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Republika ng Pilipinas

Kagawaran ng Edukasyon

Tanggapan ng Pangalawang Kalihim

DEPARTMENT OF EDUCATION
REGION VIII, EASTERN VISAYAS

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OUA MEMO 12-0220-0634
MEMORANDUM
05 February 2020

**For: Regional Directors
Schools Division Superintendents**

Subject: ISSUANCE OF SUB-ALLOTMENT RELEASE ORDER (SUB-ARO) FOR THE DISASTER PREPAREDNESS AND RESPONSE PROGRAM (DPRP) SUPPORT FUNDS TO DIVISIONS

Relative to the Program Support Funds (PSF) of the Disaster Risk Reduction and Management Service (DRRMS) which are comprehensively released from Central Office to Regional Offices (see attached National Budget Circular (NBC) No. 578, Annex A-1) for the conduct of activities under Disaster Preparedness and Response Program (DPRP), the regions are hereby directed to issue a Sub-Allotment Release Order (Sub-ARO) to divisions corresponding to the allocation list provided in Annex 1.

The prompt release of the Sub-AROs will ensure the timely, effective, and efficient use of the funds in the implementation of Disaster Risk Reduction and Management, Climate Change Adaptation, and Education in Emergencies (DRRM/CCA/EiE).

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.

Immediate dissemination of this Memorandum is directed.

ALAIN DEL B. PASCUA

Undersecretary



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Office of the Undersecretary for Administration (OUA)

[Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (DRRMS), Bureau of Learner Support Services (BLSS), Baguio Teachers' Camp (BTC), Central Security & Safety Office (CSSO)]

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Handwritten initials and date: *RRD may 2-27-20*



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OUA MEMO 12-0220-0633
MEMORANDUM
06 January 2020

For: **Regional Directors
Schools Division Superintendents**

Subject: **IMPLEMENTING GUIDELINES ON THE ALLOCATION,
UTILIZATION, DOCUMENTATION AND REPORTING OF
PROGRAM SUPPORT FUNDS FOR DISASTER RISK
REDUCTION AND MANAGEMENT (DRRM), CLIMATE
CHANGE ADAPTATION (CCA) AND EDUCATION IN
EMERGENCIES (EiE) IMPLEMENTATION**

1. The Disaster Risk Reduction and Management Service (DRRMS) is mandated to ensure safety and learning continuity for all DepEd personnel and learners at all levels; institutionalize DRRM, CCA and EiE in the curriculum; and strengthen the resilience of basic education in the context of both natural and human-induced hazards.
2. The office, through its major programs and key result areas, contributes to the achievement of the (3) three educational outcomes of the Department: Access, Quality and Governance.
3. In this regard, program support funds are provided to enable the regions, divisions and schools to undertake various activities relating to DRRM, CCA and EiE.
4. The Department of Education (DepEd) issues the **Implementing Guidelines on the Allocation, Utilization, Documentation and Reporting of Program Support Fund for DRRM, CCA and EiE Implementation.**
5. This defines the processes and reportorial requirements to ensure the proper, efficient, and effective implementation of the program support fund for DRRM, CCA, EiE programs and activities of regions and divisions for Fiscal Year (FY) 2020.
6. For more information, contact the Disaster Risk Reduction and Management



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Service (DRRMS), DepEd Central Office, 2nd Floor, Mabini Building, DepEd Complex, Meralco Avenue, Pasig City at telephone number (02) 8637-4933 or through email at drmo@deped.gov.ph.

7. Immediate dissemination of this Memorandum is directed.

For immediate and appropriate action.


ALAIN DEL B. PASCUA
Undersecretary



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Annex A



General Guidelines

1. Regions and Divisions shall receive FY 2020 Program Support Funds for the implementation of DRRM/CCA/EiE. Funds are comprehensively released from the Central Office to the Regional Offices (ROs). The ROs shall issue a Sub-Allotment Release Order (Sub-ARO) to divisions corresponding to the allocation provided in Annex 1. Coordination with region and division budget and accounting offices is advised.
2. Programs
 - A. Planning, Monitoring and Evaluation Of DRRM/CCA/EiE Implementation
 - a. Implementation of DRRM/CCA/EiE policies and standards;
 - b. Implementation of Monitoring Tools, not limited to the Comprehensive School Safety (CSS) Monitoring Tool;
 - c. Region, division and school DRRM evaluation and planning activities;
 - d. Monitoring visits on DRRM/CCA/EiE implementation;
 - e. Quarterly meetings with DRRM coordinators; and
 - f. Monitoring and visits to disaster-affected schools
 - B. Development and Enhancement of Contingency Plan
 - a. Development and/or enhancement of contingency plans of schools, divisions and regions. Regions and divisions are directed to create a regional design, strategy, or method for the Conduct of Contingency Planning;
 - b. School level contingency planning participated by preferably the SDRRM Coordinator and/or the School Head; training management or resource person; and
 - c. Regional level contingency planning participated by the Division DRRM Coordinators and one (1) member of the DRRM Team in each division; and
 - d. Other Contingency Planning related activities (e.g. orientation)
 - C. DRRM/CCA/EiE Initiatives and Capacity Building
 - a. Implementation of DRRM/CCA/EiE-related programs, projects and activities identified and initiated by divisions or regions for FY 2020;
 - b. Region-wide activities initiated by both region and corresponding divisions, provided that activity is approved by Schools Division Superintendents and Regional Director; and
 - c. Trainings and capacity building activities on DRRM/CCA/EiE for SDRRM coordinators, DRRM team, and other concerned DepEd personnel
3. Allowable Expenses
 - A. Board and lodging of participants and management team, use of function room/s, and other equipment, subject to DepEd Order No. 02, s. 2018 entitled Amendment to DepEd Order No. 15, s. 2017 (Guidelines on the allocation of funds for venue, meals and snacks and accommodation of official activities organized and conducted by the Department of Education);
 - B. Meals of participants and management team;



- C. Supplies and materials;
 - D. Reproduction of materials;
 - E. Travel expenses related to the following activities, pursuant to the Executive Order No. 77, s. 2019 (Prescribing Rules and Regulations and Rates of Expenses and Allowances for Official Local and Foreign Travels of Government Personnel) and DepEd Order No. 22, s. 2019 (Guidelines on Official Local Travels in the Department of Education):
 - a. Participation of schools during the conduct of DRRM/CCA/EiE activities;
 - b. Planning, monitoring and evaluation of DRRM/CCA/EiE implementation in schools conducted by DRRM coordinators;
 - c. Quarterly meetings and school visits of DRRM coordinators with DRRMS AOR (Area of Responsibility) lead; and
 - d. Monitoring, visits and deployment of DRRM coordinators to disaster-affected schools within or outside AOR
 - F. Communication allowance of up to Php 1,000.00 per month for Region and Division DRRM coordinators;
 - G. Honorarium for resource speakers based on the guidelines set by Department of Budget and Management (DBM); and
 - H. Contingency to cover payment of miscellaneous expenses incidental to the conduct of activities, such as, gasoline, and other Maintenance and Other Operating Expenses (MOOE) expenses per Government Accounting Manual (GAM) Volume III.
4. Regions and divisions may conduct DRRM/CCA/EiE activities at regional or division level. This will be based on the assessment and strategy of regional and division DRRM Coordinators to ensure the efficiency of the conduct of the activity. Regions and divisions may add participants on top of the minimum number of participants proposed in the allocation list. Augmentation from other fund sources is encouraged to cover other expenses, if necessary.
5. 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.
6. Judicious utilization of the fund is expected. Obligation, implementation and payment shall be compliant to the Executive Order (EO) No. 91, entitled "Adopting the Cash Budgeting System Beginning Fiscal Year 2019, and for Other Purposes".
7. Responsibilities
- A. The Regional and Division DRRM coordinators may utilize the funds either through any mode of payment whichever is applicable - direct payment, cash advance or through reimbursement;



- B. The Regional and Division DRRM Coordinators in coordination with Regional and Division Finance Officers shall be accountable for the disbursement and liquidation of funds support/downloaded to their respective offices;
- C. Monitoring tools for each program are provided as Annex 2. Division DRRM Coordinators should submit the accomplished monitoring tool/report vetted by both Division DRRM Coordinators and Division Finance Officers to their respective regions through the Regional DRRM Coordinators who shall consolidate the reports and submit to the Central Office through the DRRMS on a quarterly basis. All submitted reports shall be supported with photo documentations. Region and division DRRM coordinators are directed to compile all original copies of the signed reports;
- D. The SDO shall submit their accomplished tool to the respective Regional DRRM coordinator for consolidation, copy furnished dr-rms.me+division2020@deped.gov.ph. While RO shall submit their consolidated report to the DRRMS at dr-rms.me+region2020@deped.gov.ph;
- E. The Division DRRM Coordinators shall submit the liquidation reports to the Division Accountant for pre-audit and recording. Status of Fund Utilization Reports shall be submitted to the Regional Finance Unit and DRRM Coordinators for consolidation;
- F. Consolidated Status of Fund Utilization Reports shall be submitted to the DRRMS-Central Office, copy furnished the Budget Division; and
- G. Obligation and disbursement of funds shall be in accordance with applicable DepEd and DBM guidelines.

8. Monitoring and Evaluation

The Central Office, through the Disaster Risk Reduction and Management Service (DRRMS), shall conduct regular monitoring of program implementation/fund utilization of Regional Offices (RO) and Schools Division Offices (SDO).

9. Effectivity

These guidelines shall take effect upon its approval.





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OUA MEMO 12-0220-0632
MEMORANDUM
30 January 2020

**For: Regional Directors and BARMM Minister for Education
Schools Division Superintendents**

**Subject: Submission of Consolidated Reports on the Utilization of
FY 2018 and 2019 Program Support Funds for Disaster
Preparedness and Response Program (DPRP)**

Relative to the funds downloaded to regions and divisions for the implementation of programs, projects and activities for FY 2018 and 2019, may we request submission of the consolidated report on the following:

1. Utilization of FY 2018 and FY 2019 Program Support Funds for the Implementation of DRRM/CCA/EiE Activities as of 31 December 2019 for the following programs:
 - A. Capacity Building of Schools on SDRRM Manual and Standardized DRRM Modules;
 - B. Planning, Monitoring and Evaluation of Schools to be Conducted by DRRM Coordinators;
 - C. Contingency Planning of Regions and Divisions;
 - D. Psychological First Aid Training for Schools;
 - E. Printing of IEC Materials for Schools; and
 - F. Learning Activity on Major Disasters
2. Accomplished template on the Emergency Equipment procured as the result of the realignment of funds based on OUA Memorandum 12-1019-0427.

The consolidated report aims to ensure the proper and efficient monitoring of the downloaded funds.

For more information, all concerned may contact the Disaster Risk Reduction and Management Service (DRRMS) at telefax no. (02) 637-4933 or through email address: drmo@deped.gov.ph.

For reference and strict compliance.

ALAIN DEL B. PASCUA
Undersecretary



Office of the Undersecretary for Administration (OUA)

Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (DRRMS), Bureau of Learner Support Services (BLSS), Baguio Teachers' Camp (BTC), Central Security & Safety Office (CSSO)

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