

Republic of the Philippines

Department of Education

Region VII, Central Visayas

DIVISION OF CEBU PROVINCE

Sudlon, Lahug, Cebu City



April 4, 2017

Division Memorandum:
No. 230 S. 2017

**UTILIZATION, DOCUMENTATION AND MONITORING OF THE USE OF
FINANCIAL ASSISTANCE FOR FIRST AID KITS/BAGS FOR SCHOOLS**

To: OIC, Assistant Superintendents
Education Supervisors / Coordinators
District Supervisors / OICs
Elementary and Secondary School Heads

1. Attached is Unnumbered Deped Memorandum "**Utilization, Documentation and Monitoring of the Use of Financial Assistance for First Aid Kits/Bags for School**".
2. This Office informs the field that Financial Assistance has released in the amount of P 1,680/school for the procurement of medical materials/supplies and equipment for the first aid kits/bags. Refer to the list of allowable item in the attached deped memo. Submission of liquidation report on or before May 31, 2017.
3. Immediate dissemination and strict compliance of this Memorandum is directed.


RHEA MARA A. ANGTUD, Ed.D., CESO VI
Schools Division Superintendent

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REPUBLIKA NG PILIPINAS
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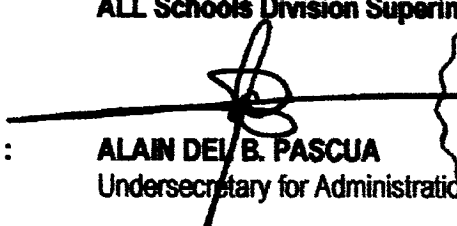
DEPARTMENT OF EDUCATION
RECORDS DIVISION



MEMORANDUM

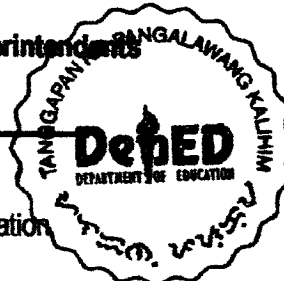
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By: [Signature] DATE: 26 OCT 2016

FOR : ALL Regional Directors
ALL Schools Division Superintendents

FROM :  **ALAIN DEL B. PASCUA**
Undersecretary for Administration

SUBJECT : Utilization, Documentation and Monitoring of the Use of Financial Assistance for First Aid Kits/Bags for Schools

DATE : 4 October 2016



In light of the financial assistance to be provided to schools, the said funds may only be used for the procurement of medical materials/supplies and equipment for the first aid kits/bags of schools. The list of allowable items to be procured are as follows:

- | | |
|--------------------------|--------------------------------------|
| 1. Cotton Balls | 14. Burn Ointment |
| 2. Cotton Applicator | 15. Ammonia |
| 3. Hot Water Bag | 16. Povidone Iodine (10%) |
| 4. Ice Bag #6 | 17. Alcohol (70%) |
| 5. Digital Thermometer | 18. Hydrogen Peroxide |
| 6. Sterile Gauze (4x4) | 19. Sterile Gloves |
| 7. Rolled Gauze (2x10) | 20. Tackle Box (Color Red) |
| 8. Elastic Bandage (2x5) | 21. Safety Pins |
| 9. Micropore Tape 1" | 22. Medicines: paracetamol, tuseran, |
| 10. Band Aide | decolgen, anti-histamine, |
| 11. Kelly Forceps | loperamide, antacid, post operative |
| 12. Surgical Scissors | eye drops, azithromycin, |
| 13. Bandage Scissors | salbutamol |

For the purpose of procurement, documentation and monitoring, divisions are hereby provided with the following guidelines:

- a. The mode of procurement to be used should be in accordance with Republic Act 9184 otherwise known as the "Procurement Law". It may be through Competitive Bidding, Shopping, or Small Value Procurement, depending on the allowable threshold amount and most advantageous to the Department;
- b. For divisions who decide to procure using Competitive Bidding, include in the terms for suppliers to provide Basic Life Support/First Aid Training to schools (may be conducted per school or may be 1 training for all schools with at least 1 representative per school). However, for divisions who decide to procure using Shopping or Small Value Procurement, a partnership should be requested from the local government unit and other relevant stakeholders (e.g. Philippine Red Cross, private clinics/hospitals, and rescue groups) to conduct the said training for schools. The implementation of the

- training will ensure that all recipient schools will be provided with knowledge and capacities to properly utilize the first aid kits/bags;
- c. For schools who already have first aid kits/bags, the funds may be utilized to replenish the materials/supplies and equipment of their first aid kits using the allowed items listed above;
 - d. The funds to be provided for the first aid kits/bags of schools should be obligated and/or utilized within 2016;
 - e. Recipient schools should designate a point person/s to ensure the proper handling and maintenance of the first aid kit/bag and will be the representative of the school for the aforementioned training in Section B of this document;
 - f. Division and School DRRM Coordinators should monitor the procurement and delivery of the first aid kits/bags as well as document the conduct of the Basic Life Support/First Aid Training;
 - g. Divisions should submit a completion report to their respective regions through the Regional DRRM Coordinator and Regional DRRM Coordinators should consolidate all reports and submit to the Central Office through the DRRMS on or before 13 January 2017; and,
 - h. Divisions should submit liquidation reports to their respective regions through the Regional Finance Division and Regional Finance Divisions should consolidate all reports and submit to the Central Office through the Accounting Division on or before 30 December 2016.

For clarification or concerns, please directly communicate with the Disaster Risk Reduction and Management Service (DRRMS) through email address drmo@deped.gov.ph or through telephone numbers (02) 637-4933 or (02) 636-4997.

For strict compliance.

