



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



2025 September 2025

DIVISION MEMORANDUM
No. 592-2025

**GUIDELINES FOR DOWNLOADING AND 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

1. To support our schools recovering from the onslaught of Southwest Monsoon and Typhoon Crising, Dante, and Emong, the Department of Education Central Office through the Regional Office and the Schools Division of Baguio City will be downloading funds to the schools listed in the attached document for clean-up and/or minor repair.
2. All schools listed in the attached documents are required to prepare and submit the following documents:
 - a. Project Procurement Management Plan (PPMP)
 - b. School Operation Budget (SOB)
 - c. Annual Procurement Plan (APP)
3. To facilitate the immediate downloading of funds, all the above-mentioned documents shall be submitted first to the bookkeepers in charge of the school and then forwarded to SGOD, then to the Budget Office. Also, a copy of the APP shall be submitted to Supply Section.
4. The downloaded fund shall be utilized in accordance with the guidelines attached to this memorandum.
5. Allocated funds shall not be utilized for the following:
 - a) Enhancement of the existing TLS and TWaSH Facility;
 - b) Capital expenditure related to the structural mitigation of permanent structures; and/or
 - c) Replacement of damaged fixtures and equipment
6. 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).



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7. 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.
8. Reports shall be submitted to the Division Office using the attached template after 30 days upon downloading them to the school.
9. All expenses shall be subject to the usual budgeting, accounting, auditing and procurement rules and regulations.
10. 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.
11. Immediate dissemination of this Memorandum is desired.

SORAYA T. FACULO PhD, CESO VI
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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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

***Note: Please edit the header and footer of the form



No.	Region	Division	School ID	School Name	School Category (Small, Medium, Large, Mega)	(a) Amount of CUCO funds (depends on school category)	Additional CUCO Funds Based on Damaged Classrooms									(e) Total CUCO Funds (a+b+c+d)	(f) Minor Repair Funds		(g) TOTAL ALLOCATED FUNDS FOR RESPONSE INTERVENTIONS
							(b)			(c)			(d)				Unit Cost	Total	
							Totally Damaged Classrooms			Major Damaged Classrooms			Minor Damaged Classrooms						
							Qty	Unit Cost	Total	Qty	Unit Cost	Total	Qty	Unit Cost	Total				
1	CAR	Baguio City	136403	Apolinario Mabini Elementary School	Mega	49,000.00	-	10,000.00	-	5	5,000.00	25,000.00	-	2,500.00	-	74,000.00	49,000.00	-	74,000.00
2	CAR	Baguio City	305277	Roxas National High School	Mega	49,000.00	-	10,000.00	-	-	5,000.00	-	2	2,500.00	5,000.00	54,000.00	49,000.00	98,000.00	152,000.00
3	CAR	Baguio City	221506	Fairview Elementary School	Medium	30,000.00	-	10,000.00	-	-	5,000.00	-	-	2,500.00	-	30,000.00	49,000.00	-	30,000.00
4	CAR	Baguio City	136397	Pinsao Elementary School	Medium	30,000.00	-	10,000.00	-	-	5,000.00	-	-	2,500.00	-	30,000.00	49,000.00	-	30,000.00
5	CAR	Baguio City	305287	Quezon Hill National High School	Large	40,000.00	-	10,000.00	-	8	5,000.00	40,000.00	-	2,500.00	-	80,000.00	49,000.00	-	80,000.00
6	CAR	Baguio City	305279	Santo Tomas National High School	Medium	30,000.00	-	10,000.00	-	4	5,000.00	20,000.00	-	2,500.00	-	50,000.00	49,000.00	-	50,000.00
7	CAR	Baguio City	136415	Roxas Elementary School	Large	40,000.00	-	10,000.00	-	-	5,000.00	-	3	2,500.00	7,500.00	47,500.00	49,000.00	147,000.00	194,500.00
8	CAR	Baguio City	305271	Bakakeng national High School	Medium	30,000.00	-	10,000.00	-	-	5,000.00	-	1	2,500.00	2,500.00	32,500.00	49,000.00	49,000.00	81,500.00
9	CAR	Baguio City	502853	Crystal Cave Integrated School	Medium	30,000.00	-	10,000.00	-	-	5,000.00	-	1	2,500.00	2,500.00	32,500.00	49,000.00	49,000.00	81,500.00
10	CAR	Baguio City	305283	Magsaysay National High School	Large	40,000.00	-	10,000.00	-	-	5,000.00	-	2	2,500.00	5,000.00	45,000.00	49,000.00	98,000.00	143,000.00

Grand Total	916,500.00
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ANNEX D: SPECIFIC GUIDELINES FOR THE PROVISION OF MINOR REPAIR FUNDS

1. Affected schools shall be downloaded with funds for minor repairs. The amount to be provided to affected schools will depend on the total estimated minor repair cost to be identified by a DepEd Engineer.
2. The downloaded funds shall be utilized for the following activities:
 - a. Purchase of supplies and equipment to be used for minor repair of damages in classrooms;
 - b. Payment for labor services of non-DepEd personnel;
 - c. Provision of meals for the volunteers who helped in the minor repair capped at Two Hundred Fifty Pesos (P250.00) per day of actual service, for both DepEd and Non-DepEd volunteers; and
 - d. Other expenses related to minor repair of school.
3. For the promotion of the physical and emotional environment in schools, the implementation of the clean-up, clearing operations, 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)⁹.
4. All tools and equipment purchased by the schools using the funds must be properly accounted for, maintained, and safely stored in the school for future use.

⁹ Annex A: **Presidential Decree 856**, Chapter VI: School Sanitation and Health Services of the Code on Sanitation of the Philippines



ANNEX C: SPECIFIC GUIDELINES FOR THE PROVISION OF CLEAN-UP AND CLEARING OPERATIONS (CUCO) FUNDS

1. All affected schools as reflected in the vetted RADaR and/or incident report shall be provided with clean-up funds which vary on the classification of schools using the **DepEd Memorandum No. 36 s, 2019** and **DepEd Order No. 62, s. 2022** as references, with the corresponding amounts stated below:
 - a. Small Schools – P20,000.00
 - b. Medium Schools – P30,000.00
 - c. Large Schools – P40,000.00
 - d. Mega Schools – P49,000.00
2. Affected schools shall be provided with additional funds as stated below for clearing operations of the debris and to ensure the safety of learners, personnel, and other school visitors:
 - a. An additional amount of P10,000.00 will be provided to the affected school for every totally damaged classroom reported;
 - b. An additional amount of P5,000.00 will be provided to the affected school for every partially (major) damaged classroom reported; and
 - c. An additional amount of P2,500.00 will be provided to the affected school for every partially (minor) damaged classroom.
3. The provided funds shall be utilized for the following activities:
 - a. Purchase of supplies and equipment to be used for CUCO;
 - b. Payment for labor services of non-DepEd personnel;
 - c. Provision of meals for the volunteers who helped in the CUCO capped at Two Hundred Fifty Pesos (P250.00) per day of actual service, for both DepEd and Non-DepEd volunteers; and
 - d. Other expenses related to CUCO of school.