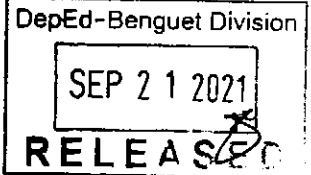




Republic of the Philippines  
Department of Education  
Schools Division of Benguet



20 September 2021

**DIVISION MEMORANDUM**

No. 375, s. 2021

**GUIDELINES ON THE UTILIZATION, DOCUMENTATION AND REPORTING OF FUNDS  
DOWNLOADED FOR THE CLEAN-UP AND MINOR REPAIR OF SCHOOLS AFFECTED CAUSED BY  
SOUTHWEST MONSOON ENHANCED BY TY "FABIAN"**

To: Public Schools District Supervisors/Districts-in-charge (except Bokod and Itogon II)  
Concerned School Heads  
School DRRM Coordinators

1. Pursuant to OUA Memorandum No. 00-0921-0006 issued by USec. Alain Del B. Pascua, Undersecretary for Administration dated 31 August 2021, this Office reiterates the following guidelines on the utilization, documentation and monitoring of the fund support for schools affected by Southwest Monsoon enhanced by TY Fabian last July 2021. *See Attachment 1 for List of recipient schools.*
2. The clean-up and minor repair funds amounting to P20,000.00 per school, charged to the Disaster Preparedness and Response Program (DPRP), to be downloaded to affected schools, shall be utilized for the following activities but not limited to:
  - a) Purchase of supplies and equipment to be used for said purpose;
  - b) Salary/ies for manpower; and
  - c) Other expenses related to clean-up and minor repair of schools.
3. 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.**
4. 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 guidelines 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.
5. All concerned school DRRM coordinators should ensure the submission of accomplished monitoring template (#3.b) to the Division DRRM Coordinator through e-mail at [DRRM.depedbenguet@gmail.com](mailto:DRRM.depedbenguet@gmail.com).
6. For information, dissemination, and strict compliance.

  
GLORIA B. BUYA-AO  
Schools Division Superintendent



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**LIST OF AFFECTED SCHOOLS PROVIDED WITH CLEAN UP/MINOR REPAIR FUNDS  
(Southwest Monsoon enhanced by TY Fabian)**

	District	Schools	Amount of Clean Up/Minor Repair Funds
1	Atok	Bosleng ES	Php20,000.00
2	Bakun	Alicay Segundo ES	Php20,000.00
3	Bakun	Kayapa NHS (formerly Ampusongan NHS-Kayapa Annex)	Php20,000.00
4	Buguias	Alapang ES	Php20,000.00
5	Buguias	Calamagan PS	Php20,000.00
6	Buguias	Lengaoan-Waking ES	Php20,000.00
7	Buguias	Bekes ES	Php20,000.00
8	Buguias	Naytokyab ES	Php20,000.00
9	Itogon I	Baguio Gold ES	Php20,000.00
10	Itogon I	Midas ES	Php20,000.00
11	La Trinidad	La Trinidad CS	Php20,000.00
12	Kabayan	James Calabias ES (formerly Asokong-Pacso ES Annex)	Php20,000.00
13	Kapangan	Kapangan NHS	Php20,000.00
14	Kibungan	Sapdaan PS	Php20,000.00
15	Kibungan	Saddle ES	Php20,000.00
16	Kibungan	Tabbac PS	Php20,000.00
17	Kibungan	Cuba Barrio School	Php20,000.00
18	Kibungan	Kibungan NHS	Php20,000.00
19	Mankayan	Colalo ES	Php20,000.00
20	Mankayan	Suyoc ES	Php20,000.00
21	Mankayan	Mogao ES	Php20,000.00
22	Mankayan	Mankayan CS	Php20,000.00
23	Mankayan	Tabio NHS	Php20,000.00
24	Sablan	Mating Mangosan ES	Php20,000.00
25	Sablan	Yabyabuan MG School	Php20,000.00
26	Tuba	Gavino Palaoag ES	Php20,000.00
27	Tuba	Sablan CS	Php20,000.00
28	Tuba	Gilbert Semon ES	Php20,000.00
29	Tuba	Kabuyao ES	Php20,000.00
30	Tuba	Marcelo Marques NHS (formerly Evelio Javier MNHS-Annex)	Php20,000.00
31	Tuba	Twin Peaks NHS	Php20,000.00
32	Tublay	Becday Chasoras ES	Php20,000.00
33	Tublay	Moran ES	Php20,000.00
34	Tublay	Mamuyod ES	Php20,000.00
35	Tublay	Tublay National Trade HS	Php20,000.00
36	Tublay	Tublay School of Home Industries- Main	Php20,000.00
37	Tublay	Ambongdolan ES	Php20,000.00
	<b>TOTAL</b>		<b>740,000.00</b>



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**Name of School:** \_\_\_\_\_

**District:** \_\_\_\_\_

**Name of School Head:** \_\_\_\_\_

**Name of SDRRM Coordinator:** \_\_\_\_\_

<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.depedbenguet@gmail.com](mailto:DRRM.depedbenguet@gmail.com) as part of our COVID-19 safety protocol of minimizing travels and face-to-face contacts.**



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