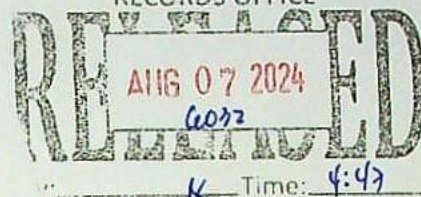




Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF DAGUPAN CITY

DepEd SDO Dagupan City
RECORDS OFFICE



Office of the Schools Division
Superintendent

August 07, 2024

DIVISION MEMORANDUM

No.: 297, s. 2024

**GUIDELINES ON THE UTILIZATION, DOCUMENTATION,
AND REPORTING OF FUNDS DOWNLOADED FOR THE CLEAN-UP AND MINOR
REPAIR FOR SCHOOLS AFFECTED BY SUPER TYPHOON CARINA
(Batch No. 1)**

To: Assistant Schools Division Superintendent
Chief Education Supervisors, SGOD & CID
Education Program Supervisors
Public Schools District Supervisors
Public School Heads Concerned
Division Education Facilities Engineer
Division DRRM Coordinator
PDO I / AO II School DRRM Coordinators
Non-Teaching School DRRM Coordinator Designates

1. Based on OM-OUOPS No. 2024-4-04-1088 "Guidelines on the Utilization of Funds for Fiscal Year (FY) 2024 Disaster Preparedness and Response Program (DPRP) Funds" Annex A. Specific Guidelines for the clean-up and/or minor repair funds for the response intervention for schools affected by Severe Tropical Storm (STS) Carina, the clean-up and minor repair funds amounting to:
 - 1.1. P20,000.00 – for small school
 - 1.2. P30,000.00 – for medium school
 - 1.3. P40,000.00 – for large school

2. The Disaster Risk Reduction and Management Services thru the DRRM per Division Offices downloaded the DPRP-Response Intervention for the affected schools to be utilized for the following activities but not limited to:
 - 2.1. Purchase of supplies and equipment to be used for clean-up and clearing operations;
 - 2.2. Payment for labor services of non-DepEd personnel;
 - 2.3. Provision of meals for the volunteers who helped in the clean-up and minor repair operations; and
 - 2.4. Other expenses related to clean-up and clearing operations of school.



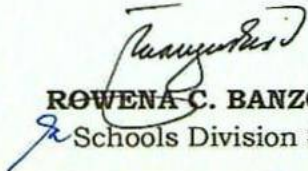
Address: Burgos St., Poblacion Oeste, Dagupan City
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3. A Program of Work (POW) will be submitted to the EFU, office of Engr. Tatum Grace L. Manzano immediately upon the issuance of this memo for checking and evaluation.
4. For documentation, monitoring, and reporting, the schools are required to do the following:
 - 4.1. Take photos of schools before and after the clean-up, clearing operations, and minor repairs;
 - 4.2. Consolidate and archive photos, completion reports, and certification of submitted liquidation reports;
 - 4.3. Coordinate with the Division Finance Office for other liquidation Requirements.
5. On **Annex A**. The list of recipient schools is enumerated based on captured RADaR by DRRMIS, Central Office.
6. For questions and clarifications, you may contact the Division DRRM Coordinator Ms. Elvira N. Villamor via email at elvira.villamor@deped.gov.ph.
7. Information and immediate dissemination of this memorandum is desired.


ROWENA C. BANZON EdD, CESO V
Schools Division Superintendent



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ANNEX A

**LIST OF RECIPIENT SCHOOLS FOR CLEAN-UP, CLEARING OPERATIONS,
AND/OR MINOR REPAIR FUNDS
(Batch 1)**

No.	School ID	Name of School	Amount Downloaded
1	102149	Juan L. Siapno ES	P30,000.00
2	102151	Malued ES	P40,000.00
3	102152	West Central I ES	P40,000.00
4	102154	Bacayao Sur ES	P30,000.00
5	102156	Pascuala G. Villamil ES	P30,000.00
6	102158	Lasip Grande ES	P20,000.00
7	102159	Manigin-Tebeng ES	P30,000.00
8	102160	Pogo-Lasip ES	P30,000.00
9	102161	Tambac ES	P30,000.00
10	102163	Bolosan ES	P40,000.00
11	102165	Bonuan Buquig ES	P40,000.00
12	102167	Victoria Q. Zarate ES	P30,000.00
13	102169	Mamalingling ES	P20,000.00
14	102171	Sabangan ES	P40,000.00
15	102173	T. Ayson-Rosario ES	P30,000.00
16	102174	Calmay ES	P30,000.00
17	102175	Carael ES	P40,000.00
18	102176	Lomboy ES	P20,000.00
19	102177	Pantal ES	P30,000.00
20	102179	Salapingao ES	P30,000.00
21	102180	Suit ES	P20,000.00
22	102181	Juan P. Guadiz ES	P20,000.00
23	300367	Bonuan Buquig NHS	P40,000.00
24	300368	Dagupan City NHS	P40,000.00
25	300371	Judge Jose De Venecia Sr. TVSS	P40,000.00
26	500053	East Central IS	P40,000.00
27	500054	Federico N. Ceralde IS	P40,000.00
28	500055	Pugaro IS	P40,000.00



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