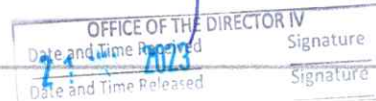
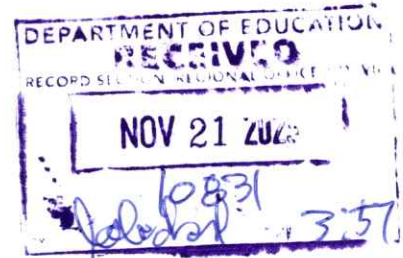




Republic of the Philippines
Department of Education
OPERATIONS

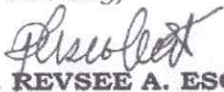


OUOPS No. 2023-04- 1072

MEMORANDUM

TO : **REGIONAL DIRECTORS CONCERNED**
(Regions IV-B, V, VI, VII, and VIII)

SCHOOLS DIVISION SUPERINTENDENTS CONCERNED
(Palawan, Romblon, Masbate, Aklan, Antique, Capiz, Escalante City, Guimaras, Iloilo, Passi City, Roxas City, Sagay City, Bogo City, Bohol, Cebu, Tagbilaran City, Baybay City, Biliran, Borongan, Calbayog City, Eastern Samar, Leyte, Samar, and Tacloban City)

FROM : 
Atty. REVSEE A. ESCOBEDO
Undersecretary for Operations

SUBJECT : **Compliance and Submission of the Documentary Requirements for the Liquidation of Socio-Civic Projects Fund for Super Typhoon Yolanda and Magnitude 7.2 Bohol Earthquake-Affected Personnel**

DATE : November 17, 2023

The Department of Education (DepEd) has completed last October 2021, the release of Socio-Civic Projects Fund (SCPF) Batches 1 and 2 to Regional and Division Offices with DepEd personnel affected by Typhoon Yolanda and 7.2 Magnitude Bohol Earthquake that happened in the year 2013.

To expedite the completion of the liquidation reports for the second tranche of SCPF Batches 1 and 2, the Disaster Risk Reduction and Management Service (DRRMS) has been in continuous coordination with the Presidential Management Staff (PMS). While some regions and divisions have already submitted their liquidation reports, there remain for compliance, and several regions and divisions are yet to provide the necessary liquidation reports. It is imperative for the Department to ensure the complete closure of the SCPF, thus, the completion of necessary liquidation documents shall be complied.

In line of this, all concerned Regional Directors and Schools Division Superintendents of the recipient field offices are hereby requested to ensure the compliance and submission of all liquidation documents on or before **December 01, 2023**. Please refer to the Annexes for the list of Regions and Divisions with compliance.

All original or certified true copies of the liquidation documents should be sent to:

Atty. Christian E. Rivero, EdD
DRRMS M-201 Mabini Building, DepEd Complex
Meralco Ave., Pasig City 1600

For further information, you may contact the DRRMS through telephone number (02) 8637 4933 or email at drmo@deped.gov.ph.

For information and appropriate action.

#	Region	Division	Amount of Released 2 nd Tranche Fund (Php)	Amount Liquidated (Php)	OP-PMS Remarks/Observation (as of September 13, 2023)	Documents for Submission
					<ul style="list-style-type: none"> Refund/Liquidation of the remaining Php2,685,000.00 	<ul style="list-style-type: none"> upgrading of 3 employees signed by the authorized DepEd official Report on the status of the remaining Php2,685,000.00
9	VII	Tagbilaran City	1,555,000.00	1,540,000.00	<ul style="list-style-type: none"> Documents complete for the Php1,540,000.00 Refund or Liquidation for the remaining Php15,000.00 	<ul style="list-style-type: none"> Report on the status of the remaining Php15,000.00
10	VIII	Baybay City	2,580,000.00	2,579,353.75	<ul style="list-style-type: none"> Released funds to three (3) employees not included in the approved list Reduction of Php646.25 from the released second tranche Documents submitted are photocopies only and were not certified 	<ul style="list-style-type: none"> List of employees indicating whether legal beneficiary or status employees concerned have been changed duly signed by the authorized DepEd official Justification on withholding the amount of Php646.25 from the total second tranche of Php2,580,000.00 Certified copies of all documents previously submitted to the PMS
11	VIII	Eastern Samar	37,590,000.00	36,885,000.00	<ul style="list-style-type: none"> Released funds to six (6) employees not included in the approved list Justification for the downgrading of assistance of some forty-six (46) employees from Php50,000.00 to Php15,000.00, and upgrading of assistance of Ms. Mercy G. Gahoy from Php15,000.00 to Php50,000.00 No COA received copy or issued COA audit report 	<ul style="list-style-type: none"> List of employees indicating whether legal beneficiary or status employees concerned have been changed duly signed by the authorized DepEd official Justification for the downgrading of assistance of 46 employees, and upgrading of Ms. Mercy G. Gahoy, signed by the authorized DepEd official COA received copy or issued COA Audit Report Report on the status of the remaining Php705,000.00

#	Region	Division	Amount of Released 2 nd Tranche Fund (Php)	Amount Liquidated (Php)	OP-PMS Remarks/Observation (as of September 13, 2023)	Documents for Submission
					<ul style="list-style-type: none"> Refund/Liquidation for the remaining Php705,000.00 	
12	VIII	Samar	18,860,000.00	18,860,000.00	<ul style="list-style-type: none"> Documents completed for the 2nd tranche of P18,860,000.00 Refund or Liquidation of 1st tranche fund balance of P935,000.00, which remains in their account 	<ul style="list-style-type: none"> Report on the status of the remaining Php935,000.00 of the released 1st tranche fund
13	VIII	Tacloban City	30,180,000.00	30,155,000.00	<ul style="list-style-type: none"> Needs complete list of beneficiaries who received the 2nd tranche (partial list submitted) Refund or liquidation for the remaining Php25,000.00 	<ul style="list-style-type: none"> Complete list of beneficiaries who received the 2nd tranche Report on the status of the remaining Php25,000.00

Annex B. Regions and Divisions with Lacking Documents for 2nd Tranche Funds (Batch 2)

#	Region	Division	Amount of Released 2 nd Tranche Fund (Php)	Amount Liquidated (Php)	OP-PMS Remarks/Observation (as of September 13, 2023)	Documents for Submission
1	VI	Antique	3,125,000.00	3,125,000.00	<ul style="list-style-type: none"> Released funds for two (2) employees, Ms. Lovina Osorio, and Ms. Ethel Tolentino, not included in the approved list of beneficiaries but received the second tranche financial assistance 	<ul style="list-style-type: none"> List of employees indicating whether legal beneficiary or status employees concerned have been changed duly signed by the authorized DepEd official
2	VI	Roxas City	2,300,000.00	2,300,000.00	<ul style="list-style-type: none"> No COA received copy or issued COA Report Audit 	<ul style="list-style-type: none"> COA received copy or issued COA Report Audit
3	VI	Iloilo	405,000.00* 1,990,000.00**	1,440,000.00	<ul style="list-style-type: none"> Liquidation for the 2nd tranche of Php1,440,000 is complete Refund/Liquidation of the remaining Php955,000.00 from the 1st tranche fund balance of Php1,990,000.00 <p><i>*Amount released as 2nd tranche fund per OP-PMS recommendation</i> <i>**1st tranche fund balance utilized as 2nd tranche fund</i></p>	<ul style="list-style-type: none"> Report on the status of the remaining Php955,000.00 from the 1st tranche fund balance of Php1,990,000.00
4	VI	Sagay City	4,590,000.00	5,565,000.00	<ul style="list-style-type: none"> Released funds to four (4) employees not included in the approved list Double entry of assistance released to Helen Joyce Bornaes No COA received copy or issued COA audit report <p><i>Amount disbursed is more than the recommended/allocated second tranche</i></p>	<ul style="list-style-type: none"> List of employees indicating whether legal beneficiary or status employees concerned have been changed duly signed by the authorized DepEd official Justification on the double entry of assistance released to Helen Joyce Bornaes COA received copy or issued COA audit report

#	Region	Division	Amount of Released 2nd Tranche Fund (Php)	Amount Liquidated (Php)	OP-PMS Remarks/Observation (as of September 13, 2023)	Documents for Submission
5	VIII	Baybay City	50,000.00	50,000.00	<ul style="list-style-type: none"> Documents submitted are photocopies only and were not certified Released funds to six (6) beneficiaries are not included in the approved list 	<ul style="list-style-type: none"> Certified copies of all documents previously submitted to the PMS List of employees indicating whether legal beneficiary or status employees concerned have been changed duly signed
6	VIII	Biliran	945,000.00	945,000.00	<ul style="list-style-type: none"> Proof of payment to beneficiaries (complete list) who received the 2nd tranche No COA received copy or issued COA audit report Refund/Liquidation of Php405,000.00 	<ul style="list-style-type: none"> Certified photocopy of the proof of release of the second tranche to beneficiaries COA received copy or issued COA audit report Report on the status of the remaining Php405,000.00
7	VIII	Taloban City	4,175,000.00	3,770,000.00		

Annex C: Regions and Divisions without Submission of Liquidation Documents for 2nd Tranche Funds (Batch 1)

No.	Region	Division	Amount for Liquidation (Php)
1	VIII		2,775,000.00
2	V	Masbate	5,505,042.00
3	VI	Capiz	44,520,000.00
4	VI	Escalante City	75,000.00
5	VI	Guimaras	30,000.00
6	VI	Passi City	9,585,000.00
7	VI	Roxas City	14,470,000.00
8	VII	Cebu	64,969,091.00
9	VIII	Biliran	1,200,000.00
10	VIII	Borongan City	12,095,000.00
11	VIII	Calbayog City	525,000.00
12	VIII	Leyte	100,625,000.00

Annex D. Regions and Divisions without Submission of Liquidation Documents for 2nd Tranche Funds (Batch 2)

No.	Region	Division	Amount for Liquidation (Php)
1	VI	-	265,000.00
2	VII	-	65,000.00
3	IV-B	Romblon	275,000.00
4	V	Masbate	15,000.00
5	VI	Capiz	56,855,000.00
6	VI	Passi City	795,000.00
7	VII	Bohol	48,055,000.00
8	VII	Cebu	9,895,000.00
			4,400,000.00*
9	VII	Tagbilaran City	30,000.00*
10	VIII	Borongan City	5,700,000.00
11	VIII	Calbayog City	525,000.00*
12	VIII	Eastern Samar	6,640,000.00
13	VIII	Leyte	89,020,000.00

*Unreleased 1st tranche fund, which remains in their account