



Republic of the Philippines
Department of Education
Schools Division of Benguet

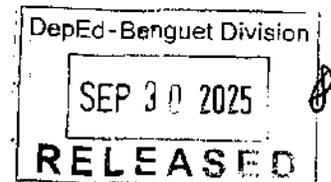
29 September 2025

DIVISION MEMORANDUM

No. 429, s. 2025

GUIDELINES IN THE UTILIZATION, DOCUMENTATION AND REPORTING OF FUNDS DOWNLOADED FOR THE CLEAN-UP AND CLEARING OPERATIONS (CUCO) AND/OR MINOR REPAIR (MR) OF SCHOOLS AFFECTED BY TROPICAL CYCLONES (CRISING, DANTE, EMONG, ETC)

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 Clearing Operations (CUCO) and Minor Repair (MR) Funds. This is to augment the expenses spent by schools to ensure that schools are clean, safe from debris and other hazards brought about by hazards such as tropical cyclones.

2. The provided funds shall be utilized for the following activities, based on the type of response intervention:

A. Clean Up and Clearing Operations (CUCO)

- Purchase of supplies and equipment to be used for clean-up and clearing operations;
- Payment for the labor services of non-DepEd personnel;
- Provision of meals for volunteers who helped in the CUCO capped at two hundred fifty pesos (250.00) per day of actual service, for both DepEd and Non-DepEd volunteers; and
- Other expenses related to CUCO of school.

B. MINOR REPAIR

- Purchase of supplies and equipment to be used for minor repair of damages in classrooms;
- Payment of labor services of non-DepEd personnel;
- Provision of meals for the volunteers who helped in the minor repair capped at two hundred fifty pesos (250.00) per day of actual service, for both DepEd and non-DepEd volunteers; and
- Other expenses related to minor repair of 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



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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 of the Division DRRM coordinator, the schools are required to accomplish the **Status of Fund Support for Clean-Up and Minor Repairs (Annex A)** and submit via electronic mail at DRRM.depedbenguet@gmail.com.
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. 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 OM-OUOPS-2025-00130

/SGOD/LBA/DRRM.nib



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Attachment 1 to SDO Division Memorandum No. 424, s. 2024 re: Guidelines in the Utilization, Documentation and Reporting of Funds Downloaded for The Clean-Up and Clearing Operations (CUCO) and/or Minor Repair (MR) of Schools Affected by Tropical Cyclones (Crising, Dante, Emong, Etc)

ANNEX A.

Name of School:		District:	
Name of School Head:		Name of SDRRM Coordinator:	

STATUS OF FUND SUPPORT FOR TEMPORARY WASH FACILITIES					
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:

Submitted by:

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

(Printed name over signature)
School Head

Note: Submit scanned copy (duly signed) via electronic mail at DRRM.depedbenquet@gmail.com with Subject Line: STATUS REPORT OF CUCO AND MR for TCs Crising-Dante-Emong



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