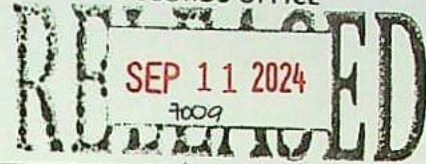




Republic of the Philippines  
**Department of Education**  
REGION I  
SCHOOLS DIVISION OF DAGUPAN CITY

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RECORDS OFFICE



Office of the Schools Division  
Superintendent

By: \_\_\_\_\_ Time: 3:46

September 09, 2024

**DIVISION MEMORANDUM**

No.: 346, 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. 2)**

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 through 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 the school.



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Website: [depeddagupan.com](http://depeddagupan.com)  
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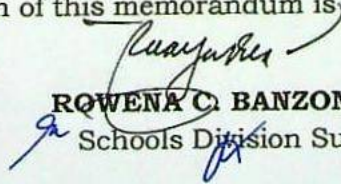
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3. For minor repair funds, affected schools shall be provided with funds for clearing and safety operations of the debris of the damages incurred in classrooms. Or other facilities, and non-infrastructures if they met the following criteria:

Criteria	Additional Amount to be Provided
Number of totally damaged classroom	P10,000.00/damaged classroom
Number of partially (major) damaged classroom	P5,000.00/damaged classroom
Per partially (minor) damaged classroom	P2,500.00/damaged classroom

4. The provided funds shall be utilized for the following activities:
- 4.1. Purchase of supplies and equipment to be used for minor repair of damages in classrooms;
  - 4.2. Payment for labor services of non-DepEd personnel;
  - 4.3. Provision of meals for the volunteers who helped in the minor repair operations; and
  - 4.4. Other expenses related to minor repair operations of school.
5. 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.
6. For documentation, monitoring, and reporting, the schools are required to do the following:
- 6.1. Take photos of schools before and after the clean-up, clearing operations, and minor repairs;
  - 6.2. Consolidate and archive photos, completion reports, and certification of submitted liquidation reports;
  - 6.3. Coordinate with the Division Finance Office for other liquidation Requirements.
7. On **Annex A**. The list of recipient schools is enumerated based on captured RADaR by DRRMIS, Central Office.
8. For questions and clarifications, you may contact the Division DRRM Coordinator **Ms. Elvira N. Villamor** via email at [elvira.villamor@deped.gov.ph](mailto:elvira.villamor@deped.gov.ph).
9. 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 II)**

No.	Name of School	Total Amount for CUCO (Clean-Up and Clearing Operations)	Total Amount for Minor Repair	Total Amount of TLS	Total Amount of CUCO and Minor Repair
1	Lucao ES	P40,000.00			P40,000.00
2	West Central II ES	P30,000.00			P30,000.00
3	Caranglaan ES	P30,000.00			P30,000.00
4	BLISS ES	P20,000.00			P20,000.00
5	Leon-Francisco Maramba ES	P30,000.00			P30,000.00
6	Gen. Gregorio Del Pilar ES	P30,000.00			P30,000.00
7	North Central ES	P40,000.00			P40,000.00
8	Salisay ES	P30,000.00			P30,000.00
9	Pantal ES	P50,000.00	P99,998.00	P1,648,333.50	P1,798,331.50
10	Tebeng ES	P40,000.00			
11	Bonuan Buquig NHS	P17,500.00	P249,995.00		P267,495.00
12	Carael NHS	P40,000.00			P40,000.00
13	Salapingao NHS	P40,000.00			P40,000.00
14	Federico N. Ceralde IS	P10,000.00	P199,996.00		P209,996.00
15	Pugaro IS	P65,000.00	P99,998.00		P164,998.00
			<b>GRAND</b>	<b>TOTAL</b>	<b>P2,790,820.00</b>



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