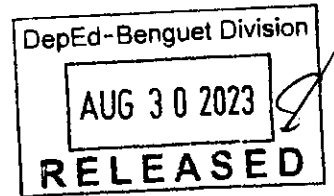




Republic of the Philippines  
**Department of Education**  
Schools Division of Benguet



25 August 2023

**DIVISION MEMORANDUM**

No. 306, s. 2023

**GUIDELINES ON THE UTILIZATION, DOCUMENTATION AND REPORTING  
OF FUNDS DOWNLOADED FOR THE CLEAN-UP AND MINOR REPAIR  
OF SCHOOLS AFFECTED BY STY EGAY**

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 Egay.
2. The clean-up and minor repair funds amounting to P20,000.00 per school, charged to the Disaster Preparedness and Response Program (DPRP), will be downloaded to identified affected schools (*see Attachment 1*) and may be utilized for the following activities:
  - a) Purchase of supplies, tools, materials, and equipment needed for cleaning and clearing operations and repair of minor damages in the school;
  - b) Payment for the labor services of non-DepEd personnel;
  - c) Provision of meals for volunteers involved in cleaning and clearing operations and repair of minor damages in the school; and
  - d) Other expenses related to the clean-up and minor repair of the school.
3. 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.
4. 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.**



Address: Wangal, La Trinidad, Benguet  
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5. 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.
6. 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).
7. For information, dissemination, and strict compliance.

  
**SALLY L. BANAKEN-ULLALIM CESO V**  
Schools Division Superintendent <sup>41</sup>

Reference: DepEd OUOPS Memorandum No. 2023-04-6762

/SGOD/LBA/DRRM.nib



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**Attachment 1 to SDO Division Memorandum No. \_\_\_\_, s. 2021 re: Guidelines on the Utilization, Documentation and Reporting of Funds downloaded for the Clean-up and Minor Repair of Schools affected by STY Egay**

**LIST OF AFFECTED SCHOOLS PROVIDED WITH CLEAN UP/MINOR REPAIR FUNDS (STY EGAY)**

	District	Schools	Amount of Clean Up/Minor Repair Funds
1	Atok	Bosleng ES	Php20,000.00
2	Bakun	Ampusongan National High School	Php20,000.00
3	Bakun	Labinio-Acquisio, ES	Php20,000.00
4	Bakun	Mateo Balsaoen Elementary School	Php20,000.00
5	Bakun	Palidan Integrated School	Php20,000.00
6	Bakun	Sinacbat ES	Php20,000.00
7	Bakun	Talbino ES	Php20,000.00
8	Bokod	Ambangeg National High School	Php20,000.00
9	Buguias	Catlubong-Adiston ES	Php20,000.00
10	Buguias	Orlani Telitel PS	Php20,000.00
11	Buguias	Pan-ayaoan ES	Php20,000.00
12	Buguias	Pugo James Mocate ES	Php20,000.00
13	Buguias	Saclalan Sagandoy ES	Php20,000.00
14	Buguias	Sinipsip NHS-Main	Php20,000.00
15	Buguias	Taba-ao-Marcos Elementary School	Php20,000.00
16	Itogon 1	Tocmo Integrated School	Php20,000.00
17	Itogon 2	Manganese Integrated School	Php20,000.00
18	Kabayan	Anchokey PS	Php20,000.00
19	Kabayan	Ballay Integrated School	Php20,000.00
20	Kabayan	Tinaleb ES	Php20,000.00
21	Kapangan	Cuba Bo. Sch.	Php20,000.00
22	Kapangan	Datakan Integrated School	Php20,000.00
23	Kapangan	Gov. Bado Dangwa Agro-Industrial School	Php20,000.00
24	Kapangan	Sagubo ES	Php20,000.00
25	Kibungan	Lubo Integrated School	Php20,000.00
26	Kibungan	Madaymen National High School	Php20,000.00
27	Kibungan	Polis Barrio School	Php20,000.00
28	La Trinidad	La Trinidad National High School	Php20,000.00
29	La Trinidad	Puguis National High School	Php20,000.00
30	La Trinidad	Alno National High School	Php20,000.00
31	La Trinidad	Wangal Elementary School	Php20,000.00
32	Mankayan	Ampuntoc PS	Php20,000.00
33	Mankayan	Cabitin ES	Php20,000.00
34	Mankayan	Dagadag Primary School	Php20,000.00
35	Mankayan	Guiweng PS	Php20,000.00
36	Mankayan	Lepanto ES	Php20,000.00
37	Mankayan	Lepanto National High School	Php20,000.00
38	Mankayan	Ulsino Primary School	Php20,000.00
39	Tuba	Marcclo Marquez National High School	Php20,000.00
40	Tublay	Albis ES	Php20,000.00
41	Tublay	Mamuyod ES	Php20,000.00
42	Tublay	Moran ES	Php20,000.00
43	Tublay	Tublay School of Home Industries	Php20,000.00
	<b>TOTAL</b>		<b>860,000.00</b>



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**Attachment 2 to SDO Division Memorandum No. \_\_\_ s. 2023 re: Guidelines on the Utilization, Documentation and Reporting of Funds downloaded for the Clean-up and Minor Repair of Schools affected caused by STY Egay**

<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 AND MINOR REPAIRS</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.depedbenquet@gmail.com](mailto:DRRM.depedbenquet@gmail.com)**



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