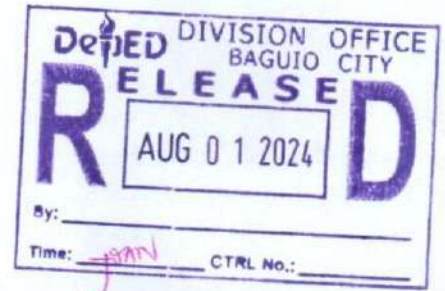




Republic of the Philippines
Department of Education
 Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY



1 August 2024

DIVISION MEMORANDUM

No. 416-2024

GUIDELINES FOR IMPLEMENTING THE RESPONSE FUND SPECIFICALLY FOR CLEAN-UP AND MINOR REPAIRS FUNDS

To: Chief Education Supervisors
 Public Schools District Supervisors
 Public School Heads
 School DRRM Coordinators
 All Others Concerned

- To support our schools for recovering from the onslaught of Southwest Monsoon intensified by Typhoon Carina, the Schools Division of Baguio City in coordination with the Regional Office will be downloading funds to the schools listed in attachment A for clean-up and/or minor repair. Additional funds will be downloaded as soon as the request for supplemental fund be approved and downloaded by the Regional Office.
- All non-implementing unit schools are required to submit School Operating Budget (SOB), Annual Procurement Plan (APP), and Project Procurement Monitoring Plan (PPMP) to the Schools Division Office for the downloading of funds while all implementing unit schools will receive the downloaded amount directly and still be required to prepare Work and Financial Plan (WFP) together with SOB, APP, and PPMP.
- The downloaded fund shall be utilized by the affected school listed for the following activities:

Clean Up	Minor Repair
<ul style="list-style-type: none"> - Purchase of materials, supplies, and equipment to be used for clean-up operations; - Payment for labor services of non DepEd personnel; - Provision of Meals for volunteers who helped in the clean-up operations; and - Other expenses related to Clean-up operations. 	<ul style="list-style-type: none"> - Purchase of materials, supplies, and equipment to be used for minor repair operations; - Payment for labor services of non DepEd personnel; - Provision of Meals for volunteers who helped in the minor repair operations; and - Other expenses related to minor repair operations.

- Allocated funds shall not be allowed to be used for the following:
 - Repair / Enhancement of TLS and TWASH Facilities.
 - Infrastructure that is permanent in nature, for example: slope protection, fences, major repair or construction of classrooms and other school facilities.





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- c) Replacement of damaged non-infrastructure (e.g., learning resources, school furniture, ICT Equipment, Tech-Voc equipment, health and medical supplies and equipment.
5. For promotion of the physical and safe environment in schools, the implementation of the Clean-up and Minor Repair shall adhere to the minimum safety requirements and standards anchored on the Implementing Rules and Regulations of Chapter VI – “School Sanitation and Health Services” of the Code on Sanitation of the Philippines (Presidential Decree 856).
6. Schools with downloaded funds are to make sure that all tools and equipment purchased by the schools using the clean-up and minor repair fund must be properly accounted for, maintained, and safely stored in the school for future use.
7. Reports shall be submitted to the Division Office using the attached template after 30 days upon downloading to the school.
8. All expenses shall be subject to the usual budgeting, accounting, auditing and procurement rules and regulations.
9. For queries or clarifications, please contact Mr. Cliftone K. Bangse-il, Division DRRM Coordinator, through cliftone.bangseil@deped.gov.ph or viber using this number: 0946-427-8377.
10. Immediate dissemination of this Memorandum is desired.

SORAYA T. FACULO PhD, CESO VI
Assistant Schools Division Superintendent
Officer-in-charge
Office of the Schools Division Superintendent

For the Schools Division Superintendent:

CARMEL F. MERIS
Officer-in-Charge
Office of the Assistant Schools Division Superintendent

SGOD/SMN/DRRM/ckb



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Attachment A: List of Schools with Clean-up and/or Minor Repair Funds

School	Type of Fund	Amount
Adiwang Elementary School	Repair and/or Clean up	20,000
Aguinaldo Elementary School	Repair	35,000
Alfonso Tabora Es	Clean Up	20,000
Apolinario Mabini Elementary School	Repair	35,000
Baguio City High School	Repair	20,000
Baguio City Special Education Center	Repair and/or Clean up	20,000
Baguio Country Club Village Elementary School	Clean Up	20,000
Bakakeng Elementary School	Repair and/or Clean up	20,000
Bakakeng National High School	Repair and Clean Up	20,000
Bonifacio Elementary School	Repair and/or Clean up	20,000
Brookspoint Elementary School	Repair and/or Clean up	20,000
Camp 7 Elementary School	Clean Up	20,000
Crystal Cave Integrated School	Repair and/or Clean up	20,000
Dominican- Mirador National High School	Repair and/or Clean up	20,000
Don Mariano Marcos Elementary School	Repair and/or Clean up	20,000
Dona Aurora Elementary School	Repair and/or Clean up	20,000
Doña Aurora H. Bueno Elementary School	Repair and/or Clean up	20,000
Dona Nicasia J. Puyat Es	Repair and/or Clean up	20,000
Dontogan ES	Repair and/or Clean up	20,000
Fairview Elementary School	Repair and/or Clean up	20,000
Fort Del Pilar Es	Repair and/or Clean up	20,000



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Fort Del Pilar National High School	Repair and/or Clean up	20,000
Gibraltar Elementary School	Repair and/or Clean up	20,000
Happy Hollow Elementary School	Clean Up	20,000
Happy Hollow National High School	Clean Up	20,000
Hillside National High School	Repair and/or Clean up	20,000
Holy Ghost Extension Elementary School	Repair and/or Clean up	20,000
Irisan Elementary School	Repair and Clean Up	50,000
Irisan National High School	Repair and Clean Up	20,000
Joaquin Smith National High School	Repair and Clean Up	50,000
Jose P. Laurel Es	Clean Up	20,000
Josefa Cariño Elementary School	Repair and Clean Up	20,000
Kias Elementary School	Repair and Clean Up	20,000
Lindawan Elementary School	Repair and or Minor Clean up	20,000
Lindawan National High School	Repair and Clean up	20,000
Loakan Elementary School	Repair and Clean Up	20,000
Magsaysay National High School	Repair and/or Clean up	20,000
Manuel L. Quezon Elementary School	Repair and/or Clean up	20,000
Manuel A. Roxas Elementary School	Repair and/or Clean up	20,000
Mil-An National High School	Repair and/or Clean up	20,000
Pacday Quinio Elementary School	Repair and Clean Up	50,000
Pines City National High School Senior High	Repair and Clean Up	20,000
Pinget National High School	Repair and/or Clean up	20,000
Pinsao National High School	Repair and Clean Up	20,000



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Quezon Hill Elementary School	Repair and Clean Up	20,000
Quezon Hill National High School	Clean Up	20,000
Quirino Hill Es	Clean Up	20,000
Rizal Elementary School	Repair and Clean up	20,000
Roxas National High School	Repair and Clean Up	50,000
San Carlos Heights Elementary School	Repair and Clean Up	35,000
San Vicente Es	Repair and/or Clean up	20,000
San Vicente Nhs	Repair and Clean Up	20,000
Springhills Elementary School	Clean Up	20,000
Sto. Tomas Elementary School	Repair and Clean Up	20,000
Sto. Tomas NHS	Repair and Clean Up	20,000
	TOTAL	1,265,000



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Attachment B: Template for Reporting upon utilization

District		School:	
Amount Downloaded			
Type of Fund			
Date Downloaded To School			
Amount Obligated		As of (mm/dd/yyyy)	
Amount Liquidated		As of (mm/dd/yyyy)	
Balance		As of (mm/dd/yyyy)	

Photo Documentation

Photo should have caption (If possible, taken before, during, and after)

Prepared by:

[PRINTED NAME OVER SIGNATURE]

School DRRM Coordinator

Submitted by:

[PRINTED NAME OVER SIGNATURE]

School Head



Address: 82 Military Cutoff Rd, Baguio, Benguet, 2600

Telephone No.: (074) 665-1231

Email Address: baguio.city@deped.gov.ph



DepEd Tayo Baguio City



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