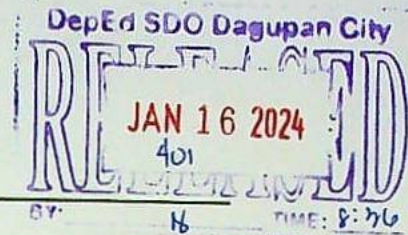




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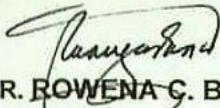
REGION I  
SCHOOLS DIVISION OF OFFICE of DAGUPAN CITY



Office of the Schools Division  
Superintendent

DIVISION MEMORANDUM NO. 29, 2024

MEMO TO : Assistant Schools Division Superintendent  
Chiefs, SGOD & CID  
Concerned School Heads  
Concerned School DRRM Coordinators

FROM :   
DR. ROWENA C. BANZON, CESO V  
Schools Division Superintendent

SUBJECT : GUIDELINES ON THE UTILIZATION, DOCUMENTATION,  
AND REPORTING OF FUNDS DOWNLOADED FOR THE  
CLEAN-UP AND MINOR REPAIR OF SCHOOLS AFFECTED  
BY SEVERE TROPICAL STORM (STS) "EGAY & FALCON"  
IN SDO DAGUPAN CITY, REGION 1

DATE : January 15, 2024

1. In light of the fund support for schools affected by Severe Tropical Storms (STS) "Egay & Falcon," the clean-up and minor repair funds amounting to P20,000.00 (twenty thousand pesos) per school charged to the Disaster Preparedness and Response Program, to be downloaded to affected schools shall be utilized for the following activities but not limited to:
  - 1.1. purchase of supplies and equipment to be used for the said purpose;
  - 1.2. salary/ies for manpower; and
  - 1.3. other expenses related to clean-up and minor repair of the schools
2. A Program of Work (POW) will be submitted on or before 5:00 o'clock PM of February 2, 2024 to the EFU, office of Engr. Tatum Grace L. Manzano, for checking and evaluation.
3. For documentation and monitoring, the schools are required to do the following:
  - 3.1. take photos of schools before and after the clean-up and minor repair;
  - 3.2. consolidate and archive photos, completion reports, and certification of submitted liquidation reports;



Address: DepEd SDO, Burgos St., Dagupan City  
Telephone No.: (075)615-2645/(075)615-2641  
Email Address: dagupan.city@deped.gov.ph

SDO DAGUPAN CITY



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**Department of Education**

REGION I  
SCHOOLS DIVISION OF OFFICE of DAGUPAN CITY

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**Office of the Schools Division Superintendent**

- 3.3. coordinate with the Division Finance Office for other liquidation requirements.
4. The list of recipient schools based on captured RADaR by DRRMIS, Central Office.  
**(Annex A)**
5. For questions and clarifications, please contact Ms. Elvira N. Villamor, our Division DRRM Coordinator thru mobile number 0948 516 5552 or e-mail at [elvira.villamor@deped.gov.ph](mailto:elvira.villamor@deped.gov.ph)
6. For immediate dissemination and compliance.



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REGION I  
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Annex A

**CLEAN-UP and MINOR REPAIR FUND RECIPIENT SCHOOLS**

	School ID	Name of School	Amount Downloaded
1	102176	Lomboy Elementary School	Php20,000.00
2	102153	West Central Elementary School II	Php20,000.00
3	500053	East Central Elementary School	Php20,000.00
4	102152	West Central Elementary School I	Php20,000.00
5	102151	Malued Elementary School	Php20,000.00
6	102149	Juan L. Siapno Elementary School	Php20,000.00
7	300367	Bonuan Boquig National High School	Php20,000.00
8	102160	Pogo-Lasip Elementary School	Php20,000.00
9	102171	Sabangan Elementary School	Php20,000.00
10	102174	Calmay Elementary School	Php20,000.00
11	102154	Bacayao Sur Elementary School	Php20,000.00
12	102156	Pascuala G. Villamil Elementary School	Php20,000.00
13	102167	Victoria Q. Zarate Elementary School	Php20,000.00
14	102177	Pantal Elementary School	Php20,000.00
15	102159	Mangin-Tebeng Elementary School	Php20,000.00
16	102161	Tambac Elementary School	Php20,000.00
17	500054	Federico N. Ceralde Integrated School	Php20,000.00



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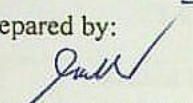


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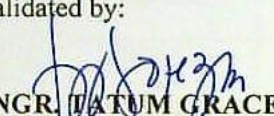
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SCHOOLS DIVISION OF OFFICE of DAGUPAN CITY

18	300370	Salapingao National High School	Php20,000.00
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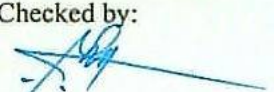
Prepared by:

  
**ELVIRA N. VILLAMOR, MAN**  
Project Development Officer II  
Division DRRM Coordinator

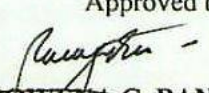
Validated by:

  
**ENGR. TATSUM GRACE L. MANZANO**  
Engineer III  
Education Facilities Unit

Checked by:

  
**EDILBERTO R. ABALOS, EdD**  
Chief Education Supervisor  
School Governance and Operations Division

Approved by:

  
**DR. ROWENA C. BANZON, CESO V**  
Schools Division Superintendent



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