
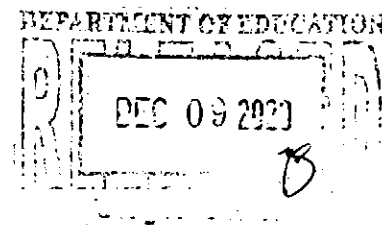
	Republic of the Philippines Department of Education Cordillera Administrative Region SCHOOLS DIVISION OF BENGUET Wangal, La Trinidad, Benguet	
DIVISION MEMORANDUM <u>269</u> s. 2020		

TO: Public Schools District Supervisors/Districts-in-charge
 Concerned School Heads
 Concerned SDRRM Coordinators



FROM: **BENILDA M. DAYTACA, EdD, CESO VI**
 Assistant Schools Division Superintendent
 OIC- Office of the Schools Division Superintendent

SUBJECT: **GUIDELINES ON THE UTILIZATION, DOCUMENTATION AND REPORTING OF FUNDS DOWNLOADED FOR SCHOOL CLEAN UP AND MINOR REPAIR OF SCHOOLS AFFECTED BY TYPHOON "ULYSSES"**

DATE: December 7, 2020

1. In light of the fund support for schools affected by Typhoon (TY) "Ulysses" last 11 November 2020, the clean-up fund and minor repair funds amounting to P20,000.00 per school downloaded by DepEd-DRRMS under the Disaster Preparedness and Response Program, shall be utilized for, but not limited to, the following activities:

- a) Purchase of supplies and equipment to be used for clean-up and minor repair;
- b) Salary/ies for manpower; and
- c) Other expenses related to clean-up and minor repair of the school.

2. It is expected that said amount shall be utilized immediately and fully liquidated within the month of December, subject to accounting and auditing rules and regulations. As such, there should be no unliquidated amount coming from the funds of school clean-up and minor repair.

3. For documentation and monitoring purposes, the school heads, through their school DRRM coordinators, are required to submit a Completion Report, with photos of before and after the clean-up and minor repair, and a copy of the submitted Liquidation Report to SDO Benguet, c/o Division DRRM Coordinator, for consolidation and submission to higher offices.

4. Attached is the list of recipient schools and the Completion Report Template, for reference.

5. For information, guidance, and compliance.

Reference: OUA Memo 00-1120-0250 dated 18 November 2020

Address: Wangal, La Trinidad, Benguet
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LIST OF SCHOOLS DOWNLOADED WITH CLEAN-UP AND/OR MINOR REPAIR FUNDS (TY Ulysses)

	District	School ID	School Name	Amount allocated (Php)
1	Atok	305129	Atok NHS	20,000.00
2		135377	Bosleng Elementary School	20,000.00
3	Bakun	219530	Yugo-Bantales ES	20,000.00
4	Bokod	305135	Bokod NHS-Main	20,000.00
5		318901	Daklan National High School	20,000.00
6	Buguias	135466	Bangao Moreno ES	20,000.00
7		135463	Bacasen-Wakit ES	20,000.00
8		135476	Calamagan PS	20,000.00
9		135492	Pasbol-Belino ES	20,000.00
10	Kabayan	135548	Bashoy ES	20,000.00
11		135556	Mongoto Elementary School	20,000.00
12	Kapangan	135585	Taba-ao ES	20,000.00
13	Kibungan	135608	Saddle ES	20,000.00
14		135605	Pakpakitan Elementary School	20,000.00
15		305154	Madaymen National High School	20,000.00
16	La Trinidad	135614	Alno-Kadoorie ES	20,000.00
17		135616	Bahong ES	20,000.00
18		135618	Balukas Elementary School -	20,000.00
19		135631	Puguis Elementary School	20,000.00
20	Mankayan	135637	Ampuntoc PS	20,000.00
21		135645	Bulalacao ES	20,000.00
22		135646	Cabacab Elementary School	20,000.00
23		318917	Balili NHS-Cabacab	20,000.00
24		135648	Ca-ew ES	20,000.00
25		135655	Lepanto ES	20,000.00
26	Sablan	135681	Sablan CS	20,000.00
27	Tuba	135709	Salpang ES	20,000.00