



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

June 07, 2022

REGIONAL MEMORANDUM
No. **545**, s. 2022

REITERATION ON THE SUBMISSION OF THE UTILIZATION REPORTS FOR THE DOWNLOADED FUNDS FOR THE RENEWAL OF HANDHELD RADIO LICENSES

To: Schools Division Superintendents of Baybay City, Biliran, Borongan City, Calbayog City, Catbalogan City, Northern Samar, Ormoc City, and Southern Leyte Divisions
Division DRRM Coordinators Concerned
All Others Concerned

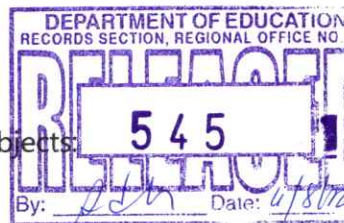
1. Attached is Memorandum No. 00-0622-0013 from the Office of the Undersecretary for Administration (OUA), Alain Del B. Pascua, dated June 01, 2022, requesting the submission of the concerned Schools Division Offices (SDOs) on the utilization report specifically the Monitoring Template on the Fund Support Downloaded to Regions and Divisions for the Renewal of Handheld Radio Licenses.

2. This Office, thru the Education Support Services Division (ESSD), enjoins all concerned to submit the scanned copy of the radio license and signed monitoring template through email at drmo+pb@deped.gov.ph cc drmo@deped.gov.ph and alessa.estoninos@deped.gov.ph **not later than Wednesday, June 8, 2022.**

4. For immediate and strict compliance with this Memorandum are desired.


EVELYN R. FETALVERO, CESO IV
Regional Director

Enclosures: As stated
References: As stated
To be indicated in the Perpetual Index under the following subjects:
DRRM Utilization Report



ESSD-SPSS-TJCP





OJAD 00-0622-0013
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OJA MEMO 00-0622-0013
MEMORANDUM
01 June 2022

For: **Regional Directors Concerned**
School Division Superintendents Concerned
Regional and Division DRRM Coordinators Concerned

Subject: **Reiteration of the Submission of the Utilization Reports**
for the Downloaded Funds for the Renewal of Handheld Radio
Licenses

In line with **OJA Memorandum 00-0522-0172** dated 12 July 2021 titled *Guidelines on the Utilization, Documentation, and Reporting of Funds Downloaded to Regions and Divisions for the Renewal of Handheld Radio Licenses*, the Undersecretary for Administration (OJA) through the Disaster Risk Reduction and Management Service (DRRMS) reminds all Regions and Divisions **to submit the Utilization Report specifically the Monitoring Template on the Fund Support Downloaded to Regions and Divisions for the Renewal of Handheld Radio Licenses.**

Please refer to **Annex B** of the initial OJA Memorandum for the allocation of the said fund support to regions and divisions. Further, the copy of the prescribed monitoring template is also provided in **Annex C**.

Kindly submit a scanned copy of the radio license and the signed monitoring template through email at drmo+pb@deped.gov.ph (cc: drmo@deped.gov.ph and alessa.estorninos@deped.gov.ph) **not later than Wednesday, 08 June 2022.**

For more information, queries and concerns on this subject, please contact your respective Area of Responsibility (AoR) lead or alternate.

For immediate and appropriate action.


ALAIN DEL B. PASCUA
Undersecretary



Office of the Undersecretary for Administration (OJA)

[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)]

Department of Education, Central Office, Meralco Avenue, Pasig City
Rm 519, Mabini Bldg.; Mobile: +639260320762; Tel: (+632) 86337203, (+632) 86376207
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OUA MEMO OO-0522-0172
MEMORANDUM
12 July 2021

For: **All Regional Directors**
Concerned Schools Division Superintendent

Subject: **GUIDELINES ON THE UTILIZATION, DOCUMENTATION, AND REPORTING OF FUNDS DOWNLOADED TO REGIONS AND DIVISIONS FOR THE RENEWAL OF HANDHELD RADIO LICENSES**

Last 2018, the Disaster Risk Reduction and Management Service (DRRMS), through the assistance of the Japan International Cooperation System (JICS), have distributed a total of 147 handheld radios (VHF and HF) to selected schools division offices and regional offices (*Annex A. Memorandum on the Distribution of the Disaster Risk Reduction Equipment*).

Furthermore, in light of the distribution of radio equipment, the DRRMS has allocated fund support for the application/renewal of handheld radio licenses to be downloaded to the recipient regions and divisions. The allocation of the said fund support to regions and divisions is provided in **Annex B**. All regions and divisions shall receive a Sub-Allotment Release Order (Sub-ARO) through the Budget Division of the Department of Education (DepEd) Central Office. The said fund support provided to regions and divisions shall be utilized for the following:

1. Renewal fee for the handheld radio license; and
2. Other expenses related to the renewal of the handheld radio license, such as transportation and communication expenses.

For documentation and monitoring, the regions and divisions are required to do the following:

1. Scan and consolidate the copy of the radio license and its attachments;
2. Consolidate and archive certification of submitted liquidation reports;
3. Coordinate with the Division Finance office for other needed liquidation requirements;
4. Accomplish the monitoring template on the Fund Support Downloaded

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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Republic of the Philippines
Department of Education

12 July 2021

AR/ATC No: AR-2021-CO-00346

FOR :

ALAIN DELA CRUZ
 Undersecretary for Administration

FROM :

RONILDA R. CO
 Director IV, DRRMS

SUBJECT :

**Downloading of Funds to Regions and Divisions for the
 Renewal of Handheld Radio Licenses (Batch 1)**

Batch 1024 P 325,000 -
AC-21-DMS-DRRMS-DPRP-024 - 1791
200000100010000
ALLOTMENT AVAILABLE

MA. BELEN DEMONTEVERDE
 Administrative Officer V
 OIC, Budget Division

NAME OF PROGRAM(S)/PROJECT(S)	Disaster Preparedness		
OUTPUT(S) TO BE PRODUCED AND ITS CODE(S)	Output Code	Output	Physical Target
	OC-21-DMS-DRRMS-DPRP-020	Regional and Division DRRM Coordinators provided with fund support for renewal of license for handheld radios	240
ACTIVITY/IES TO BE REQUESTED	Activity Code	Name of Activity	
	AC-21-DMS-DRRMS-DPRP-024	Downloading of Funds to Regions and Divisions for the Renewal of Handheld Radio Licenses	
ACTIVITY/IES WITH DOWNLOADING	AC-21-DMS-DRRMS-DPRP-024		
	No.	Region	Total Amount (PHP)
	1	CAR	10,000.00
	2	CARAGA	15,000.00
	3	NCR	10,000.00
	4	Region I	25,000.00
	5	Region II	15,000.00
	6	Region III	40,000.00
	7	Region IV-A	25,000.00
	8	Region IV-B	15,000.00
	9	Region V	45,000.00
	10	Region VI	10,000.00
	11	Region VII	15,000.00
	12	Region VIII	40,000.00

Next time let's change this to per region make of the amounting same

date release

ANNALYN M. SEVILLA
 Undersecretary for Finance - BPM

to Regions and Divisions for the Renewal of Handheld Radio Licenses provided in **Annex C** of this memorandum; and,

5. Submit the scanned copy of the radio license and accomplished monitoring template to DRRMS.

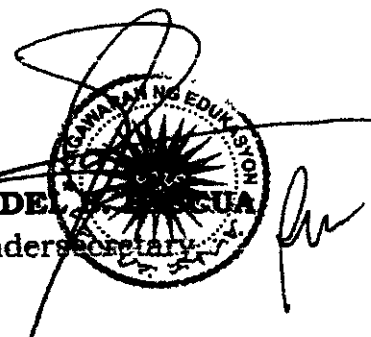
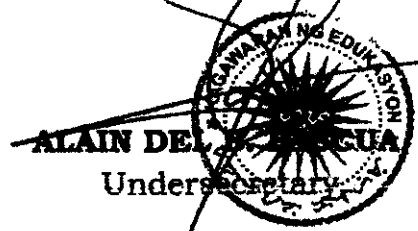
All expenses shall be subject to the usual budgeting, accounting, auditing, and procurement rules and regulations. Misuse and/or mismanagement of these funds for the purpose other than those authorized in this guideline is strictly prohibited. Any violation committed by any individual or group will be dealt with in accordance with existing government accounting and auditing rules and regulations.

The 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.

All concerned Region and Division DRRM Coordinators should ensure the submission of an accomplished monitoring template on the Fund Support Downloaded to Regions and Divisions for the Renewal of Handheld Radio Licenses two weeks after the renewal of respective radio license, along with other pertinent documents listed in this memorandum. Kindly submit the reports to drmo@deped.gov.ph and your respective regional offices.

Any issues and concerns regarding fund support for the renewal of handheld radio licenses should immediately be reported to DRRMS through contact numbers (02) 637-4933/636-4997 or email drmo@deped.gov.ph.

For immediate and appropriate action.



ALAIN DELA CRUZ
Undersecretary

Annex B. Allocation of Fund Support to Regions and Divisions for the Renewal of Handheld Radio Licenses (Batch 1)

REGION		
REGION VIII	Baybay City	3121
	Biliran	3122
	Borongan City	3123
	Calbayog	3124
	Catbalogan City	3125
	Northern Samar	3126
	Ormoc City	3127
	Southern Leyte	3128
REGION IX	Zamboanga City	3129
	Zamboanga del Norte	3130
	Zamboanga Sibugay	3131
REGION X	REGION X	3132
	Bukidnon	3133
REGION XI	Davao de Oro	3134
	Davao del Norte	3135
	Davao del Sur	3136
	Davao Oriental	3137
REGION XII	REGION XII	3138
	North Cotabato	3139
	Sarangani	3140
	South Cotabato	3141
	Sultan Kudarat	3142
TOTAL	67	335,000.00



Republika ng Pilipinas
Kagawaran ng Edukasyon
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OUA MEMO
MEMORANDUM
12 July 2021

For: **All Regional Directors**
Concerned Schools Division Superintendent

Subject: **GUIDELINES ON THE UTILIZATION, DOCUMENTATION, AND REPORTING OF FUNDS DOWNLOADED TO REGIONS AND DIVISIONS FOR THE RENEWAL OF HANDHELD RADIO LICENSES**

Last 2018, the Disaster Risk Reduction and Management Service (DRRMS), through the assistance of the Japan International Cooperation System (JICS), have distributed a total of 147 handheld radios (VHF and HF) to selected schools division offices and regional offices (*Annex A. Memorandum on the Distribution of the Disaster Risk Reduction Equipment*).

Furthermore, in light of the distribution of radio equipment, the DRRMS has allocated fund support for the application/renewal of handheld radio licenses to be downloaded to the recipient regions and divisions. The allocation of the said fund support to regions and divisions is provided in **Annex B**. All regions and divisions shall receive a Sub-Allotment Release Order (Sub-ARO) through the Budget Division of the Department of Education (DepEd) Central Office. The said fund support provided to regions and divisions shall be utilized for the following:

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4. Accomplish the monitoring template on the Fund Support Downloaded

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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to Regions and Divisions for the Renewal of Handheld Radio Licenses provided in **Annex C** of this memorandum; and,

5. Submit the scanned copy of the radio license and accomplished monitoring template to DRRMS.

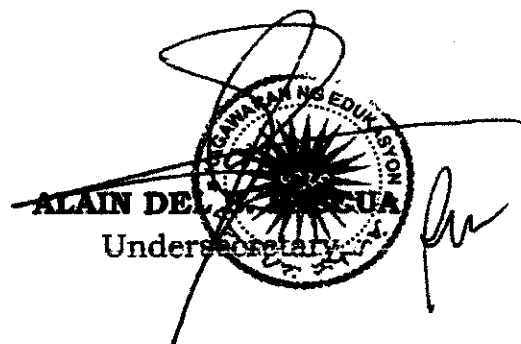
All expenses shall be subject to the usual budgeting, accounting, auditing, and procurement rules and regulations. Misuse and/or mismanagement of these funds for the purpose other than those authorized in this guideline is strictly prohibited. Any violation committed by any individual or group will be dealt with in accordance with existing government accounting and auditing rules and regulations.

The 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.

All concerned Region and Division DRRM Coordinators should ensure the submission of an accomplished monitoring template on the Fund Support Downloaded to Regions and Divisions for the Renewal of Handheld Radio Licenses two weeks after the renewal of respective radio license, along with other pertinent documents listed in this memorandum. Kindly submit the reports to drmo@deped.gov.ph and your respective regional offices.

Any issues and concerns regarding fund support for the renewal of handheld radio licenses should immediately be reported to DRRMS through contact numbers (02) 637-4933/636-4997 or email drmo@deped.gov.ph.

For immediate and appropriate action.

The image shows an official circular stamp of the Department of Education (DepEd) with a handwritten signature over it. The stamp contains the text "DEPARTMENT OF EDUCATION" at the top, "ALAIN DEL ROSARIO" in the center, and "Undersecretary" at the bottom. The signature is written in black ink and is somewhat stylized.

ALAIN DEL ROSARIO
Undersecretary



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
DISASTER RISK REDUCTION AND MANAGEMENT SERVICE
Rm203 BONIFACIO BLDG., DEPED COMPLEX, MERALCO AVENUE, PASIG CITY
Tel Nos. +632-635-3784; +632-637-4933
Mobile Nos. +63928-8718063; +63915-1789312
E-mail address: drmo@deped.gov.ph



MEMORANDUM

**FOR : ALL REGIONAL DRRM COORINATORS CONCERNED
ALL DIVISION DRRM COORDINATORS CONCERNED**

FROM : 
RONILDA R. CO
Director IV
Disaster Risk Reduction and Management Service

SUBJECT : DRRM RADIO EQUIPMENT DISTRIBUTION

DATE : 5 March 2018

In view of the memorandum sent to your respective offices, signed by Undersecretary Pascua, dated 13 February 2018, regarding the distribution of the remaining radios at the Department of Education Central Office, the Disaster Risk Reduction and Management Office (DRRMS) issues the following guidelines for all recipients (see Annex A. Summary of Recipients of Radios and Generator Sets) of the said equipment:

1. All regional and division offices which do not require travelling through ship or plane can claim their respective equipment starting 5 March 2018. Meanwhile, those with equipment which shall be transported through said means shall wait for the release of the Permit to Transport, expected within the month.
2. All recipients will have a maximum of 15 calendar days starting 5 March 2018 for those that do not require travelling through ship or plane. Likewise, all recipients which will require the Permit to Transport, as stated above, will have 15 calendar days from the release of said permit.
3. The authorized personnel to claim the radios are the respective Supply Officers of each field office. All regional and division offices whose said personnel are unable to come must present an original Authority Letter, stating the name/s of their representatives, and a copy of both of their valid IDs.
4. All recipients are encouraged to bring their own vehicles in transporting the equipment. (see Annex B. Summary of Equipment Components).
5. All transportation and allowable expenses incurred in claiming these radios shall be charged to local funds, subject to the usual accounting and auditing rules.

For clarification, kindly reach us through Ms. Gina Rullamas or Mr. Jose Gabriel Noveno of DRRMS via email address, gina.rullamas@deped.gov.ph or jose.noveno@deped.gov.ph, and at tel. no. 637-4933.

For your consideration and appropriate action.

	13	Region IX	15,000.00		
	14	Region X	10,000.00		
	15	Region XI	20,000.00		
	16	Region XII	25,000.00		
		TOTAL	335,000.00		
Purpose: Downloading of Funds to Regions and Divisions for the Renewal of Handheld Radio Licenses (BATCH 1)					
FINANCIAL REQUIREMENTS	Activity Code		Amount in WFP	Amount Requested	
	AC-21-DMS-DRRMS-DPRP-024		Php 480,000.00	335,000.00	
	Grand Total			Php 335,000.00	
SOURCE OF FUNDS: DPRP FY 2021 Current Funds					
ADMINISTRATIVE ARRANGEMENTS	Activity Code		Pax	Inclusive Dates	Remarks
	AC-21-DMS-DRRMS-DPRP-024		N/A	N/A	N/A
ANNEXES	<ol style="list-style-type: none"> Annex B. Allocation of Fund Support to Regions and Divisions for the Renewal of Handheld Radio Licenses (Batch 1); Guidelines on the Utilization, Documentation, and Reporting of Funds Downloaded for the Renewal of Handheld Radio Licenses for Regions and Divisions; and Portion of the approved WFP where activities are stipulated. 				

All expenses incurred in this activity are subject to usual accounting and auditing rules and regulations.



to Regions and Divisions for the Renewal of Handheld Radio Licenses provided in **Annex C** of this memorandum; and,

5. Submit the scanned copy of the radio license and accomplished monitoring template to DRRMS.

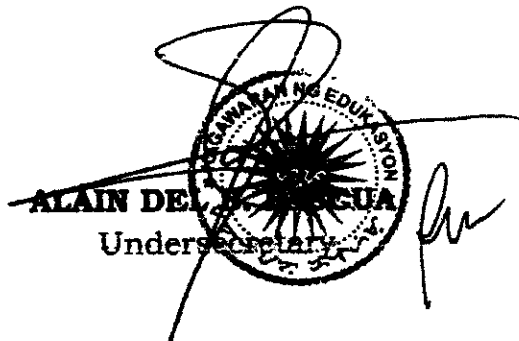
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For immediate and appropriate action.

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ALAN DEL ROSARIO
Undersecretary

Annex B. Summary of Equipment Components

Item No.	Description	Model	Weight
1	VHF Digital Transceiver (Base Type)	IC-F5061D	18.5
Consisting of:	Main Unit		
	VHF Antenna for base station		
Components:	VHF antenna for base station	BC100, 1pc/set	1.2
	Rooftop tower and antenna mast set	YS-5 1pc/set	4.2
	Power supplies	GSS3000	20
Components:	Sealed Battery	SEB35, 1pc/set	1
	Battery back up switch	MSE9140, 1pc/set	1
	Battery cover	G87, 2pcs/set	0.3
	Coaxial Cable	5D-SFA Lite 20m	2
	Service Manual (Instruction manual for repair) in English		0.1
2	VHF Digital Transceiver (Handy Type)	IC-F3230DT	5
Consisting of:	Main Unit		
	Service Manual (Instruction manual for repair) in English		
	Battery	Equipped inside of	
	Battery Charger		
	Spare battery	BP 232 WP	
	Belt Clip		
3	Generator	EF1000IS	15
4	HF Transceiver	IC-F8101	10
Consisting of:	Main Unit		
	HF dipole antenna		
Components:	HF dipole antenna 720V-1/ Antenna Mast set	1set/set	14
	HF dipole antenna Rooftop Tower/ Antenna Mast Set	1set/set	21
	Power supplier	GSS3000	20
	Battery Back Up Switch		
Components:	Sealed Battery	SEB35, 1pc/set	20
	Battery Back Up Switch	MSE9140, 1pc/set	1
	Battery cover	G87, 2pcs/set	0.1
	Automatic Antenna tuner		
Components:	Automatic antenna tuner cable	AT-140, 1pc/set	5
	Automatic antenna tuner cable	Control cable 30m	5
	Material Kit	Eco-tape	3
	Mounting bracket	MB-126	5
	Service Manual (Instruction manual for repair) in English		0.1

	Naga City		1	
	Sorsogon		1	
	Tabaco City		1	
Region VI	Region VI		1	1
	Capiz		1	
	Iloilo		1	
	Negros Occidental		1	
	San Carlos City		1	
Region VII	Region VII		1	1
	Bogo City		1	
	Cebu		1	
	City of Naga, Cebu		1	
	Danao City		1	
Region VIII	Region VIII		1	1
	Baybay City		1	
	Biliran		1	
	Borongan City		1	
	Calbayog		1	
	Catbalogan City		1	
	Eastern Samar		1	
	Leyte		1	
	Maasin City		1	
	Northern Samar		1	
	Orinóc City		1	
	Samar (Western Samar)		1	
	Southern Leyte		1	
	Tacloban City		1	
Region IX	Region IX		1	1
	Zamboanga City		1	
	Zamboanga del Norte		1	
	Zamboanga del Sur		1	
	Zamboanga Sibugay		1	
Region X	Region X		1	1
	Bukidnon		1	
	Lanao del Norte		1	
Region XI	Region XI		1	1
	Compostela Valley		1	
	Davao del Norte		1	
	Davao del Sur		1	
	Davao Oriental		1	
Region XII	Region XII		1	1
	Cotabato City		1	
	North Cotabato		1	
	Sarangani		1	
	South Cotabato		1	
	Sultan Kudarat		1	