

Republic of the Philippines

Department of Education

Region VII, Central Visayas

DIVISION OF CEBU PROVINCE

Sudlon, Lahug, Cebu City



July 16, 2015

DIVISION MEMORANDUM

No. 438 s. 2015

ORIENTATION WORKSHOP OF THE GUIDELINES ON THE RELEASE AND UTILIZATION OF FINANCIAL ASSISTANCE FROM THE PRESIDENT'S SOCIAL FUND (PSF) TO GOVERNMENT EMPLOYEES AFFECTED BY THE TYPHOON YOLANDA

To: Assistant Superintendent/
Education Supervisors/ Coordinators
District Supervisors/OICs
Public Elementary and Secondary School Heads

1. This Office announces the conduct of the orientation workshop of the guidelines on the release and utilization of financial assistance from the President's Social Fund (PSF) to government employees affected by the Typhoon Yolanda at Division Office Social Hall.

2. The schedule of the orientation workshop will be conducted on the following dates and time:

Date		Municipality
July 22, 2015	8:00 AM – 12:00 NN	Catmon, Sogod, Borbon and Tabogon
	1:00 – 5:00 PM	San Francisco, Pilar, Poro, Tudela and Daanbatayan
July 23, 2015	8:00 AM – 12:00 NN	Carmen, Medellin, San Remigio and Tabuelan
	1:00 – 5:00 PM	Tuburan, Bantayan, Santa Fe and Madridejos

3. The participants of the said orientation are both Elementary and Secondary heads of the municipality listed on the above schedule.

4. One (1) snacks and other incidental expenses incurred during the conduct of the activity shall be chargeable against Division MOOE while travelling expenses of the participants relative to the attendance of the orientation shall be chargeable against School MOOE/SEF funds, subject to their availability and the usual accounting and auditing rules and regulations.

5. Attached is DepEd Memorandum No. 0002, s. 2015 dated June 25, 2015.

6. This Memorandum serves as **Authority to Travel** of the participants of the said orientation.

7. Immediate and wide dissemination of this Memorandum is desired.


ARDEN D. MONISIT, Ed. D.
Schools Division Superintendent

Telephone Numbers:

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Asst. Schools Division Superintendent:	(032) 414-7457
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Republic of the Philippines
Department of Education

Tanggapan ng Kalihim
Office of the Secretary


28027

25 JUN 2015

DepEd MEMORANDUM
DM-FA-2015-0002 (OSEC)

MEMORANDUM

TO : RD DIOSDADO M. SAN ANTONIO, DepEd Region IV-A
OIC-RD GILBERT T. SADSAD, DepEd Region IV-B
RD RAMON FIEL G. ABCEDE, DepEd Region V
OIC-RD MA. GEMMA M. LEDESMA, DepEd Region VI
OIC-RD JULIET A. JERUTA, DepEd Region VII
RD LUISA B. YU, DepEd Region VIII
ALL CONCERNED SDSs (Divisions of Tayabas, Palawan,
Masbate, Aklan, Antique, Cadiz City, Capiz City, Escalante City,
Guimaras, Iloilo, Passi City, Roxas City, Sagay City, Cebu, Bogo
City, Bohol, Leyte, Tagbilaran City, Baybay City, Biliran, Borongan,
Catbalogan City, Eastern Samar, Leyte, Ormoc, Samar, and
Tacloban City)

FROM : 
FRANCISCO M. VARELA
Undersecretary for Finance and Administration

SUBJECT : Guidelines on the Release and Utilization of Financial
Assistance from the President's Social Fund (PSF) to
Government Employees Affected by the Typhoon "Yolanda"
and the 7.2 Magnitude Earthquake

DATE : 23 June 2015

Relative to the provision of financial assistance from the President's Social Fund (PSF) to government employees of national government agencies/ departments in various Regions, who were affected by the 7.2 Magnitude earthquake on October 15, 2013 and the Typhoon Yolanda on 08-09 November 2013, the Presidential Management Staff (PMS) released to the Department of Education (DepEd) the first tranche (50%) amounting to Six Hundred Forty Two Million One Hundred Thirty Thousand Pesos (Php642,130,000.00) for the first batch (29,665 employees) of this Department.

Attached are the guidelines (Annex A) on the release and liquidation of the said financial assistance for your reference. Further, we would like to highlight the following:

Purpose:

1. The guidelines stated herein prescribe the coverage of and procedures in the release of financial assistance to be utilized for housing related purposes only.
2. To give emphasis that:
 - a. Beneficiaries of the PSF assistance in the amount of Php100,000.00 (with totally/ heavily damaged houses) shall use the assistance to partly defray equity for housing loan for acquisition of a new housing unit, in case the government employees needed to relocate, or to cover the cost of reconstruction/ repair of the existing housing unit, whichever is applicable.
 - b. Beneficiaries of the PSF assistance in the amount of Php30,000.00 (with partially damaged houses/ properties) shall use the assistance to reimburse/ defray the repair of the damaged housing unit .
 - c. In both categories, it should be provided that the housing unit to be replaced/ reconstructed/ repaired is owned by the government employees, and not located in danger areas identified by the national and/or local authority.

Responsibilities of the Central Office:

1. To transfer/ release the funds in tranches to the concerned Regional/ Division offices and allocation shall be based on the List of Affected Employees Affected by the Typhoon "Yolanda" and the 7.2 Magnitude Earthquake attached hereto as *Annex B*;
 - a. 1st Tranche = 50% upon submission of the Memorandum of Understanding (MOU) between the Regional Office (Second Party) and the recipients (First Party)
 - b. 2nd Tranche = 50% release is subject to favorable results of the PMS Financial and Physical Performance
2. To record the transfer/release of funds to DepEd field offices as Receivables, hence ,subject to submission of liquidation documents;
3. To monitor the utilization of the PSF to ensure that assistance was solely used for the abovementioned purposes;
4. To submit the required report of utilization and supporting documents (by tranche) to the PMS within one (1) year from the date of the release of the financial assistance; and
5. To remit/ return to the PMS any savings or interest earned from deposits

Responsibilities of the Regional/ Division Offices:

1. To record the check/funds received as Intra-agency Payables and to deposit the same in a trust account to facilitate the disbursement of the same;
2. To prepare the MOU between the Regional/ Division Office (Second Party) and the recipient/s (First Party) of the financial assistance/ donation;
3. To release the initial amount equivalent to 50% of the allocated financial assistance upon signing of the MOU;
4. To monitor the utilization of financial assistance;
5. To release the remaining 50% upon liquidation of the 1st tranche within three (3) months from the date of the release of the check/ financial assistance; and
6. To provide the Regional Office copy of the report of utilization and liquidation documents for its reference and perusal.

Recipients of the DepEd Employees/ Recipients:

1. To sign as beneficiary (First Party) in the MOU that will be prepared by the Regional/ Division Office (Second Party);
2. To utilize the financial assistance/ donation solely for the purpose/s as stated herein;
3. To submit to the Regional/ Division Office (Second Party) the liquidation documents for the 50% initial fund (1st tranche) within three (3) months from date of its release; and
4. To submit to the Regional/ Division Office (Second Party) the liquidation documents for the 50% fund (2nd tranche) within three (3) months from the date of its release.

Liquidation Documents as Required by the Presidential Management Staff (PMS) shall be as follows:

1. For Acquisition of House and Lot
 - a. Deed of Absolute Sale or Transfer Certificate of Title;
 - b. Acknowledgment receipt of payment/ Official Receipt;
 - c. Photograph of acquired house and lot; and
 - d. Certification signed by the beneficiary, stating that s/he is the sole recipient and that no other government employee from their family/ household has availed of the same.
2. For Reconstruction/ Repair of Housing Unit
 - a. Official receipts of items purchased for the reconstruction/ repair or summary of expenses certified by the beneficiary and the Barangay Chairperson, if the assistance will be used for reimbursement;

- b. Photographs of housing unit (before, during, and after the reconstruction/ repair), or certification from the Barangay Chairperson attesting to the fact that the beneficiary was affected by Typhoon "Yolanda" or the 7.2 Magnitude Earthquake and his/her housing unit was reconstructed/ repaired, if the assistance will be used for reimbursement; and
- c. Certification signed by the beneficiary, stating that s/he is the sole recipient and that no other government employee from their family/ household has availed of the same

Strict compliance is required.

**Summary List of Employees Affected by Typhoon Yolanda with Magnitude-Earthquake
1st Batch (29,665 Employees), 1st Tranche (Philippines)**

Region IV-A	Regional Office	1	1	130,000.00	65,000.00
	Division of Tayabas	1	0	30,000.00	15,000.00
Region IV-B	Division of Palawan	0	30	3,000,000.00	1,500,000.00
Region V	Division of Masbate	302	25	11,560,000.00	5,780,000.00
Region VI	Division of Aklan	1711	237	75,030,000.00	37,515,000.00
	Division of Antique	1004	108	40,920,000.00	20,460,000.00
	Division of Cadiz City	1	0	30,000.00	15,000.00
	Division of Capiz City	2333	311	101,090,000.00	50,545,000.00
	Division of Escalante City	6	0	180,000.00	90,000.00
	Division of Guimaras	2	0	60,000.00	30,000.00
	Division of Iloilo	4979	800	229,370,000.00	114,685,000.00
	Division of Passi City	482	67	21,160,000.00	10,580,000.00
	Division of Roxas City	549	173	33,770,000.00	16,885,000.00
Region VIII	Division of Sagay City	1	47	4,730,000.00	2,365,000.00
	Division of Cebu	3183	527	148,190,000.00	74,095,000.00
	Division of Bogu City	404	70	19,120,000.00	9,560,000.00
	Division of Bohol	1270	197	57,800,000.00	28,900,000.00
	Division of Leyte	1	0	30,000.00	15,000.00
Region VIII	Division of Tagbilaran City	60	14	3,200,000.00	1,600,000.00
	Regional Office	113	29	6,290,000.00	3,145,000.00
	Division of Baybay City	155	6	5,250,000.00	2,625,000.00
	Division of Biliran	0	26	2,600,000.00	1,300,000.00
	Division of Borongan	142	207	24,960,000.00	12,480,000.00
	Division of Catbalogan City	15	6	1,050,000.00	525,000.00
	Division of Eastern Samar	1011	564	86,730,000.00	43,365,000.00
	Division of Leyte	3566	1330	239,980,000.00	119,990,000.00
	Division of Ormoc	1345	176	57,950,000.00	28,975,000.00
Region VIII	Division of Samar	443	263	39,590,000.00	19,795,000.00
	Division of Tacloban City	952	419	70,460,000.00	35,230,000.00
Total		24032	5633	1,284,260,000.00	642,130,000.00

Note: This summary is based on the final list of employees provided by PMS-GSP, as submitted by DepEd Regional and Division offices and validated by the Office of Civil Defense. Enclosed is a CD containing the comprehensive list.

Noted by:


MERLIE J. ASPRER
 Executive Assistant V



REPUBLIC OF THE PHILIPPINES
Department of Education
GENERAL PAYROLL

By: AM
Date: 11/26/13 Time: _____
Document/Ref. No. 15-06.070

PAYROLL OF FINANCIAL ASSISTANCE - TO EMPLOYEES AFFECTED BY TYPHOON YOLANDA
(1ST Batch - 29,665 Employees)

	REGIONAL OFFICES	REGIONAL / DIVISION OFFICE	NUMBER OF RECIPIENTS		TOTAL FINANCIAL ASSISTANCE	50% INITIAL PAYMENT OF FINANCIAL
			PARTIALLY	TOTALLY/HEAVILY		
1	IV-A	REGIONAL OFFICE	1	1	130,000.00	65,000.00
2		Division of Tayabas	1	0	30,000.00	15,000.00
3	IV-B	Division of Palawan	0	30	3,000,000.00	1,500,000.00
4	V	Division of Masbate	302	25	11,560,000.00	5,780,000.00
5		Division of Aklan	1711	237	75,030,000.00	37,515,000.00
6	VI	Division of Antique	1004	108	40,920,000.00	20,460,000.00
7		Division of Cadiz City	1	0	30,000.00	15,000.00
8		Division of Capiz City	2333	311	101,090,000.00	50,545,000.00
9		Division of Escalante City	6	0	180,000.00	90,000.00
10		Division of Guimaras	2	0	60,000.00	30,000.00
11		Division of Iloilo	4979	800	229,370,000.00	114,685,000.00
12		Division of Passi City	482	67	21,160,000.00	10,580,000.00
13		Division of Roxas City	549	173	33,770,000.00	16,885,000.00
14		Division of Sagay City	1	47	4,730,000.00	2,365,000.00
15		VII	Division of Cebu	3183	527	148,190,000.00
16	Division of Bogo City		404	70	19,120,000.00	9,560,000.00
17	Division of Bohol		1270	197	57,800,000.00	28,900,000.00
18	VIII	Division of Tagbilaran City	60	14	3,200,000.00	1,600,000.00
19		Regional Office	113	29	6,290,000.00	3,145,000.00
20		Division of Baybay City	155	6	5,250,000.00	2,625,000.00
21		Division of Biliran	0	26	2,600,000.00	1,300,000.00
22		Division of Borongan	142	207	24,960,000.00	12,480,000.00
23		Division of Catbalogan City	15	6	1,050,000.00	525,000.00
24		Division of Eastern Samar	1011	564	86,730,000.00	43,365,000.00
25		Division of Leyte	1	0	30,000.00	15,000.00
26		Division of Leyte	3566	1330	239,980,000.00	119,990,000.00
27		Division of Ormoc	1345	176	57,950,000.00	28,975,000.00
28		Division of Samar	443	263	39,590,000.00	19,795,000.00
29	Division of Tacloban City	952	419	70,460,000.00	35,230,000.00	
	TOTAL		24032	5633	1,284,260,000.00	642,130,000.00

FUNDS AVAILABLE: 642,130,000-

RECOMMENDING APPROVAL:

APPROVED BY:

MA. RHUNNA L. CATALAN
Chief Accountant

FRANCISCO M. VARELA
Undersecretary

BR. ARMIN A. LUISTRO FSC
Secretary

MBU/24

OSBC TRUST

LBP Acct. # 0672-1000-20