

Republic of the Philippines
Department of Education
Region VII, Central Visayas
DIVISION OF CEBU PROVINCE
Sudlon, Lahug, Cebu City



June 11, 2018

DIVISION MEMORANDUM

No. 378, s. 2018

**GUIDELINES FOR THE UTILIZATION , DOCUMENTATION, MONITORING AND REPORTING
ON THE USE DRRM DOWNLOADED FUNDS TO DIVISIONS**

TO : Assistant Superintendents
Chiefs of SGOD and CID
Division Supervisors/Coordinators
SEPS and EPS 2
District Supervisors/OICs
Elementary and Secondary School Heads

1. For the information and guidance of all concerned, attached herewith is Regional Memorandum 0410 dated June 6, 2018 regarding guidelines for the utilization, documentation, monitoring and reporting on the use of DRRM downloaded funds to divisions.
2. For the details, please refer to the attached Memorandum.
3. Immediate dissemination of and strict compliance with this communication is enjoined.


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

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REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
REHIYON VII, GITNANG VISAYAS
REGION VII, CENTRAL VISAYAS
Sudlon, Lahug, Cebu City



JUN 05 2018

REGIONAL MEMORANDUM
No. 0410, s. 2018

GUIDELINES FOR THE UTILIZATION, DOCUMENTATION, MONITORING AND REPORTING ON THE USE OF DRRM DOWNLOADED FUNDS TO DIVISIONS


TO : Schools Division Superintendents
Division DRRM Coordinators

1. This Office through the Disaster Risk Reduction and Management (DRRM) Unit of Education Support Services Division (ESSD) disseminates the following Un-Numbered DepED Memoranda:

- a) January 11, 2018 – Fund Support for Planning, Monitoring and Evaluation of DRRM, CCA, EIE Implementation;
- b) January 12, 2018 – Fund Support for Conduct of the Contingency Planning of Regions and Divisions; and
- c) Training of School Heads and School DRRM Coordinators on Basic DRRM Modules and School DRRM Manual.

2. In this connection, all Schools Division Offices (SDO) are directed to strictly observe the said guidelines and judicious utilization of funds for the benefit and resiliency of our schools.

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


SALUSTIANO T. JIMENEZ, CESO VI
JULIETA ASSISTANT REGIONAL DIRECTOR
Director III
OIC-Regional Director

JAV/STJ/cj/de
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Education Support Services Division (ESSD), Tel. No.: (032) 254-7062 Planning, Policy and Research Division (PPRD), Tel. Nos.: (032) 233-9030;
414-7065 Administrative Division, Tel. Nos.: (032) 414-7326; 414-4367; 414-7366; 414-7322; 414-4367
Finance Division, Tel. Nos.: (032) 256-2375; 253-8061; 414-7321

"ESSD 2015: Karapatan ng Lahat, Panatagutan ng Lahat"

Dr. Mangubat
For dissemination pls
Thurs
AT



Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

MEMORANDUM
11 January 2018

FOR : ARMM Secretary
ALL Regional Directors
All Schools Division Superintendents

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

SUBJECT : Utilization, Documentation and Reporting of the
Use of Fund Support for Planning, Monitoring and
Evaluation of DRRM, CCA, EiE Implementation

In light of the need to strengthen planning, monitoring and evaluation of Disaster Risk Reduction and Management (DRRM), Climate Change Adaptation (CCA) and Education in Emergencies (EiE) implementation, fund support is being provided to DRRM Coordinators of regions and divisions. The funds to be downloaded shall be used for planning, monitoring and evaluation of DRRM, CCA and EiE related activities which include but are not limited to the following:

1. Implementation of DRRM policies, standards and tools;
2. Midterm and Year-end Planning with the School DRRM Coordinators;
3. Implementation of Comprehensive School Safety (CSS) Monitoring Tool; and,
4. Quarterly meetings with the School DRRM Coordinators.

Office of the Undersecretary for Administration
(Administrative Services, Information and Communications Technology, Disaster Risk Reduction and Management, Schools Health, Youth Formation, Baguio Teachers' Camp, Education Facilities/School Buildings)
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Room 519, Mabini Building; Mobile: +639260320762; Landline: +6326337203, +6326376207
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The funds shall be used for the following planning, monitoring and evaluation of DRRM, CCA and EIE related expenses subject to existing accounting and auditing rules and regulations and internal policies of the Department:

1. Traveling expenses;
2. Communication Allowance (internet and prepaid/post-paid plans);
3. Supplies and materials for the planning, monitoring and evaluation visits, meetings and workshops; and,
4. Food for the planning, monitoring and evaluation visits, meetings and workshops.

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

1. The funds to be provided for the planning, monitoring and evaluation of DRRM, CCA and EIE related activities should be obligated and/ or utilized within 2018;
2. The communication allowance shall be utilized with the total amount of PHP 1,000.00 per month;
3. The allotted amount shall be released to the offices concerned through a Sub-Allotment Release Order (Sub-ARO) by the Budget Division, Department of Education (DepEd) Central Office;
4. The Regional and Division DRRM Coordinators may utilize the funds either through cash advances or through reimbursement, if applicable;
5. The Regional and Division DRRM Coordinators shall be accountable for the disbursement and liquidation of funds downloaded to their respective offices. A Status of Fund Utilization shall be submitted to the Disaster Risk Reduction and Management Service (DRRMS), copy furnished Chief of the Accounting Division, DepEd Central Office;
6. Division DRRM Coordinators should submit their accomplishment report to their respective regions through the Regional DRRM Coordinators who shall consolidate all reports and submit to the Central Office through DRRMS on a quarterly basis. The attached monitoring of schools-fund support for

region/division level reporting template as shown in Annex A shall be used for a consolidated reporting of the school monitoring;

7. Division DRRM Coordinators should submit final liquidation reports to their respective regions through the Regional Finance Division and Regional DRRM Coordinators. Only status of Final Utilization report shall be submitted to the Disaster Risk Reduction and Management Service (DRRMS), copy furnished Chief of the Accounting Division, DepEd Central Office; and,
8. All Regional and Division DRRM Coordinators concerned should observe judicious utilization of funds.

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) 635-3764.

Detailed Financial Requirements for the allocation list for Planning, Monitoring and Evaluation of schools to be conducted by the DRRM coordinators

Region	Division	Total Schools	Total Yearly Allocation per Division	Total Yearly Allocation per Region	Total Allocation per Year
ARMM	Basilan	175	178,600.00	73,530.00	1,548,930.00
ARMM	Lamitan City	47	50,600.00		
ARMM	Lanao del Sur - I	422	195,600.00		
ARMM	Lanao del Sur - II	395	195,600.00		
ARMM	Maguindanao I	327	195,600.00		
ARMM	Maguindanao II	303	195,600.00		
ARMM	Marawi City	69	72,600.00		
ARMM	Sulu	454	195,600.00		
ARMM	Tawi-Tawi	259	195,600.00		
CAR	Abra	313	195,600.00		
CAR	Apayao	201	195,600.00		
CAR	Baguio City	66	69,600.00		
CAR	Benguet	426	195,600.00		
CAR	Ifugao	263	195,600.00		
CAR	Kalinga	190	193,600.00		
CAR	Mt. Province	264	195,600.00		
CAR	Tabuk City	101	104,600.00		
CARAGA	Agusan del Norte	209	195,600.00	62,190.00	1,585,390.00
CARAGA	Agusan del Sur	486	195,600.00		
CARAGA	Bayugan City	66	69,600.00		
CARAGA	Bislig City	69	72,600.00		
CARAGA	Butuan City	143	146,600.00		
CARAGA	Cabadbaran City	34	37,600.00		
CARAGA	Dinagat Island	138	141,600.00		
CARAGA	Siargao	145	148,600.00		
CARAGA	Surigao City	86	89,600.00		
CARAGA	Surigao del Norte	196	195,600.00		
CARAGA	Surigao del Sur	470	195,600.00		
CARAGA	Tandag City	31	34,600.00		
NCR	Caloocan City	85	88,600.00	23,430.00	862,030.00
NCR	City of San Juan	9	12,600.00		
NCR	Las Piñas City	35	38,600.00		
NCR	Makati City	37	40,600.00		
NCR	Malabon City	40	43,600.00		
NCR	Mandaluyong City	30	33,600.00		
NCR	Manila	106	109,600.00		
NCR	Marikina City	32	35,600.00		
NCR	Muntinlupa City	28	31,600.00		
NCR	Navotas	22	25,600.00		
NCR	Paranaque City	33	36,600.00		
NCR	Pasay City	33	36,600.00		

Region	Division	Total Schools	Total Yearly Allocation per Division	Total Yearly Allocation per Region	Total Allocation per Year		
NCR	Pasig City	41	44,600.00				
NCR	Quezon City	142	145,600.00				
NCR	Taguig	59	53,600.00				
NCR	Valenzuela City	58	61,600.00				
Region I	Alaminos City	46	49,600.00	88,380.00	1,489,780.00		
Region I	Batac City	30	33,600.00				
Region I	Candon City	34	37,600.00				
Region I	Dagupan City	42	45,600.00				
Region I	Ilocos Norte	372	195,600.00				
Region I	Ilocos Sur	513	195,600.00				
Region I	La Union	400	195,600.00				
Region I	Laoag City	40	43,600.00				
Region I	Pangasinan I, Lingayen	690	195,600.00				
Region I	Pangasinan II, Binalonan	580	195,600.00				
Region I	San Carlos City	77	80,600.00				
Region I	San Fernando City	34	37,600.00				
Region I	Urdaneta City	67	70,600.00				
Region I	Vigan City	21	24,600.00				
Region II	Batanes	29	32,600.00			77,880.00	1,165,280.00
Region II	Cagayan	812	195,600.00				
Region II	Cauayan City	79	82,600.00				
Region II	City of Ilagan	104	107,600.00				
Region II	Isabela	911	195,600.00				
Region II	Nueva Vizcaya	376	195,600.00				
Region II	Quirino	210	195,600.00				
Region II	Santiago City	41	44,600.00				
Region II	Tuguegarao City	34	37,600.00	110,370.00	2,189,370.00		
Region III	Angeles City	56	59,600.00				
Region III	Aurora	175	178,600.00				
Region III	Balanga City	20	23,600.00				
Region III	Bataan	208	195,600.00				
Region III	Bulacan	527	195,600.00				
Region III	Cabanatuan City	73	76,600.00				
Region III	Gapan City	41	44,600.00				
Region III	Mabalacat City	54	57,600.00				
Region III	Malolos City	58	61,600.00				
Region III	Meycauayan City	29	32,600.00				
Region III	Munoz Science City	41	44,600.00				
Region III	Nueva Ecija	721	195,600.00				
Region III	Olongapo City	40	43,600.00				
Region III	Pampanga	549	195,600.00				
Region III	San Fernando City	59	62,600.00				
Region III	San Jose City	55	58,600.00				
Region III	San Jose del Monte City	52	55,600.00				

Region	Division	Total Schools	Total Allocation per Division	Yearly Allocation per Region	Total Allocation per Year
Region III	Tarlac	497	195,600.00		
Region III	Tarlac City	102	105,600.00		
Region III	Zambales	322	195,600.00		
Region IV-A	Antipolo City	66	69,600.00	102,420.00	1,888,420.00
Region IV-A	Bacoor City	32	35,600.00		
Region IV-A	Batangas	725	195,600.00		
Region IV-A	Batangas City	100	103,500.00		
Region IV-A	Binan City	34	37,600.00		
Region IV-A	Cabuyao City	29	32,500.00		
Region IV-A	Calamba City	71	74,500.00		
Region IV-A	Cavite	346	195,500.00		
Region IV-A	Cavite City	14	17,600.00		
Region IV-A	Dasmarinas City	39	42,600.00		
Region IV-A	Imus City	31	34,600.00		
Region IV-A	Laguna	348	195,600.00		
Region IV-A	Lipa City	83	86,600.00		
Region IV-A	Lucena City	55	58,600.00		
Region IV-A	Quezon	953	195,600.00		
Region IV-A	Rizal	288	195,600.00		
Region IV-A	San Pablo City	79	82,600.00		
Region IV-A	Sta. Rosa City	26	29,600.00		
Region IV-A	Tanauan City	60	63,600.00		
Region IV-A	Tayabas City	35	38,600.00		
Region IV-B	Calapan City	58	61,600.00	67,830.00	1,208,030.00
Region IV-B	Marinduque	228	195,600.00		
Region IV-B	Occidental Mindoro	346	195,600.00		
Region IV-B	Oriental Mindoro	504	195,600.00		
Region IV-B	Palawan	769	195,600.00		
Region IV-B	Puerto Princesa City	97	100,600.00		
Region IV-B	Romblon	259	195,600.00		
Region IX	Dapitan City	60	63,600.00	75,690.00	1,123,490.00
Region IX	Dipolog City	48	51,600.00		
Region IX	Isabela City	62	65,600.00		
Region IX	Pagadian City	81	84,600.00		
Region IX	Zamboanga City	212	195,600.00		
Region IX	Zamboanga del Norte	754	195,600.00		
Region IX	Zamboanga del Sur	801	195,600.00		
Region IX	Zamboanga Sibugay	505	195,600.00		
Region V	Albay	555	195,600.00	114,510.00	1,699,310.00
Region V	Camarines Norte	311	195,600.00		
Region V	Camarines Sur	1,066	195,600.00		
Region V	Catanduanes	276	195,600.00		
Region V	Iriga City	52	55,600.00		
Region V	Legaspi City	56	59,600.00		


Region	Division	Total Schools	Total Yearly Allocation per Division	Total Yearly Allocation per Region	Total Allocation per Year		
Region V	Ligao City	67	70,600.00				
Region V	Masbate	693	195,600.00				
Region V	Masbate City	42	49,600.00				
Region V	Naga City	37	40,600.00				
Region V	Sorsogon	530	195,600.00				
Region V	Sorsogon City	84	87,600.00				
Region V	Tabaco City	48	51,600.00				
Region VI	Aklan	408	195,600.00			122,010.00	1,941,810.00
Region VI	Antique	537	195,600.00				
Region VI	Bacolod City	68	71,600.00				
Region VI	Bago City	43	46,600.00				
Region VI	Cadiz City	68	71,600.00				
Region VI	Capiz	474	195,600.00				
Region VI	Escalante City	41	44,600.00				
Region VI	Guimaras	114	117,600.00				
Region VI	Iloilo	1,163	195,600.00				
Region VI	Iloilo City	68	71,600.00				
Region VI	Kabankalan City	89	92,600.00				
Region VI	La Carlota City	29	32,600.00				
Region VI	Negros Occidental	690	195,600.00				
Region VI	Passi City	45	48,600.00				
Region VI	Roxas City	53	56,600.00				
Region VI	Sagay City	66	69,600.00				
Region VI	San Carlos City	64	67,600.00				
Region VI	Silay City	47	50,600.00	113,160.00	1,759,560.00		
Region VII	Bais City	59	62,600.00				
Region VII	Bayawan City	92	95,600.00				
Region VII	Bogo City	35	38,600.00				
Region VII	Bohol	1,098	195,600.00				
Region VII	Carcar City	46	49,600.00				
Region VII	Cebu	1,137	195,600.00				
Region VII	Cebu City	124	127,600.00				
Region VII	City of Naga, Cebu	47	50,600.00				
Region VII	Danao City	70	73,600.00				
Region VII	Dumaguete City	25	28,600.00				
Region VII	Guihulngan City	92	95,600.00				
Region VII	Lapu-Lapu City	69	72,600.00				
Region VII	Mandaue City	45	48,600.00				
Region VII	Negros Oriental	535	195,600.00				
Region VII	Siquijor	79	82,600.00				
Region VII	Tagbilaran City	24	27,600.00				
Region VII	Talisay City	43	46,600.00				
Region VII	Tanjay City	90	93,600.00				
Region VII	Toledo City	62	65,600.00				

1,646,400


Region	Division	Total Schools	Total Yearly Allocation per Division	Total Yearly Allocation per Region	Total Allocation per Year
Region VIII	Baybay City	83	85,600.00	124,800.00	1,891,600.00
Region VIII	Biliran	145	148,600.00		
Region VIII	Borongan City	58	61,600.00		
Region VIII	Calbayog City	182	185,600.00		
Region VIII	Catbalogan City	57	60,600.00		
Region VIII	Eastern Samar	470	195,600.00		
Region VIII	Leyte	1,252	195,600.00		
Region VIII	Maasin City	80	83,600.00		
Region VIII	Northern Samar	599	195,600.00		
Region VIII	Ormoc City	97	100,600.00		
Region VIII	Samar (Western Samar)	742	195,600.00		
Region VIII	Southern Leyte	337	195,600.00		
Region VIII	Tacloban City	58	61,600.00		
Region X	Bukidnon	607	195,600.00		
Region X	Cagayan de Oro City	107	110,500.00		
Region X	Camiguin	70	73,600.00		
Region X	El Salvador	19	22,600.00		
Region X	Gingoog City	90	93,600.00		
Region X	Iligan City	112	115,600.00		
Region X	Lanao del Norte	374	195,600.00		
Region X	Malaybalay City	81	84,600.00		
Region X	Misamis Occidental	345	195,600.00		
Region X	Misamis Oriental	413	195,600.00		
Region X	Oroquieta City	55	58,600.00		
Region X	Ozamis City	63	66,600.00		
Region X	Tangub City	66	69,600.00		
Region X	Valencia City	67	70,600.00		
Region XI	Compostela Valley	390	195,600.00	60,510.00	1,644,110.00
Region XI	Davao City	355	195,600.00		
Region XI	Davao del Norte	240	195,600.00		
Region XI	Davao del Sur	256	195,600.00		
Region XI	Davao Oriental	192	195,600.00		
Region XI	Davao Occidental	188	191,600.00		
Region XI	Digos City	43	46,600.00		
Region XI	Island Garden City of Samal	70	73,600.00		
Region XI	Mati City	186	189,600.00		
Region XI	Panabo City	57	60,600.00		
Region XI	Tagum City	40	43,600.00		
Region XII	Cotabato City	43	46,600.00	67,050.00	1,177,450.00
Region XII	General Santos City	100	103,600.00		
Region XII	Kidapawan City	83	86,600.00		
Region XII	Koronadal City	53	56,600.00		
Region XII	North Cotabato	803	195,600.00		
Region XII	Sarangani	351	195,600.00		

Region	Division	Total Schools	Total Yearly Allocation per Division	Total Yearly Allocation per Region	Total Allocation per Year
Region XII	South Cotabato	377	195,600.00		
Region XII	Sultan Kudarat	394	195,600.00		
Region XII	Tacurong City	31	34,600.00		
TOTAL		47,085	24,785,000.00	1,412,550.00	26,197,550.00

Prepared by:


 Trestan Rey A. Ebare
 Project Development Officer III

Approved by:

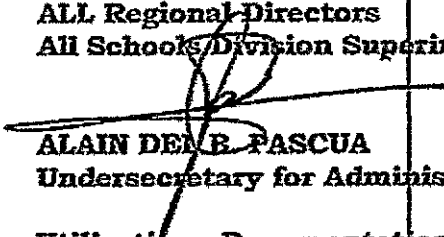

 Ronilda R. Co
 Director IV



Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pehgalawang Kalihim

MEMORANDUM
12 January 2018

FOR : ARMM Secretary
ALL Regional Directors
All Schools/Division Superintendents

FROM : 
ALAIN DEN B. PASCUA
Undersecretary for Administration

SUBJECT : Utilization, Documentation and Reporting of the
Use of Fund Support for Conduct of the
Contingency Planning of Regions and Divisions

In light of the need to strengthen the preparedness for response of the DepEd Regions and Schools Division Offices (SDOs), fund support is being provided to DRRM Coordinators of regions and divisions for the conduct of Contingency Planning to their respective area of responsibility.

For the regions, the funds shall be used for the following related expenses subject to existing accounting and auditing rules and regulations and internal policies of the Department:

The Regions can conduct a joint implementation of the contingency planning with other regions.

Office of the Undersecretary for Administration
(Administrative Services, Information and Communications Technology, Disaster Risk Reduction and Management, Schools Health, Youth Formation, Baguio Teachers' Comp, Education Facilities/School Buildings)
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Contingency Planning to be facilitated by the Region for School Division Offices	
No. of Participants (Per Division - 3, Per Region - 3)	6
No. of Days	3
Board and Lodging per Participant	2,000.00
No. of Resource Persons per Training	2
Resource Person Honorarium per Person per Training	5,000.00
Materials per Participant	200.00

For the School Division Offices, the funds shall be used for the following allowable related expenses subject to existing accounting and auditing rules and regulations and internal policies of the Department:

1. Meals for the participants
2. Supplies and Materials for the participants
3. Other incidental expenses

The amount per division is computed for the following;

1. If the division has more than 50 schools, the value is equal to 50 multiplied by PHP 307.35 per school; and
2. If the division has less than 50 schools, the value is exact value of number of schools multiplied by PHP 307.35 per school.

The Schools Division Offices can conduct a joint implementation of the contingency planning with other divisions.

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

1. The funds to be provided for the conduct of contingency planning of regions and divisions should be obligated and/ or utilized within 2018;
2. The allotted amount shall be released to the offices concerned through a Sub-Allotment Release Order (Sub-ARO) by the Budget Division, Department of Education (DepEd) Central Office;

3. All Schools Division Offices are encouraged to augment the said fund support to cover related cost for the workshop. SDOs may add participants on top of the total required number of participants, provided that the divisions shall cover the cost through other sources of funding;
4. The Regional and Division DRRM Coordinators shall be accountable for the disbursement and liquidation of funds downloaded to their respective offices. A Status of Fund Utilization shall be submitted to the Disaster Risk Reduction and Management Service (DRRMS), copy furnished Chief of the Accounting Division, DepEd Central Office;
5. Division DRRM Coordinators should submit their accomplishment report to their respective regions through the Regional DRRM Coordinators who shall consolidate all reports and submit to the Central Office through DRRMS on a quarterly basis. The attached monitoring of schools-fund support for region/division level reporting template as shown in Annex A shall be used for a consolidated reporting of the school monitoring;
6. Division DRRM Coordinators should submit final liquidation reports to their respective regions through the Regional Finance Division and Regional DRRM Coordinators. Only status of Final Utilization report shall be submitted to the Disaster Risk Reduction and Management Service (DRRMS), copy furnished Chief of the Accounting Division, DepEd Central Office; and,
7. All Regional and Division DRRM Coordinators concerned should observe judicious utilization of funds.

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) 635-3764.

**Detailed Financial Requirements for the allocation list for Conduct of
Contingency Planning of Regions and Divisions**

Region	Division	Total Allocation per Region/Division
ARMM		195,400.00
ARMM	Basilan	27,667.00
ARMM	Lamitan City	26,007.00
ARMM	Lanao del Sur - I	27,667.00
ARMM	Lanao del Sur - II	27,667.00
ARMM	Maguindanao I	27,667.00
ARMM	Maguindanao II	27,667.00
ARMM	Marawi City	27,667.00
ARMM	Sulu	27,667.00
ARMM	Tawi-Tawi	27,667.00
CAR		176,800.00
CAR	Abra	27,667.00
CAR	Apayao	27,667.00
CAR	Baguio City	27,667.00
CAR	Benguet	27,667.00
CAR	Ifugao	27,667.00
CAR	Kalinga	27,667.00
CAR	Mt. Province	27,667.00
CAR	Tabuk City	27,667.00
CARAGA		251,200.00
CARAGA	Agusan del Norte	27,667.00
CARAGA	Agusan del Sur	27,667.00
CARAGA	Bayugan City	27,667.00
CARAGA	Bislig City	27,667.00
CARAGA	Butuan City	27,667.00
CARAGA	Cabadbaran City	18,834.00
CARAGA	Dinagat Island	27,667.00
CARAGA	Siargao	27,667.00
CARAGA	Surigao City	27,667.00
CARAGA	Surigao del Norte	27,667.00
CARAGA	Surigao del Sur	27,667.00
CARAGA	Tandag City	17,154.00
NCR		325,600.00
NCR	Caloocan City	27,667.00
NCR	City of San Juan	4,980.00
NCR	Las Pinas City	19,367.00

Region	Division	Total Allocation per Region/Division
NCR	Makati City	20,474.00
NCR	Malabon City	22,134.00
NCR	Mandaluyong City	16,600.00
NCR	Manila	27,667.00
NCR	Marikina City	17,707.00
NCR	Muntinlupa City	15,494.00
NCR	Navotas	12,174.00
NCR	Paranaque City	18,261.00
NCR	Pasay City	18,261.00
NCR	Pasig City	22,687.00
NCR	Quezon City	27,667.00
NCR	Taguig	27,667.00
NCR	Valenzuela City	27,667.00
Region I		288,400.00.00
Region I	Alaminos City	25,454.00
Region I	Batac City	16,600.00
Region I	Candon City	18,814.00
Region I	Dagupan City	23,241.00
Region I	Ilocos Norte	27,667.00
Region I	Ilocos Sur	27,667.00
Region I	La Union	27,667.00
Region I	Laoag City	22,134.00
Region I	Pangasinan I, Lingayen	27,667.00
Region I	Pangasinan II, Binalonan	27,667.00
Region I	San Carlos City	27,667.00
Region I	San Fernando City	18,814.00
Region I	Urdaneta City	27,667.00
Region I	Vigan City	11,620.00
Region II		195,400.00
Region II	Batanes	16,047.00
Region II	Cagayan	27,667.00
Region II	Cauayan City	27,667.00
Region II	City of Ilagan	27,667.00
Region II	Isabela	27,667.00
Region II	Nueva Vizcaya	27,667.00
Region II	Quirino	27,667.00
Region II	Santiago City	22,687.00
Region II	Tuguegarao City	18,814.00

Region	Division	Total Allocation per Region/Division
Region III		400,000.00
Region III	Angeles City	27,667.00
Region III	Aurora	27,667.00
Region III	Balanga City	11,067.00
Region III	Bataan	27,667.00
Region III	Bulacan	27,667.00
Region III	Cabanatuan City	27,667.00
Region III	Gapan City	22,687.00
Region III	Mabalacat City	27,667.00
Region III	Malolos City	27,667.00
Region III	Meycauayan City	16,047.00
Region III	Munoz Science City	22,687.00
Region III	Nueva Ecija	27,667.00
Region III	Olongapo City	22,134.00
Region III	Pampanga	27,667.00
Region III	San Fernando City	27,667.00
Region III	San Jose City	27,667.00
Region III	San Jose del Monte City	27,667.00
Region III	Tarlac	27,667.00
Region III	Tarlac City	27,667.00
Region III	Zambales	27,667.00
Region IV-A		400,000.00
Region IV-A	Antipolo City	27,667.00
Region IV-A	Bacoor City	17,707.00
Region IV-A	Batangas	27,667.00
Region IV-A	Batangas City	27,667.00
Region IV-A	Binan City	18,814.00
Region IV-A	Cabuyao City	16,047.00
Region IV-A	Calamba City	27,667.00
Region IV-A	Cavite	27,667.00
Region IV-A	Cavite City	7,747.00
Region IV-A	Dasmariñas City	21,583.00
Region IV-A	Imus City	17,154.00
Region IV-A	Laguna	27,667.00
Region IV-A	Lipa City	27,667.00
Region IV-A	Lucena City	27,667.00
Region IV-A	Quezon	27,667.00
Region IV-A	Rizal	27,667.00

Region	Division	Total Allocation per Region/Division
Region IV-A	San Pablo City	27,667.00
Region IV-A	Sta. Rosa City	14,387.00
Region IV-A	Tanauan City	27,667.00
Region IV-A	Tayabas City	19,367.00
Region IV-B		158,200.00
Region IV-B	Calapan City	27,667.00
Region IV-B	Marinduque	27,667.00
Region IV-B	Occidental Mindoro	27,667.00
Region IV-B	Oriental Mindoro	27,667.00
Region IV-B	Palawan	27,667.00
Region IV-B	Puerto Princesa City	27,667.00
Region IV-B	Romblon	27,667.00
Region IX		176,800.00
Region IX	Dapitan City	27,667.00
Region IX	Dipolog City	26,561.00
Region IX	Isabela City	27,667.00
Region IX	Pagadian City	27,667.00
Region IX	Zamboanga City	27,667.00
Region IX	Zamboanga del Norte	27,667.00
Region IX	Zamboanga del Sur	27,667.00
Region IX	Zamboanga Sibugay	27,667.00
Region V		269,800.00
Region V	Albay	27,667.00
Region V	Camarines Norte	27,667.00
Region V	Camarines Sur	27,667.00
Region V	Catanduanes	27,667.00
Region V	Iriga City	27,667.00
Region V	Legaspi City	27,667.00
Region V	Ligao City	27,667.00
Region V	Masbate	27,667.00
Region V	Masbate City	23,241.00
Region V	Naga City	20,474.00
Region V	Sorsogon	27,667.00
Region V	Sorsogon City	27,667.00
Region V	Tabaco City	26,561.00
Region VI		362,800.00
Region VI	Aklan	27,667.00
Region VI	Antique	27,667.00

Region	Division	Total Allocation per Region/Division
Region VI	Bacolod City	
Region VI	Bago City	27,667.00
Region VI	Cadiz City	23,794.00
Region VI	Capiz	27,667.00
Region VI	Escalante City	27,667.00
Region VI	Guimaras	22,687.00
Region VI	Iloilo	27,667.00
Region VI	Iloilo City	27,667.00
Region VI	Kabankalan City	27,667.00
Region VI	La Carlota City	27,667.00
Region VI	Negros Occidental	16,047.00
Region VI	Passi City	27,667.00
Region VI	Roxas City	24,901.00
Region VI	Sagay City	27,667.00
Region VI	San Carlos City	27,667.00
Region VI	Silay City	27,667.00
Region VII		26,007.00
Region VII	Bais City	381,400.00
Region VII	Bayawan City	27,667.00
Region VII	Bogo City	27,667.00
Region VII	Bohol	19,367.00
Region VII	Carcar City	27,667.00
Region VII	Cebu	25,454.00
Region VII	Cebu City	27,667.00
Region VII	City of Naga, Cebu	27,667.00
Region VII	Danao City	26,007.00
Region VII	Dumaguete City	27,667.00
Region VII	Guihulngan City	13,834.00
Region VII	Lapu-Lapu City	27,667.00
Region VII	Mandaue City	27,667.00
Region VII	Negros Oriental	24,901.00
Region VII	Siquijor	27,667.00
Region VII	Tagbilaran City	27,667.00
Region VII	Talisay City	13,280.00
Region VII	Tanjay City	23,794.00
Region VII	Toledo City	27,667.00
Region VIII		27,667.00
Region VIII	Baybay City	269,800.00
		27,667.00

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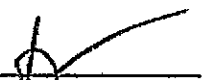
359,671
120,800

481,301


Region	Division	Total Allocation per Region/Division
Region VIII	Biliran	27,667.00
Region VIII	Borongan City	27,667.00
Region VIII	Calbayog City	27,667.00
Region VIII	Catbalogan City	27,667.00
Region VIII	Eastern Samar	27,667.00
Region VIII	Leyte	27,667.00
Region VIII	Maasin City	27,667.00
Region VIII	Northern Samar	27,667.00
Region VIII	Ormoc City	27,667.00
Region VIII	Samar (Western Samar)	27,667.00
Region VIII	Southern Leyte	27,667.00
Region VIII	Tacloban City	27,667.00
Region X		288,400.00
Region X	Bukidnon	27,667.00
Region X	Cagayan de Oro City	27,667.00
Region X	Camiguin	27,667.00
Region X	El Salvador	10,514.00
Region X	Gingoog City	27,667.00
Region X	Iligan City	27,667.00
Region X	Lanao del Norte	27,667.00
Region X	Malaybalay City	27,667.00
Region X	Misamis Occidental	27,667.00
Region X	Misamis Oriental	27,667.00
Region X	Oroquieta City	27,667.00
Region X	Ozamis City	27,667.00
Region X	Tangub City	27,667.00
Region X	Valencia City	27,667.00
Region XI		232,600.00
Region XI	Compostela Valley	27,667.00
Region XI	Davao City	27,667.00
Region XI	Davao del Norte	27,667.00
Region XI	Davao del Sur	27,667.00
Region XI	Davao Oriental	27,667.00
Region XI	Davao Occidental	27,667.00
Region XI	Digos City	23,794.00
Region XI	Island Garden City of Samal	27,667.00
Region XI	Mati City	27,667.00
Region XI	*Panabo City	27,667.00

Region	Division	Total Allocation per Region/Division
Region XI	Tagum City	22,134.00
Region XII		195,400.00
Region XII	Cotabato City	23,794.00
Region XII	General Santos City	27,667.00
Region XII	Kidapawan City	27,667.00
Region XII	Koronadal City	27,667.00
Region XII	North Cotabato	27,667.00
Region XII	Sarangani	27,667.00
Region XII	South Cotabato	27,667.00
Region XII	Sultan Kudarat	27,667.00
Region XII	Tacurong City	17,154.00
TOTAL		10,176,200.00

Prepared by:


 Trestan Rey A. Ebare
 PDO III

Approved by:


 Ronilda R. Co
 Director IV



Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

MEMORANDUM
22 January 2018

**For: All Regional Directors
All Schools Division Superintendents**

**Subject: GUIDELINES FOR THE UTILIZATION, DOCUMENTATION,
AND MONITORING ON THE USE OF DOWNLOADED FUNDS
TO DIVISIONS FOR TRAINING OF SCHOOL HEADS AND
SCHOOL DRRM COORDINATORS ON BASIC DRRM
MODULES AND SCHOOL DRRM MANUAL**

In light of promoting resilience education, funds are hereby downloaded to the divisions to support capacity building activities of division offices; particularly the roll-out of Basic Disaster Risk Reduction and Management (DRRM) Modules and School DRRM Manual for school heads and/or School DRRM Coordinators. Divisions are instructed to use the standardized DRRM training modules for basic education and orientation materials on SDRRM Manual developed for the said activity. Annex A enumerates the guidelines for the documentation and monitoring for the use of downloaded funds to divisions for the training of school heads/school DRRM coordinators on basic DRRM Modules and School DRRM Manual.

For more information, all concerned may contact the Disaster Risk Reduction and Management Service (DRRMS), Department of Education (DepEd) Central Office, 2nd Floor, Mabini Building, DepEd Complex, Meralco Avenue Pasig City at telefax no. (02) 637-4933 or through email address: drmo@deped.gov.ph.

For strict compliance.


ALAIN DELA PASCUA
Undersecretary

Office of the Undersecretary for Administration
(Administrative Services, Information and Communications Technology, Disaster Risk Reduction and Management, Schools Health,
Youth Formation, Baguio Teachers' Camp, Education Facilities/School Buildings)
Department of Education, Central Office, Meralco Avenue, Pasig City
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Email: usec.admin@deped.gov.ph; Facebook/Twitter @depedtayo

Annex A: Guidelines for the Documentation and monitoring for the Use of Downloaded Funds to Divisions for the Training of School Heads/School DRRM Coordinators on Basic DRRM Modules and School DRRM Manual

1. The funds shall be downloaded to divisions. However, due to the limited number modules to be delivered, all regions and divisions are directed to prioritize the modules through a training needs assessment. The assessment will be based on the DRRM technical competencies required by the regional and/or division DRRM plans.
2. The fund support shall cover the following:
 - 20% of schools that were not covered by the downloaded funds for capacity building last year;
 - One (1) training management/secretariat; and
 - One (1) resource speaker

(Please see Attachment 1 – Allocation per Division for the Downloading of Funds for Capacity Building of Schools on Basic DRRM and SDRRM Manual).

3. Divisions shall prioritize the schools located in identified high risk/hazardous areas based on available hazard maps provided by science government agencies, accounts of disaster experiences of the schools, and schools which are located in far flung areas.
4. However, for divisions with less than or equal to 10 schools from the 20% of the remaining number of schools per division, they shall be provided with downloaded funds to support only five (5) schools for the capacity building. In addition, there will be no downloaded funds provided for the management training/secretariat, and resource speaker for these divisions.
5. For divisions with downloaded funds to support only five (5) schools, the implementation of capacity building of schools shall be conducted at the regional level. The funds downloaded to these divisions will be used as training fee to be paid to the region that facilitates the procurement of the venue and other training costs.
6. The downloaded funds are eligible for either any or a combination of the following expenditures:
 - A. For participants and training management/secretariat
 - board and lodging
 - meals and snacks
 - B. For the training activity
 - participants' kits
 - materials reproduction
 - other supplies as necessary
 - C. For resource speakers
 - board and lodging
 - honorariums and/or tokens

Annex A: Guidelines for the Documentation and monitoring for the Use of Downloaded Funds to Divisions for the Training of School Heads/School DRRM Coordinators on Basic DRRM Modules and School DRRM Manual

7. The maximum allotment is PhP1,150.21 per participant per day, which is to be provided on a 5-day training duration comprising one or more set of training events. In instances where divisions are not able to fully utilize the said funds for the number of participants required, the unutilized funds can be used to cover additional participants and other training costs.
8. In cases where the downloaded funds are fully utilized, all divisions are encouraged to augment the said fund support to cover additional schools and other training-related costs such as incidental cost and transportation, etc. Divisions may add participants provided that the divisions shall cover the cost through other sources of funding.
9. In order to harmonize all capacity building initiatives for DRRM/CCA/EiE, each division is required to do monitoring of ALL DRRM trainings provided to schools (regardless of fund source) using the attached standard monitoring tool template. The region shall consolidate these documents and submit during regional coordination meetings [*Attachment 2.1. Division Monitoring Tool for School Capacity Building on Basic Disaster Risk Reduction and Management, Climate Change Adaptation and Education in Emergencies and Attachment 2.2. Regional Monitoring Tool for the Division Training Roll-out to Schools for Basic Disaster Risk Reduction Management (DRRM), Climate Change Adaptation (CCA), and Education in Emergencies (EiE)*].
10. Divisions shall work with the region in the identification and mobilization of a pool of resource speakers for the trainings. The pool of resource speakers is identified within the region based on available region and division DRRM Coordinators, local agencies, and partners. In cases where there are no available resource speakers from the regional agencies and partners, the DRRMS shall assist in the request for resource persons at the national level to support the capacity building activities of the division. The Region and/or Division DRRM Coordinators are instructed to facilitate the request for resource persons to DRRMS.
11. The allotted amount shall be released to the offices concerned through a Sub-Allotment Release Order (Sub-ARO) by the Budget Division of the Department of Education (DepEd) Central Office. All recipient divisions shall submit a letter of Sub-ARO Acceptance signed by the Schools Division Superintendent as part of the requirements for the release of Sub-ARO.
12. The regions and divisions are accountable for the disbursement of fund support for capacity building activities for school heads and/or School DRRM Coordinators. A *Status Report or fund Utilization or Statement of Expenditure* following the required accounting and auditing procedures shall be submitted by regions and divisions to the Chief of the Accounting Division, DepEd Central Office, copy furnished the Disaster Risk Reduction and Management Service (DRRMS). Strong coordination with the finance officers of regions and divisions is instructed.

Annex A: Guidelines for the Documentation and monitoring for the Use of Downloaded Funds to Divisions for the Training of School Heads/School DRRM Coordinators on Basic DRRM Modules and School DRRM Manual

13. Judicious utilization of the fund is expected. Funds to be downloaded for capacity building to schools shall be utilized by the end of 2018. Regions and Divisions that will not be able to obligate the funds by September 2018 shall return the funds to DRRMS through issuance of a negative Sub-ARO.
14. The use of these funds for purposes 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.