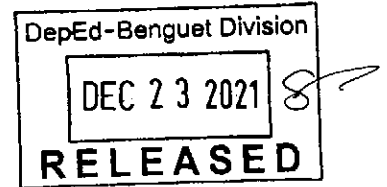




Republic of the Philippines
Department of Education
Schools Division of Benguet



15 December 2021

DIVISION MEMORANDUM

No. 506, s. 2021

**GUIDELINES ON THE UTILIZATION, DOCUMENTATION AND REPORTING OF FUNDS
DOWNLOADED FOR THE CLEAN-UP AND MINOR REPAIR OF SCHOOLS AFFECTED BY SEVERE
TROPICAL STORM (STS) "MARING"**

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

1. In light of the fund support for schools affected by Severe Tropical Storm (STS) "Maring", the clean up and minor repair funds amounting to P20,000.00 per school charged to the Disaster Preparedness and Response Program (MOOE), to be downloaded to affected schools shall be utilized, but not limited to, the following activities:
 - 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.
2. 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 on ASAP.
3. 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.
4. 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.
5. For information, dissemination, and strict compliance.

GLORIA B. BUYA-AO
Schools Division Superintendent

Reference: OUA Memorandum 00-1021-0256 dated 25 October 2021



Address: Wangal, La Trinidad, Benguet
Telephone Number: (074) 422-6570
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LIST OF AFFECTED SCHOOLS PROVIDED WITH CLEAN UP/MINOR REPAIR FUNDS (STS Maring)

No.	District	School	Amount Downloaded
1	Atok	Calasipan ES	Php20,000.00
2	Atok	Atok National High School	Php20,000.00
3	Atok	Topdac ES	Php20,000.00
4	Atok	Bosleng ES	Php20,000.00
5	Atok	Bonglo ES	Php20,000.00
6	Bakun	Palidan ES	Php20,000.00
7	Bakun	Cadsi Amoy ES	Php20,000.00
8	Bakun	Cadsi Amoy ES - Poway Annex	Php20,000.00
9	Bakun	Kayapa ES	Php20,000.00
10	Bakun	Ketagan-Cabatan ES	Php20,000.00
11	Bakun	Tanas ES	Php20,000.00
12	Bakun	Alicay Segundo ES	Php20,000.00
13	Bakun	Labinio-Mariano ES	Php20,000.00
14	Bokod	Ambayec ES	Php20,000.00
15	Buguias	Cotcot-Talabis ES	Php20,000.00
16	Buguias	Tindo-Bosania PS	Php20,000.00
17	Buguias	Taba-ao-Marcos Elementary School	Php20,000.00
18	Buguias	Cayapas Integrated School	Php20,000.00
19	Itogon II	Fianza Elementary School	Php20,000.00
20	Itogon II	Banget ES	Php20,000.00
21	Kabayan	Chapides ES	Php20,000.00
22	Kabayan	Tamang ES	Php20,000.00
23	Kapangan	Kapangan NHS	Php20,000.00
24	Kibungan	Les-eng PS	Php20,000.00
25	Kibungan	Lubo Elementary School	Php20,000.00
26	Kibungan	Tacadang Integrated School	Php20,000.00
27	Kibungan	Legleg Barrio School	Php20,000.00
28	Kibungan	Saddle ES	Php20,000.00
29	La Trinidad	Wangal Elementary School	Php20,000.00
30	La Trinidad	Bineng NHS (Benguet NHS-Bineng Annex)	Php20,000.00
31	La Trinidad	Lubas Elementary School	Php20,000.00
32	La Trinidad	Eastern La Trinidad National HS	Php20,000.00
33	Mankayan	Bedbed NHS	Php20,000.00
34	Mankayan	Sapid Elementary School	Php20,000.00
35	Mankayan	Ulsino Primary School	Php20,000.00
36	Mankayan	Mankayan National HS	Php20,000.00
37	Mankayan	Bulalacao NHS	Php20,000.00
38	Mankayan	Buyacaoan ES	Php20,000.00
39	Mankayan	Mogao ES	Php20,000.00
40	Sablan	Michael G. Angel ES	Php20,000.00
41	Sablan	Taya Multigrade School	Php20,000.00
42	Tuba	Kiwas ES	Php20,000.00
43	Tuba	Tuba NHS	Php20,000.00
44	Tuba	Asin ES	Php20,000.00
45	Tuba	Evelio Javier Memorial NHS-Annex	Php20,000.00
46	Tublay	Moran ES	Php20,000.00



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Attachment 2 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 caused by Severe Tropical Storm (STS) Maring

Name of School: _____ District: _____

Name of School Head: _____ Name of SDRRM Coordinator: _____

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

Prepared by:

 (Printed name over signature)
School DRRM Coordinator

Certified correct:

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

Submitted by:

 (Printed name over signature)
School Head

Note: Scanned copy of signed report may be submitted via electronic mail at DRRM.depedbenguet@gmail.com as part of our COVID-19 safety protocol of minimizing travels and face-to-face contacts.



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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

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