



Republic of the Philippines  
**Department of Education**  
REGION VIII - EASTERN VISAYAS

January 19, 2022

**REGIONAL MEMORANDUM**

No. **054**, s. 2022

**GUIDELINES ON THE UTILIZATION, DOCUMENTATION AND REPORTING OF FUNDS  
DOWNLOADED FOR THE CLEAN-UP AND MINOR REPAIR OF SCHOOLS  
AFFECTED BY TYPHOON "ODETTE" (BATCH 4)**

To: Schools Division Superintendents  
All Others Concerned

1. Attached is a OUA Memorandum No. 00-0122-0047 dated January 06, 2022 from the Office of the Undersecretary for Administration (OUA) containing the guidelines on the utilization, documentation and reporting of funds downloaded for the clean-up and minor repair of schools affected by Typhoon Odette (Annex A).
2. Queries relative to this subject can be addressed to Ms. Monalyn Bermijiso of the DRRMS through email at [drmo@deped.gov.ph](mailto:drmo@deped.gov.ph).
3. Immediate dissemination of and compliance with this Memorandum are desired.

  
**EVELYN R. FETALVERO, CESO IV**  
Regional Director

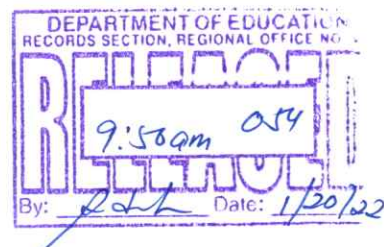
Enclosures: as stated

References: OUA Memorandum No. 00-01221-0142 dated January 10, 2022

To be indicated in the Perpetual Index under the following subjects:

Clean-Up Funds    DRRM

ESSD-SPSS-EAD





OFFICE OF THE UNDERSECRETARY FOR ADMINISTRATION  
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**OUA MEMO 00-0122-0048**  
**MEMORANDUM**  
 12 January 2022

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For: **Regional Directors**  
 (Regions VI, VII, VIII, and X)

Subject: **GUIDELINES ON THE UTILIZATION, DOCUMENTATION, AND REPORTING OF FUNDS DOWNLOADED FOR THE CLEAN-UP AND MINOR REPAIR OF SCHOOLS AFFECTED BY TYPHOON "ODETTE" (BATCH 4)**

Typhoon (TY) "Odette" has brought massive destruction to many parts of Visayas and Mindanao, and the education sector is not excluded. To support the response operations and immediate learning continuity of the affected regions and divisions, P6.04 million from the Disaster Preparedness and Response Program (DPRP) of the Disaster Risk Reduction and Management Service (DRRMS) shall be downloaded for the clean-up and minor repair of affected schools.

Kindly refer to the attached document titled *Implementing Guidelines on the Utilization, Documentation, and Reporting of Funds Downloaded for the Clean-Up and Minor Repair of Schools Affected by Typhoon "Odette" (Batch 4)* in **Annex A**.

For future correspondence on the above-mentioned subject, please contact Ms. Monalyn Bermijiso of the DRRMS through email at [drmo@deped.gov.ph](mailto:drmo@deped.gov.ph).

For information and 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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OUA email  
 1/13/22

## Annex A

### Implementing Guidelines on the Utilization, Documentation, and Reporting of Funds Downloaded for the Clean-Up and Minor Repair of Schools Affected by Typhoon "Odette" (Batch 4)

1. The fund support for clean-up and minor repair shall be allocated to affected regions as follows:

No.	Regions	Amount (P)	Fund Source
1	VI	100,000.00	
2	VII	4,460,000.00	
3	VIII	1,440,000.00	
4	X	40,000.00	
<b>Total</b>		<b>6,040,000.00</b>	

2. The funds may be used for the following:
  - minor repair of damage classroom/s (e.g., replacement of roofing, repair or replacement of damaged window/door, etc.);
  - purchase of the replacement of damaged equipment or furniture (e.g., printer, copier, chairs, tables, etc.)
  - purchase of equipment to be used in cleaning the school ground (e.g., power sprayer, chainsaw, power tools, etc.)
  - repair of the drainage system, water system or electrical wiring;
  - Salary/ies of manpower; and
  - other expenses related to the clean-up and minor repair of school.
3. For documentation and monitoring, the affected regions and divisions are required to do the following:
  - consolidate completion reports and photo documentation;
  - consolidate and archive certification of submitted liquidation reports;
  - coordinate with the Division Finance Office for other needed liquidation requirements;
  - accomplish the Fund Support for Clean-Up and Minor Repair Monitoring Template attached in this Memorandum; and
  - submit photos, completion reports and accomplished monitoring template to the DRRMS.
4. The Regional and Division Budget Officers in coordination with the Regional and Division DRRM Coordinators shall submit to DRRMS ( [drmo@deped.gov.ph](mailto:drmo@deped.gov.ph) ) the status of fund utilization using the attached template.
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 set of guidelines 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. The judicious utilization of the fund is expected. Obligation, implementation and payment shall be compliant to Executive Order (EO) No. 91, titled *Adopting the Cash Budgeting System Beginning Fiscal Year 2019, and for Other Purposes*.

