy furnish the Education Facilities Section through Engr. Ramir O. Arbolente within two weeks after receipt the downloaded fund.
3. All expenses shall be subject to the usual budgeting, accounting, auditing, and procurement rules and regulations. Misuse and/ or mismanagement of these funds

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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.

4. Attached herewith are the list of 34 identified schools entitled for clean-up and minor repair fund.
5. Immediate and widest dissemination of this Memorandum is highly desired.

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

drmapr/12/05/2022

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Enclosure 1. Detailed List of Schools to be Downloaded with Fund Support for Clean-Up due to STY Karding

No.	Region	Division	School ID	School Name	No. of Totally Damaged CLs	No. of Partially Major Damaged CLs	Total Allocated Fund*
1	IV-A	Quezon	108558	Anibawan ES	7	4	20,000.00
2	IV-A	Quezon	108979	Apad ES	-	7	20,000.00
3	IV-A	Quezon	109021	Balungay ES	4	-	20,000.00
4	IV-A	Quezon	301335	Bonifacio NHS	8	8	20,000.00
5	IV-A	Quezon	108553	Cabungatunan ES	-	2	20,000.00
6	IV-A	Quezon	501452	Carlagan IS	10	1	20,000.00
7	IV-A	Quezon	108567	Mabini ES	-	3	20,000.00
8	IV-A	Quezon	301408	Talung ES	5	-	20,000.00
9	IV-A	Quezon	301377	Polillo NHS	-	43	20,000.00
10	IV-A	Quezon	109027	Bucao ES	6	-	20,000.00
11	IV-A	Quezon	109033	Libjo ES	3	-	20,000.00
12	IV-A	Quezon	109025	Blellan ES	7	-	20,000.00
13	IV-A	Quezon	109032	Languyin ES	7	-	20,000.00
14	IV-A	Quezon	109040	Pamatdan ES	4	-	20,000.00
15	IV-A	Quezon	109036	Macnit ES	2	-	20,000.00
16	IV-A	Quezon	109050	Tarnulaya ES	7	-	20,000.00
17	IV-A	Quezon	108986	Katakian ES	4	5	20,000.00
18	IV-A	Quezon	109026	Bonbon ES	-	4	20,000.00
19	IV-A	Quezon	108559	Bongitw ES	-	5	20,000.00
20	IV-A	Quezon	109037	Matangkap ES	-	3	20,000.00
21	IV-A	Quezon	109042	Parukulan CS	-	2	20,000.00
22	IV-A	Quezon	108569	Rizal ES	4	-	20,000.00
23	IV-A	Quezon	301344	Libo NHS	11	-	20,000.00
24	IV-A	Quezon	108725	Umiray ES	6	6	20,000.00
25	IV-A	Quezon	108707	Dinigman ES	8	8	20,000.00
26	IV-A	Quezon	108710	Loilo ES	-	-	20,000.00

27	IV-A	Quezon	108564	Calutcot ES	14	-	20,000.00
28	IV-A	Quezon	108560	Bonifacio ES	3	-	20,000.00
29	IV-A	Quezon	108568	Palasan ES	-	5	20,000.00
30	IV-A	Quezon	301334	Burdeos NHS	-	5	20,000.00
31	IV-A	Quezon	108561	Burdeos CS	-	15	20,000.00
32	IV-A	Quezon	108566	Aluyon ES	-	3	20,000.00
33	IV-A	Quezon	301413	Ungos Extension	-	4	20,000.00
34	IV-A	Quezon	109068	Lubayat ES	-	7	20,000.00
TOTAL					120	140	680,000.00

CL - classroom

*Prioritized schools allocated with fund support for clean-up are those schools with infrastructure damages (totally and/or partially major damaged classrooms) based on the submitted vetted Rapid Assessment of Damages Report (RADaR) signed by the Schools Division Superintendent.