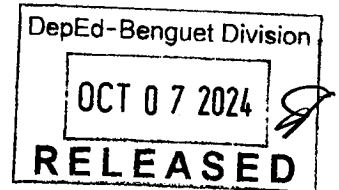




Republic of the Philippines  
**Department of Education**  
Schools Division of Benguet



03 October 2024

**DIVISION MEMORANDUM**

No. 355, 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 AND TY ENTENG**

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 (*see Annex A*) 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 volunteers 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.
5. For documentation and monitoring purposes, the schools are required to do the following:



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- 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 *Annex B*.
  - 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 (*Annex B*) 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.

  
**ESTELA P. LEON - CARIÑO, EdD, CESO III**  
Regional Director and concurrent  
Officer - in - Charge  
Office of the Schools Division Superintendent

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

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**Attachment 1 to SDO Division Memorandum No. 355, s. 2024 re: Guidelines in the Utilization, Documentation and Reporting of Funds Downloaded for the Clean-up and/or Minor Repair of Schools Affected by STY Carina and TY Enteng**

**ANNEX A.**

**LIST OF SCHOOLS WITH CLEAN-UP FUNDS**

No.	District	School ID	School Name	Total
1	BAKUN	135416	Kayapa Elementary School	20,000.00
2	BAKUN	135421	Nagawa Elementary School	20,000.00
3	BOKOD	135436	Bulo Elementary School	20,000.00
4	BOKOD	135449	Otbong Primary School	20,000.00
5	BOKOD	135454	Poodan Elementary School	20,000.00
6	BUGUIAS	135460	Amgaleyguey Elementary School	20,000.00
7	BUGUIAS	135462	Antopac-Lusong Primary School	20,000.00
8	BUGUIAS	135477	Catlubong-Adiston Elem. School	20,000.00
9	BUGUIAS	135479	Cotcot-Talabis Elementary School	20,000.00
10	BUGUIAS	135481	Kimpit Primary School	20,000.00
11	BUGUIAS	135482	Cayat-Laduan ES	20,000.00
12	BUGUIAS	135487	Natubleng Elementary School	30,000.00
13	ITOGON II	135523	Goldfield Elementary School	20,000.00
14	ITOGON I	135536	Tinongdan Elementary School	20,000.00
15	KAPANGAN	135560	Ampongot Elementary School	20,000.00
16	KAPANGAN	135562	Balakbak Elementary School	30,000.00
17	KAPANGAN	135563	Beleng-Belis Barrio School	20,000.00
18	KAPANGAN	135566	Catioan Barrio School	20,000.00
19	KAPANGAN	135578	Longboy Elementary School	20,000.00
20	KAPANGAN	135582	Pongayan Barrio School	20,000.00
21	KAPANGAN	135589	Toplac Barrio School	20,000.00
22	KIBUNGAN	135591	Badeo Barrio School	20,000.00
23	KIBUNGAN	135610	Tableo Bo. Sch.	20,000.00
24	KIBUNGAN	135611	Es-esa S. Alodos ES (Tacadang ES)	20,000.00
25	KIBUNGAN	135612	Tonguey-Nalusbo Bo. Sch.	20,000.00
26	LA TRINIDAD	135616	Bahong Elementary School	30,000.00
27	LA TRINIDAD	135619	Bekkel Elementary School	30,000.00
28	LA TRINIDAD	135626	Lamut Elementary School	20,000.00
29	LA TRINIDAD	135631	Puguis Elementary School	40,000.00
30	LA TRINIDAD	135633	Talinguroy Elementary School	20,000.00
31	MANKAYAN	135636	Am-am Elementary School	20,000.00
32	MANKAYAN	135647	Cabitin Elementary School	20,000.00
33	MANKAYAN	135651	Cotcot ES (Cotcot-Dekdek MC)	20,000.00
34	MANKAYAN	135655	Lepanto Elementary School	30,000.00
35	MANKAYAN	135660	Marivic Elementary School	30,000.00
36	MANKAYAN	135663	Pacda Elementary School	20,000.00
37	MANKAYAN	135664	Paco Elementary School	20,000.00
38	MANKAYAN	135665	Palatong Elementary School	30,000.00
39	MANKAYAN	135668	Suyoc Elementary School	20,000.00
40	MANKAYAN	135669	Taneg Elementary School	20,000.00
41	MANKAYAN	135670	Taneg Primary School	20,000.00
42	SABLAN	135676	Jose Gonzales ES (Bagong ES)	20,000.00



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No.	District	School ID	School Name	Total
43	SABLAN	135681	Sablan Central School	30,000.00
44	SABLAN	135682	Talete MG School	20,000.00
45	SABLAN	135684	Yabyabuan MG School	20,000.00
46	TUBA	135692	Gilbert Semon Elementary School	30,000.00
47	TUBA	135709	Salpang Elementary School	20,000.00
48	TUBLAY	135718	Albis Elementary School	30,000.00
49	TUBLAY	135723	Basil Elementary School	20,000.00
50	MANKAYAN	219512	Lap-angan ES (Suyoc ES-Annex)	20,000.00
51	MANKAYAN	219521	Sayapot PS	20,000.00
52	BUGUIAS	219533	Guioeng Elem. School	20,000.00
53	ATOK	305129	Atok National High School	30,000.00
54	BOKOD	305135	Bokod National High School	40,000.00
55	MANKAYAN	305139	Cabiten National High School	20,000.00
56	KAPANGAN	305143	Gov. Bado Dangwa Agro-Industrial School (GBDAIS)	49,000.00
57	KAPANGAN	305148	Kapangan National High School	20,000.00
58	KIBUNGAN	305154	Madaymen National High School	30,000.00
59	TUBLAY	305162	Tublay School of Home Industries (TSHI)	49,000.00
60	TUBLAY	305164	Tublay National Trade High School	20,000.00
61	BOKOD	318901	Daklan National High School	30,000.00
62	LA TRINIDAD	318905	La Trinidad National High School	40,000.00
63	LA TRINIDAD	318906	Alno NHS	20,000.00
64	BAKUN	318911	Sinacbat NHS	20,000.00
65	LA TRINIDAD	318916	Puguis NHS	20,000.00
66	MANKAYAN	318917	Cabacab National High School	20,000.00
67	KIBUNGAN	502169	Mocgao Integrated School	20,000.00
68	BUGUIAS	502620	Sagandoy IS	20,000.00
69	KIBUNGAN	502831	Palina IS	20,000.00
			<b>TOTAL</b>	<b>1,628,000.00</b>



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**ANNEX B.**

<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 TEMPORARY WASH FACILITIES</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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