



Republic of the Philippines  
**Department of Education**  
REGION VI – WESTERN VISAYAS  
SCHOOLS DIVISION OF AKLAN

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October 22, 2021

**DIVISION MEMORANDUM**

No. 439 , s. 2021

**ORIENTATION ON THE GUIDELINES ON THE UTILIZATION, DOCUMENTATION,  
AND REPORTING OF FUNDS DOWNLOADED FOR THE CLEAN-UP AND MINOR  
REPAIR OF SCHOOLS AFFECTED BY HABAGAT LAST JULY 2021 AND TY  
“JOLINA”.**

**To: OIC-Asst. Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors/Coordinators  
Public Schools District Supervisors  
Senior/ Education Program Specialists  
District Disaster Risk Reduction Management Coordinators  
Heads of Public Elementary/ Secondary/ Integrated Schools  
School DRRM Coordinator  
All Others Concerned**

1. Please find attached OUA MEMO 00-0921-0199 titled **“Guidelines on the Utilization, Documentation, and Reporting of Funds Downloaded for the Clean-Up and Minor Repair of Schools Affected by Habagat last July 2021 and TY “Jolina” in Regions III, IV-A, IV-B, V, VI, VII, and VIII.”**
2. In connection with this issuance, this office will conduct an orientation on October 26, 2021, Tuesday at 8:00am-9:00am via Google meet. The link will be provided later.
3. The participants to this activity are the School Heads of the following:

School ID	Name of School
114660	Banga Elementary School
114694	Man-up Elementary School
114713	Agbago Elementary School
114716	Aquino Elementary School



Poblacion, Numancia, Aklan

Tel/Fax No. (036) 265 3744 | (036) 265 3737 | (036) 265 3738 | (036) 265 3740 | (036) 265 3741

Website: <http://www.depedaklan.org>

Email Address: [aklan.1958@deped.gov.ph](mailto:aklan.1958@deped.gov.ph)


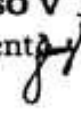


Republic of the Philippines  
**Department of Education**  
REGION VI – WESTERN VISAYAS  
SCHOOLS DIVISION OF AKLAN

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114719	Ibajay Central School
114740	Regador Elementary School
114849	Kabulihan-Dumlog Primary School
114853	Nabaoy Elementary School
114876	Tambuan Elementary School
114881	Gibon Elementary School
114920	Dongon Elementary School
114926	Baybay Elementary School
114934	Tagas Elementary School
302339	Unidos NHS
500170	Aguinaldo T. Repriedad Sr. IS

4. Immediate dissemination of this Memorandum is earnestly desired.

  
**MIGUEL MAC/D. APOSIN, EdD, CESO V**  
Schools Division Superintendent 

Encl: as stated  
To be indicated in the Perpetual Index  
Under the following subjects

ALLOTMENT

FUND

POLICY

/CIU



Poblacion, Numancia, Aklan  
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Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
Tanggapan ng Pangalawang Kalihim

**OUA MEMO 00-0921-0199**

**MEMORANDUM**

16 September 2021

**For: Regional Directors**  
(Regions III, IV-A, IV-B, V, VI, VII, and VIII)

**Subject: GUIDELINES ON THE UTILIZATION, DOCUMENTATION, AND REPORTING OF FUNDS DOWNLOADED FOR THE CLEAN-UP AND MINOR REPAIR OF SCHOOLS AFFECTED BY HABAGAT LAST JULY 2021 AND TY "JOLINA" IN REGIONS III, IV-A, IV-B, V, VI, VII, AND VIII**

In light of the fund support for schools affected by Habagat last July 2021 and Typhoon (TY) "Jolina," the clean-up and minor repair funds amounting to P20,000.00 per school charged to the Disaster Preparedness and Response Program (MOOE), to be downloaded to affected divisions shall be utilized for the following activities but not limited to:

1. purchase of supplies and equipment to be used for the said purpose;
2. salary/ies for manpower; and
3. other expenses related to clean-up and minor repair of the schools.

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

1. take photos of schools and/or division office before and after the clean-up and minor repair;
2. consolidate and archive photos, completion reports, and certification of submitted liquidation reports;
3. coordinate with the Division Finance Office for other liquidation requirements;
4. accomplish the Fund Support for Clean-Up and Minor Repair Monitoring Template attached to this Memorandum; and
5. submit photos, completion reports, and accomplished monitoring templates to the Disaster Risk Reduction and Management Service (DRRMS).



**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))*

Department of Education, Central Office, Meralco Avenue, Pasig City  
Rm 519, Mabini Bldg; Mobile: +639260320762; Tel: (+632) 86337203, (+632) 86376207  
Email: usec.admin@deped.gov.ph; Facebook/Twitter @depedtayo



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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.

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*.

All concerned Division DRRM Coordinators should ensure the submission of accomplished monitoring template on Fund Support for Clean-Up and Minor Repair two weeks after receipt of the sub-ARO, along with other pertinent documents listed in this Memorandum.

Kindly submit the reports to [drmo@deped.gov.ph](mailto:drmo@deped.gov.ph) and the respective regional offices. Any issues and concerns regarding fund support for school clean-up and minor repairs should be reported to DepEd DRRMS immediately.

For further clarifications, please contact Mr. Jan Manuel M. Hebron, Technical Assistant II of DRRMS, through (02) 8637 4933/8636 4997 or email at [drmo@deped.gov.ph](mailto:drmo@deped.gov.ph).

For immediate and appropriate action.

  
**ALAIN DEL B. PASCUA**  
Undersecretary



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**SUB-ALLOTMENT RELEASE ORDER**

<b>PROGRAM/PROJECT/ACTIVITY NO./DESCRIPTION:</b> FE6241 200000190010000 - Current Appropriations Disaster Preparedness and Response Program		<b>REFERENCE:</b> FY 2021 GAAAO dated 12/28/2019	<b>SUB-ALLOTMENT RELEASE ORDER NO.</b> OSEC-6-21-4751
<b>PUND CODE:</b> 01101101		<b>ORGANIZATION CODE:</b> 070010100000	<b>LEGAL BASIS:</b> Republic Act No. 11519 - FY 2021 GAA
<b>PURPOSE:</b> Provision of Funds for Clean-Up and Minor Repair of Schools Affected by TY Fabian enhanced by Habagat and TY Jolina.		<b>DATE:</b> 05-Oct-21	<b>FISCAL YEAR:</b> FY 2021
<b>To:</b> The Schools Division Superintendent Schools Division of Aklan DepEd - Region VI 007010806001		Region : 6	
<b>PARTICULARS</b>		<b>ALLOTMENT CLASS/ ACCOUNT CODE</b>	<b>AMOUNT AUTHORIZED</b>
Subsidy to Operating Units		MOOE 5021408000	300,000.00
<b>AMOUNT IN WORDS:</b> *** Three Hundred Thousand Pesos Only ***			<b>Total:</b> <u>300,000.00</u>
<b>NOTE:</b> The allotment herein sub-allotted is valid for obligation until December 31, 2021.			

The above sub-allotments have been made available for expenditures of the Region/Division/School. It is your primary responsibility to keep expenditures within the limits of the amount sub-allotted. Pursuant to Section 41, Book VI of Executive Order No. 292, the incurrence of overdrafts is prohibited. Parties responsible for the incurrence of overdrafts shall be held personally liable therefor. It is understood that the allotments herein authorized shall be used solely for the purposes indicated and disbursements therefrom shall be made in accordance with existing budgeting, accounting and auditing rules and regulations.

CERTIFIED CORRECT:

*[Signature]*  
 MA. BELEN D. DEMONTEVERDE  
 Administrative Officer V  
 OIC, Budget Division

APPROVED:

*[Signature]*  
 ANNALYN M. SEVILLA  
 Undersecretary  
 Office of the Undersecretary for Finance

**Annex 1: Summary of Regions to be Downloaded with Fund Support for Clean-Up and Minor Repair of Schools affected by TY Fabian Enhanced by Habagat last July 2021 and TY Jolina in Regions III, IV-A, IV-B, V, VI, VII and VIII**

No.	Region	Division	Clean-up and Minor Repair	
			No. of Schools	Amount (Php)
1	Region III	Bataan**	30	600,000.00
2	Region III	Bulacan*	24	480,000.00
3	Region III	Malolos City*	7	140,000.00
4	Region III	Tarlac*	1	20,000.00
5	Region IV-A	Antipolo City*	1	20,000.00
6	Region IV-A	Cavite*	1	20,000.00
7	Region IV-B	Oriental Mindoro*	2	40,000.00
8	Region V	Masbate*	19	380,000.00
9	Region VI	Aklan*	15	300,000.00
10	Region VII	Bogo City*	1	20,000.00
11	Region VIII	Catbalogan City*	14	280,000.00
12	Region VIII	Tacloban City*	4	80,000.00
	<b>TOTAL</b>		<b>119</b>	<b>2,380,000.00</b>

\*Divisions affected by TY Fabian Enhanced by Habagat

\*\*Divisions affected by TY Jolina

Schools allocated with fund support for clean-up and minor repair are those under any of the following criteria, based on their Rapid Assessment of Damages Reports, vetted by the Schools Division Superintendent:

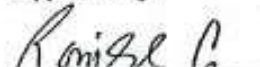
1. Schools with infrastructure damages (totally and/ or major damaged classrooms);
2. Schools with a minimum of 10 damaged units of at least one component of non-infrastructure items (furniture, learning resources, and/ or computer sets);
3. Schools with less than 10 damaged units of two or more components of non-infrastructure items
4. Schools that did not incur any damages but required clean-up as requested by the SDS

Prepared by:



**JAN MANUEL M. HEBRON**  
Technical Assistant II, DRRMS

Approved by:



**RONILDA R. CO**  
Director IV, DRRMS

**Annex 2. Summary of Schools to be Downloaded with Fund Support for Clean-Up and Minor Repair of Schools affected by TY Fabian Enhanced by Habagat last July 2021 and TY Jolina in Regions III, IV-A, IV-B, V, VI, VII and VIII**

No	Region	Division	School ID	School Name	Total Allocated Fund*
1	Region III	Bataan*	104530	Abucay North ES	20,000.00
2	Region III	Bataan*	104532	Capitangan ES	20,000.00
3	Region III	Bataan*	104539	T. Pinpin MES	20,000.00
4	Region III	Bataan*	104579	Layac ES	20,000.00
5	Region III	Bataan*	104600	Sta. Isabel ES	20,000.00
6	Region III	Bataan*	104601	Sto. Nino ES	20,000.00
7	Region III	Bataan*	104604	Almacen ES	20,000.00
8	Region III	Bataan*	104610	Hermosa ES	20,000.00
9	Region III	Bataan*	104613	Mambog ES	20,000.00
10	Region III	Bataan*	104618	Pulo ES	20,000.00
11	Region III	Bataan*	104654	Morong ES	20,000.00
12	Region III	Bataan*	104663	Orani North ES	20,000.00
13	Region III	Bataan*	104664	Orani South ES	20,000.00
14	Region III	Bataan*	104668	Paraiso ES	20,000.00
15	Region III	Bataan*	104673	Tapulao ES	20,000.00
16	Region III	Bataan*	104678	Capunitan ES	20,000.00
17	Region III	Bataan*	104690	Balut ES	20,000.00
18	Region III	Bataan*	104692	J.S. Herrera Sr. MES	20,000.00
19	Region III	Bataan*	104695	Panilao ES	20,000.00
20	Region III	Bataan*	104698	Sta. Rosa ES	20,000.00
21	Region III	Bataan*	104699	Wakas ES	20,000.00
22	Region III	Bataan*	104701	Calagulman ES	20,000.00
23	Region III	Bataan*	104706	Pallli ES	20,000.00
24	Region III	Bataan*	104707	Samal North ES	20,000.00
25	Region III	Bataan*	300697	B. Camacho NHS	20,000.00
26	Region III	Bataan*	300716	P. Roman NHS	20,000.00
27	Region III	Bataan*	300719	Samal NHS	20,000.00
28	Region III	Bataan*	305629	Baseco National High School	20,000.00
29	Region III	Bataan*	305814	Ipag National HS	20,000.00
30	Region III	Bataan*	306618	Mariveles NHS - Camaya Campus	20,000.00
31	Region III	Bulacan**	104779	Pitpitan Elementary School	20,000.00
32	Region III	Bulacan**	104803	Arsenio Santos Memorial Elementary School	20,000.00
33	Region III	Bulacan**	104806	Gugo ES	20,000.00
34	Region III	Bulacan**	104810	Linagit Primary School	20,000.00
35	Region III	Bulacan**	104812	Meysulao ES	20,000.00
36	Region III	Bulacan**	104813	Meyto Elementary School	20,000.00
37	Region III	Bulacan**	104814	Panducot ES	20,000.00
38	Region III	Bulacan**	104815	Pascual O. Cruz MS	20,000.00
39	Region III	Bulacan**	104817	San Jose ES	20,000.00
40	Region III	Bulacan**	104819	Dofia Damiana De Leon Macam Memorial E/S (San Miguel E/S)	20,000.00
41	Region III	Bulacan**	104849	Hagonoy West Central School	20,000.00
42	Region III	Bulacan**	104851	Pugad ES	20,000.00
43	Region III	Bulacan**	104855	San Pascual Elementary School	20,000.00
44	Region III	Bulacan**	104860	Tibagulin ES	20,000.00
45	Region III	Bulacan**	104881	Victoriano C. Raymundo Elementary School	20,000.00
46	Region III	Bulacan**	104991	Paombong Cs	20,000.00
47	Region III	Bulacan**	104992	Pinagtulayan ES	20,000.00
48	Region III	Bulacan**	104993	Pinalagdan ES	20,000.00
49	Region III	Bulacan**	104994	Pulo ES	20,000.00
50	Region III	Bulacan**	105103	Mandile Elementary School	20,000.00
51	Region III	Bulacan**	158523	Pulo PS	20,000.00
52	Region III	Bulacan**	300736	Sta. Lucia National High School	20,000.00
53	Region III	Bulacan**	300770	Frances National High School	20,000.00

No	Region	Division	School ID	School Name	Total Allocated Fund*
54	Region III	Bulacan**	306723	San Miguel-Meysulao High School	20,000.00
55	Region III	Malolos City**	104865	Bulihan Elementary School	20,000.00
56	Region III	Malolos City**	104867	Calingin ES	20,000.00
57	Region III	Malolos City**	104871	Longos ES	20,000.00
58	Region III	Malolos City**	104889	Canalata ES	20,000.00
59	Region III	Malolos City**	104890	Canlogan ES	20,000.00
60	Region III	Malolos City**	130798	BLISS ELEMENTARY SCHOOL	20,000.00
61	Region III	Malolos City**	323601	Bulihan NHS	20,000.00
62	Region III	Tarlac**	106535	San Pedro ES	20,000.00
63	Region IV-A	Antipolo City**	109334	Old Boso-boso ES	20,000.00
64	Region IV-A	Cavite**	301175	Bucal National High School	20,000.00
65	Region IV-B	Oriental Mindoro**	110325	Burbuil ES	20,000.00
66	Region IV-B	Oriental Mindoro**	110529	Sto. Nifno ES	20,000.00
67	Region V	Masbate**	113554	Pena ES	20,000.00
68	Region V	Masbate**	113566	Vienteriales E/S	20,000.00
69	Region V	Masbate**	113591	Sampinitan ES	20,000.00
70	Region V	Masbate**	113625	Libertad Primary School	20,000.00
71	Region V	Masbate**	113630	Rizal PS	20,000.00
72	Region V	Masbate**	113835	Taboc ES	20,000.00
73	Region V	Masbate**	113841	Camayabsan Elementary School	20,000.00
74	Region V	Masbate**	113889	Danao ES	20,000.00
75	Region V	Masbate**	113899	San Isidro ES	20,000.00
76	Region V	Masbate**	113900	San Jacinto CS	20,000.00
77	Region V	Masbate**	113964	Dapdap ES	20,000.00
78	Region V	Masbate**	113967	Libertad ES	20,000.00
79	Region V	Masbate**	302121	Buenavista National High School	20,000.00
80	Region V	Masbate**	302129	Catalingan National High School	20,000.00
81	Region V	Masbate**	302174	Tinigban National High School	20,000.00
82	Region V	Masbate**	309907	San Pablo National High School	20,000.00
83	Region V	Masbate**	309923	Cogon High School	20,000.00
84	Region V	Masbate**	309935	MABABANGBAYBAY NHS	20,000.00
85	Region V	Masbate**	501528	Tugbo Integrated School	20,000.00
86	Region VI	Aklan**	114660	Banga ES	20,000.00
87	Region VI	Aklan**	114694	Man-up ES	20,000.00
88	Region VI	Aklan**	114713	Agbago ES	20,000.00
89	Region VI	Aklan**	114716	Aquino ES	20,000.00
90	Region VI	Aklan**	114719	Ibajay Central School	20,000.00
91	Region VI	Aklan**	114740	Regador ES	20,000.00
92	Region VI	Aklan**	114849	Kabulihan-Dumlog PS	20,000.00
93	Region VI	Aklan**	114853	Nabaoy Elementary School	20,000.00
94	Region VI	Aklan**	114876	Tambuan Elementary School	20,000.00
95	Region VI	Aklan**	114881	Gibon Elementary School	20,000.00
96	Region VI	Aklan**	114920	Dongon ES	20,000.00
97	Region VI	Aklan**	114926	Baybay Elementary School	20,000.00
98	Region VI	Aklan**	114934	Tagas Elem. School	20,000.00
99	Region VI	Aklan**	302339	Unidos NHS	20,000.00
100	Region VI	Aklan**	500170	Aguinaldo T. Repledad Sr. IS	20,000.00
101	Region VII	Bogo City**	110112	Odlot ES	20,000.00
102	Region VIII	Catbalogan City**	123393	Cagudalo Elementary School	20,000.00
103	Region VIII	Catbalogan City**	123396	Caramayon Elementary School	20,000.00
104	Region VIII	Catbalogan City**	123401	Loyagoy Elementary School	20,000.00
105	Region VIII	Catbalogan City**	123416	Catbalogan V CES (Mercedes ES)	20,000.00
106	Region VIII	Catbalogan City**	123417	Pangdan Elementary School	20,000.00
107	Region VIII	Catbalogan City**	123418	Bagongon Elementary School	20,000.00
108	Region VIII	Catbalogan City**	123421	Cagutsan Elementary School	20,000.00
109	Region VIII	Catbalogan City**	123424	Cinco Elementary School	20,000.00



No	Region	Division	School ID	School Name	Total Allocated Fund*
110	Region VIII	Catbalogan City**	123427	Rama Elementary School	20,000.00
111	Region VIII	Catbalogan City**	123428	Socorro Elementary School	20,000.00
112	Region VIII	Catbalogan City**	123431	Catbalogan IV Central Elementary School	20,000.00
113	Region VIII	Catbalogan City**	123434	Old Mahayag Elementary School	20,000.00
114	Region VIII	Catbalogan City**	123436	Pupua Elementary School	20,000.00
115	Region VIII	Catbalogan City**	123437	San Roque ES	20,000.00
116	Region VIII	Tacloban City**	124231	Anibong Elementary School	20,000.00
117	Region VIII	Tacloban City**	124242	Tagpuro Elementary School	20,000.00
118	Region VIII	Tacloban City**	124247	Marasbaras Central School	20,000.00
119	Region VIII	Tacloban City**	500891	North Hill Arbours Integrated School	20,000.00
			<b>TOTAL</b>		<b>2,380,000.00</b>

\*Divisions affected by TY Fabian enhanced by Habagat

\*\*Divisions affected by TY Jolina

Schools allocated with fund support for clean up are those under any of the following criteria, based on their Rapid Assessment of Damages Report (RADaR), vetted by the Schools Division Superintendent:

1. Schools with infrastructure damages (totally and/ or major damaged classrooms);
2. Schools with a minimum of 10 damaged units of at least one component of non-infrastructure items (furniture, learning resources, and/ or computer sets);
3. Schools with less than 10 damaged units of two or more components of non-infrastructure items
4. Schools that did not incur any damage but required clean-up as requested by SDS

Prepared by:

  
**JAN MANUEL M HEBRON**  
 Technical Assistant II,

Approved by:

  
**RONILDA R.**  
 CO



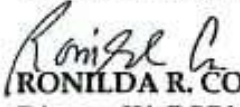
Republic of the Philippines  
**Department of Education**

16 September 2021

AR/ATC No: **ATC-2021-CO-00216**

FOR : **ANNALYN M. SEVILLA**  
*Undersecretary for Finance - BPM*

THRU : **ALAIN DEL B. PASCUA**  
*Undersecretary for Administration*

FROM :   
**RONILDA R. CO**  
*Director IV, DRRMS*

SUBJECT : **Provision of Funds for Clean-Up and Minor Repair of Schools Affected by TY Fabian Enhanced by Habagat last July 2021 and TY Jolina in Regions III, IV-A, IV-B, V, VI, VII and VIII**

NAME OF PROGRAM(S)/PROJECT(S)	Learning Continuity and Resilience Interventions		
OUTPUT(S) TO BE PRODUCED AND ITS CODE(S)	Output Code	Output	Physical Target
	<b>OC-21-DMS-DRRMS-DPRP-022</b>	Provided regions, divisions support and assistance enabling early return to normal operations and recovery towards resilient development	<b>12</b>
ACTIVITY/IES TO BE REQUESTED	Activity Code	Name of Activity	
	<b>AC-21-DMS-DRRMS-DPRP-083</b>	Provision of Funds for Clean-Up and Minor Repair of Schools affected by TY Fabian Enhanced by Habagat last July 2021 and TY Jolina in Regions III, IV-A, IV-B, V, VI, VII and VIII	

ACTIVITY/IES WITH DOWNLOADING	No.	Region	Division	Total Amount (PHP)	ANNALYN M. SEVILLA Undersecretary for Finance – BPM
	1	Region III	Bataan	600,000.00	
	2	Region III	Bulacan	480,000.00	
	3	Region III	Malolos City	140,000.00	
	4	Region III	Tarlac	20,000.00	
	5	Region IV-A	Antipolo City	20,000.00	
	6	Region IV-A	Cavite	20,000.00	
	7	Region IV-B	Oriental Mindoro	40,000.00	
	8	Region V	Masbate	380,000.00	
	9	Region VI	Aklan	300,000.00	
	10	Region VII	Bogo City	20,000.00	
	11	Region VIII	Catbalogan City	280,000.00	
	12	Region VIII	Tacloban City	80,000.00	
		<b>TOTAL</b>	<b>2,380,000.00</b>		
Purpose: [Downloading of Funds] Provision of Funds for Clean-Up and Minor Repair of Schools affected by TY Fabian Enhanced by Habagat last July 2021 and TY Jolina in Regions III, IV-A, IV-B, V, VI, VII and VIII					
JUSTIFICATION (for ATC only)	Recipient schools are affected by TY Fabian Enhanced by Habagat last July 2021 and TY Jolina in Regions III, IV-A, IV-B, V, VI, VII and VIII. The fund support will be used by schools to clean-up schools and/or repair the minor damages in the classrooms affected by flood water and mud.				
ACTIVITY/IES TO BE BUMPED-OFF AND ITS CODE(S)	Activity Code	Activity	Amount Requested		
	AC-21-DMS-DRRMS-DPRP-029	Downloading of funds for Teachers' Kits	2,380,000.00		
	Grand Total		Php 2,380,000.00		
FINANCIAL REQUIREMENTS	Activity Code	Amount in WFP	Amount Requested		
	AC-21-DMS-DRRMS-DPRP-083		2,380,000.00		
	Grand Total		Php 2,380,000.00		
SOURCE OF FUNDS	DPRP FY 2021 Current Funds				
ADMINISTRATIVE ARRANGEMENTS	Activity Code	Pax	Inclusive Dates	Remarks	
ANNEXES	<ol style="list-style-type: none"> <li>Annex 1: Summary of Regions to be Downloaded with Fund Support for Clean-Up and Minor Repair of Schools affected by TY Fabian Enhanced by Habagat last July 2021 and TY Jolina in Regions III, IV-A, IV-B, V, VI, VII and VIII</li> <li>Annex 2: Detailed List of Schools to be Downloaded with Fund Support for Clean-Up and Minor Repair of Schools affected by TY Fabian Enhanced by Habagat last July 2021 and TY Jolina in Regions III, IV-A, IV-B, V, VI, VII and VIII</li> <li>Guidelines on the Utilization, Documentation and Monitoring of Funds Downloaded for School Clean-Up and Minor Repair of Schools affected by TY Fabian Enhanced by Habagat last July 2021 and TY Jolina in Regions III, IV-A, IV-B, V, VI, VII and VIII</li> <li>Portion of the approved WFP where activities are stipulated.</li> </ol>				

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

Learner's Kits

ANNEX A.1 LEARNER'S KITS SCHOOL LEVEL MONITORING TEMPLATE

Instructions: The total approved number of learner's kits is fixed and should be equivalent to total number of learner's kits implemented by the division. If there are cells not applicable, kindly indicate "N/A." The first, second, and third update on Learner's Kits Monitoring should be submitted on the second, fourth, and sixth week after receipt of approved Learner's kits allocation, respectively. The first submission should include complete information on "(A) Implementation Plan" while the second and third submissions should include information on the rest of the columns below. The last submission on the sixth week after receipt of approved learner's kits allocation should include other pertinent documents and photos indicated in the guidelines. If there are concerns regarding the implementation of the procurement and delivery of learner's kits, kindly contact DepEd DRRMS immediately ([drms@deped.gov.ph](mailto:drms@deped.gov.ph), tel no. 02-6364997).

School Information					Learner's Kits Allocation		(A) Implementation plan			(B) Status of pre-proc and proc of Learner's kits				(C) Status of delivery of Learner's Kit				(D) Financial status of Learner's kit		(E) Remarks
Region	Division	School ID	School Name	No. of Learner's affected	Total Qty	Total amount (PHP)	Target completion date of procurement (MM/PP/YY)	Target completion date of delivery (MM/PP/YY)	Actual completion date of procurement (MM/PP/YY)	Actual completion date of procurement (MM/PP/YY)	Total actual No. of Learner's kits procured	Total actual No. of Learner's kit on-hand	Total actual No. of Learner's kit on-hand	Total actual No. of Learner's kit on-hand	Actual completion date of distribution (MM/PP/YY)	Actual obligation (PHP)	Actual disbursement (PHP)			
TOTAL																				

Total amount released to the division: PHP \_\_\_\_\_ Sub-ARO number \_\_\_\_\_ Date \_\_\_\_\_  
 Total amount released to the division: PHP \_\_\_\_\_ Sub-ARO number \_\_\_\_\_ Date \_\_\_\_\_

Prepared by: \_\_\_\_\_ Approved by: \_\_\_\_\_ Date accomplished: \_\_\_\_\_  
 DRRMS Coordinator \_\_\_\_\_ Schools Division Superintendent \_\_\_\_\_

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NOTES: The following notes serve as guidelines for filling up the monitoring template.

- (A) Implementation plan - The implementation plan involves the planning and setting of timelines for procurement and delivery of Learner's Kits
  - Target completion date procurement - The target date of completion of procurement is the desired date when divisions are able to procure items for the Learner's Kits
  - Target completion date of construction - The target date of delivery of learner's kits is the desired date when divisions are able to complete the delivery to the affected learners
- (B) Status of pre-procurement and procurement of Learner's Kits - Pre-procurement and procurement activities include the following:
  - Actual completion date of pre-procurement - The actual completion date of pre-procurement activities. Pre-procurement activities may be one of the following: request for release of NCA from the DENR, preparation of bid documents, convening of materials, transmittal of memorandum to recipient schools, among others, depending on the mode of procurement to be used by the division.
  - Actual completion date of procurement - The actual completion date of procurement activities. Procurement usually follow after pre-procurement has been completed. The start of procurement may be triggered by one of the following: direct negotiation of contract with supplier, posting of advertisement, among others, depending on the mode of procurement to be used by the division.
- (C) Status of delivery of Learner's Kits - Mobilization and delivery of learner's kits to affected learners.
  - Total actual number of Learner's Kits procured - The number of Learner's Kits which are procured and obligated for delivery.
  - Total actual number of Learner's Kits on-hand - The number of Learner's Kits which are on-hand
  - Total actual number of Learner's Kits on-hand - The number of Learner's Kits which are on-hand
  - Total actual number of Learner's Kits on-hand - The number of Learner's Kits which are on-hand
  - Total actual number of Learner's Kits on-hand - The number of Learner's Kits which are on-hand
  - Total actual number of Learner's Kits on-hand - The number of Learner's Kits which are on-hand
- (D) Financial status of funds for Learner's Kits. Financial status of funds for Learner's Kits includes total financial obligations and disbursements related to distribution of Learner's Kits. The financial status is usually prepared by the corresponding budget/accounting offices of the division. Schools may be declared, depending on the contractor and mode of procurement used by the division.
- (E) Remarks - Challenges and issues, reasons for delays, and other concerns not captured in the template should be indicated in the remarks column.