



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



07 October 2025

DIVISION MEMORANDUM

No. 632-2025

PROVISION OF TECHNICAL ASSISTANCE IN THE PREPARATION OF DOCUMENTS FOR THE UPCOMING DOWNLOADING OF RESPONSE FUNDS (BATCH 5 AND BATCH 6)

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

1. To support our schools in recovering from the impacts of the Southwest Monsoon and Typhoons Dante, Emong, and Nando, response funds will be downloaded to cover Clean-up and Clearing Operations as well as Minor Repairs for several affected schools, as listed in Enclosure 1.
2. Since the fund will be sourced from the 2025 Continuing Appropriations, it must be obligated and utilized on or before December 31, 2025. In line with this, a workshop will be conducted on October 13, 2025, at Training Hall 1, Schools Division Office of Baguio City, to be attended by the School Head and Administrative Officer of each identified school.
3. All schools listed in the attached document are required to prepare and submit the following documents through this link: <https://tinyurl.com/PreWorkSub> on or before October 9, 2025 (5:00 PM). The templates for the required pre-work documents may be accessed through this link: <https://tinyurl.com/ResponseFundTemplates>.
 - a. Draft Project Procurement Management Plan
 - b. Draft Program of Works
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).



Address: 82 Military Cutoff Rd, Baguio, Benguet, 2600
Telephone No.: (074) 665-1231
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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. 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
Schools Division Superintendent #

SGOD/SMN/DRRM/ckb

Enclosure:

1. List of Schools for Batch 5 and 6



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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**



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LIST OF SCHOOLS

Clean up and Clearing Operations (CUCO) and Minor Repairs Batch 5

| Name of School | Total CUCO | Total Minor Repair | Grand Total |
|--|-------------------|---------------------------|---------------------|
| Dontogan Elementary School | 37,500.00 | 147,000.00 | 184,500.00 |
| Irisan National High School | 71,500.00 | 441,000.00 | 512,500.00 |
| SPED Center (FL) | 40,000.00 | - | 40,000.00 |
| Baguio City High School - Main | 384,000.00 | 1,960,000.00 | 2,344,000.00 |
| Hillside National High School | 40,000.00 | 392,000.00 | 432,000.00 |
| Irisan Elementary School | 50,000.00 | 392,000.00 | 442,000.00 |
| Baguio City National Science High School | 59,000.00 | 196,000.00 | 255,000.00 |
| Baguio Central school | 69,000.00 | 392,000.00 | 461,000.00 |
| Mil-an National High School | 119,000.00 | - | 119,000.00 |
| Joaquin Smith National High School | 72,500.00 | 637,000.00 | 709,500.00 |
| Pacday Quinio Elementary School | 51,500.00 | 49,000.00 | 100,500.00 |
| Dona Aurora H. Bueno Elementary School | 32,500.00 | 49,000.00 | 81,500.00 |
| Quirino Hill ES | 35,000.00 | 98,000.00 | 133,000.00 |
| Lindawan National High School | 54,000.00 | 98,000.00 | 152,000.00 |
| Lindawan Elementary School | 35,000.00 | 98,000.00 | 133,000.00 |
| Fort del Pilar National High School | 50,000.00 | 196,000.00 | 246,000.00 |
| Quezon Hill Elementary School | 130,000.00 | 392,000.00 | 522,000.00 |
| Jose P. Laurel Elementary School | 35,000.00 | 98,000.00 | 133,000.00 |
| Springhills Elementary School | 22,500.00 | 49,000.00 | 71,500.00 |



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| Name of School | Total CUCO | Total Minor Repair | Grand Total |
|--------------------------------|-------------------|---------------------------|--------------------|
| Pinsao Elementary School | 40,000.00 | 196,000.00 | 236,000.00 |
| Kias Elementary School | 30,000.00 | - | 30,000.00 |
| Lucban Elementary school | 119,000.00 | - | 119,000.00 |
| Alfonso Tabora ES | 57,500.00 | 147,000.00 | 204,500.00 |
| Magsaysay National High School | 79,000.00 | - | 79,000.00 |
| Gibraltar Elementary School | 40,000.00 | 98,000.00 | 138,000.00 |
| Magsaysay Elementary School | 30,000.00 | - | 30,000.00 |



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Clean up and Clearing Operations (CUCO) and Minor Repairs Batch 6

| Name of School | Total CUCO | Total Minor Repair | Grand Total |
|--|-------------------|---------------------------|--------------------|
| QUEZON HILL ELEMENTARY SCHOOL | 42,500.00 | 49,000.00 | 91,500.00 |
| SAN CARLOS HEIGHTS ELEMENTARY | 42,500.00 | 49,000.00 | 91,500.00 |
| PINSAO ELEMENTARY SCHOOL | 80,000.00 | 196,000.00 | 276,000.00 |
| CAMP 7 ELEMENTARY SCHOOL | 42,500.00 | 49,000.00 | 91,500.00 |
| MANUEL A. ROXAS ELEMENTARY SCHOOL | 52,500.00 | 49,000.00 | 101,500.00 |
| BROOKSPOINT ELEMENTARY SCHOOL | 25,000.00 | 98,000.00 | 123,000.00 |
| FAIRVIEW ELEMENTARY SCHOOL | 85,000.00 | 196,000.00 | 281,000.00 |
| BAGUIO CITY HIGH SCHOOL | 59,000.00 | 98,000.00 | 157,000.00 |
| DOÑA AURORA NATIONAL HIGH SCHOOL | 50,000.00 | - | 50,000.00 |
| BAKAKENG NATIONAL HIGHSCHOOL | 25,000.00 | 98,000.00 | 123,000.00 |
| LINDAWAN NATIONAL HIGH SCHOOL | 86,500.00 | 147,000.00 | 233,500.00 |
| SANTO TOMAS NATIONAL HIGH SCHOOL | 45,000.00 | 98,000.00 | 143,000.00 |
| IRISAN NATIONAL HIGH SCHOOL | 54,000.00 | 98,000.00 | 152,000.00 |
| MAGSAYSAY NHS | 61,500.00 | 49,000.00 | 110,500.00 |
| QUEZON HILL NATIONAL HIGH SCHOOL | 65,000.00 | 98,000.00 | 163,000.00 |
| DOMINICAN- MIRADOR NATIONAL HIGH SCHOOL | 30,000.00 | 98,000.00 | 128,000.00 |



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| Name of School | Total CUCO | Total Minor Repair | Grand Total |
|--|-------------------|---------------------------|--------------------|
| BAGUIO CITY NATIONAL SCIENCE HIGH SCHOOL | 59,000.00 | 196,000.00 | 255,000.00 |
| ADIWANG INTEGRATED SCHOOL | 45,000.00 | 98,000.00 | 143,000.00 |
| LUCBAN INTERGRATED SCHOOL | 74,000.00 | 98,000.00 | 172,000.00 |
| GUISAD VALLEY NATIONAL HIGH SCHOOL | 86,500.00 | 147,000.00 | 233,500.00 |

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.

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

