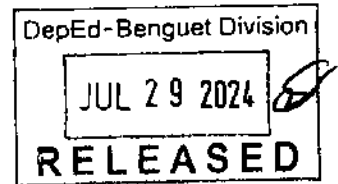




Republic of the Philippines  
**Department of Education**  
Schools Division of Benguet



26 July 2024

**DIVISION MEMORANDUM**

No. 251, s. 2024

**GUIDELINES ON THE UTILIZATION, DOCUMENTATION AND REPORTING  
OF FUNDS DOWNLOADED FOR THE CLEAN-UP AND/OR MINOR REPAIR  
OF SCHOOLS AFFECTED BY STY CARINA ENHANCED  
BY SOUTHWEST MONSOON**

To: Public Schools District Supervisors/Districts-in-charge  
Concerned School Heads  
School DRRM Coordinators


1. Part of the response intervention of the Department of Education to schools affected by hazards is the provision of Clean Up and Minor Repair Funds. This is to augment the expenses spent by schools to ensure that schools are clean and safe from debris and other hazards brought about by STY Carina.
2. The clean-up and minor repair funds amounting to at least P20,000.00 per school, charged to the Disaster Preparedness and Response Program (DPRP), will be downloaded to identified affected schools and may be utilized for the following activities:
  - a) Purchase of supplies, tools, materials, and equipment to be used for clean-up, minor repair, and clearing operations;
  - b) Payment for the labor services of non-DepEd personnel;
  - c) Provision of meals for the who helped in the clean-up, clearing, and minor repair operations; and
  - d) Other expenses related to the clean-up, clearing and minor repair operations of the school.
3. For the promotion of the physical and emotional environment in schools, the implementation of the Clean Up, Clearing, and Minor repair shall adhere to the minimum safety requirements and standards anchored on the Implementing Rules and regulations of Chapter VI – “School Sanitation and Health Services” of the Code on Sanitation of the Philippines (Presidential Decree 856).
4. Further, all tools and equipment purchased by the school using the clean-up and minor repair fund must be properly accounted for, maintained, and safely stores in the school for future use.



Address: Wangal, La Trinidad, Benguet  
Telephone Number: (074) 422-6570  
Email: [benguet@deped.gov.ph](mailto:benguet@deped.gov.ph)  
Facebook Page: DepEd Tayo Benguet



5. For documentation and monitoring purposes, the schools are required to do the following:
  - a) Take photos of school (damaged/affected portion) before, during and after the clean-up and minor repair;
  - b) Accomplish the **Status of Fund Support for Clean-Up and Minor Repairs**. See *attachment 2*.
  - c) **Make sure to liquidate the funds within one (1) month upon receiving of the funds.**
6. 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 guideline 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.
7. Concerned schools should ensure the submission of accomplished monitoring template (*Attachment 2*) to the Division DRRM Coordinator through e-mail at [DRRM.depedbenguet@gmail.com](mailto:DRRM.depedbenguet@gmail.com).
8. For information, dissemination, and strict compliance.

  
**SALLY L. BANAKEN-ULLALIM, CESO V**  
Schools Division Superintendent

Reference: Memorandum No. DRRMS-07-26-24-0004  
Memorandum OM-OUOPS-2024-04-01088  
Memorandum OM-OUOPS-2024-04-03288

/SGOD/LBA/DRRM.nib



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**Attachment 1 to SDO Division Memorandum No. 25, s. 2024**

*re: Guidelines on the Utilization, Documentation and Reporting of Funds downloaded for the Clean-up and Minor Repair of Schools affected by STY Carina*

**LIST OF AFFECTED SCHOOLS PROVIDED WITH CLEAN UP AND/OR MINOR REPAIR FUNDS, STY CARINA ENHANCED BY SOUTHWEST MONSOON**

**BATCH 1**

District	School	CUMR Amount requested (based on FY 2024 DPRP Implementing Guidelines)
Atok	Bonglo ES	20,000.00
	Rufino Alawas ES	25,000.00
Bakun	Bulisay ES	20,000.00
	Bagtangan ES	20,000.00
	Cadsi-Amoy ES - Poway Annex	20,000.00
Itogon 1	Pacalso ES	20,000.00
	Loacan NHS	20,000.00
Itogon 2	Acupan ES	20,000.00
	Lusod Community School	20,000.00
	Bantic NHS	20,000.00
	Itogon Central School	20,000.00
Kapangan	Sagubo ES	20,000.00
Kibungan	Lanipew Barrio School	20,000.00
La Trinidad	Benguet NHS	35,000.00
	Buyagan ES	20,000.00
Mankayan	Bedbed ES	20,000.00
	Lepanto NHS	20,000.00
	Balili NHS	20,000.00
	Tabio NHS	20,000.00
Sablan	Jose Gonzales ES	20,000.00
Tuba	Taloy Sur NHS	20,000.00
	Kiwas IS	20,000.00
	Mariano Sabarino ES	20,000.00
<b>TOTAL</b>	<b>23</b>	<b>480,000.00</b>



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**Attachment 2 to SDO Division Memorandum No. 25 Is. 2024 re: Guidelines on the Utilization, Documentation and Reporting of Funds downloaded for the Clean-up and Minor Repair of Schools affected by STY Carina**

<b>Name of School:</b>		<b>District:</b>	
<b>Name of School Head:</b>		<b>Name of SDRRM Coordinator:</b>	

<b>STATUS OF FUND SUPPORT FOR CLEAN-UP, MINOR REPAIRS AND/OR CLEARING OPERATIONS</b>					
<b>Date amount was released (MM-DD-YYYY)</b>	<b>Amount Liquidated (PhP)</b>	<b>Liquidated as of (MM-DD-YYYY)</b>	<b>With Certification of Liquidation (YES/NO)</b>	<b>With photo-documentation (YES/NO)</b>	<b>Remarks</b>

Prepared by:

\_\_\_\_\_  
*(Printed name over signature)*  
**School DRRM Coordinator**

Certified correct:

Submitted by:

\_\_\_\_\_  
*(Printed name over signature)*  
**Senior Bookkeeper-in-charge/Finance Personnel**

\_\_\_\_\_  
*(Printed name over signature)*  
**School Head**

**Note: Scanned copy of signed report may be submitted via electronic mail at [DRRM.depedbenguet@gmail.com](mailto:DRRM.depedbenguet@gmail.com)**



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