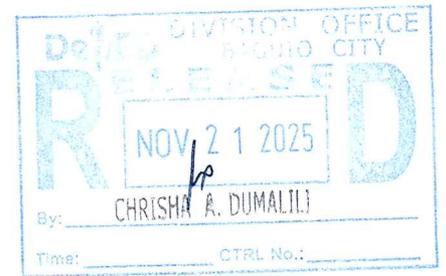




Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY



21 November 2025

DIVISION MEMORANDUM

No. 762-2025

**GUIDELINES FOR DOWNLOADING AND IMPLEMENTATION OF
RESPONSE FUND FOR SCHOOLS AFFECTED BY TROPICAL
CYCLONES NANDO AND
SOUTHWEST MONSOON (BATCH 6)**

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 Nando, 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 (Batch 6).
2. All schools listed in the attached documents are required to prepare and submit the following documents **on or before November 24, 2025**:
 - 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



Address: 82 Military Cutoff Rd, Baguio, Benguet, 2600
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Regulations of Chapter VI – “School Sanitation and Health Services” of the Code on Sanitation of the Philippines (Presidential Decree 856).

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 V
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**



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LIST OF SCHOOLS (BATCH 5)

Name of School	Clean Up and Clearing Operations Fund	Minor Repairs Fund	Total
ADIWANG INTEGRATED SCHOOL	45,000.00	98,000.00	143,000.00
BAGUIO CITY HIGH SCHOOL	59,000.00	98,000.00	157,000.00
BAGUIO CITY NATIONAL SCIENCE HIGH SCHOOL	118,000.00	0.00	118,000.00
BAKAKENG NATIONAL HIGHSCHOOL	25,000.00	98,000.00	123,000.00
BROOKSPOINT ELEMENTARY SCHOOL	25,000.00	98,000.00	123,000.00
CAMP 7 ELEMENTARY SCHOOL	42,500.00	49,000.00	91,500.00
DOMINICAN-MIRADOR NATIONAL HIGH SCHOOL	30,000.00	98,000.00	128,000.00
DOÑA AURORA NATIONAL HIGH SCHOOL	50,000.00	0.00	50,000.00
FAIRVIEW ELEMENTARY SCHOOL	85,000.00	196,000.00	281,000.00
GUISAD VALLEY NATIONAL HIGH SCHOOL	86,500.00	147,000.00	233,500.00
IRISAN NATIONAL HIGH SCHOOL	54,000.00	98,000.00	152,000.00
LUCBAN INTERGRATED SCHOOL	74,000.00	98,000.00	172,000.00
MAGSAYSAY NHS	61,500.00	49,000.00	110,500.00
MANUEL A. ROXAS ELEMENTARY SCHOOL	52,500.00	49,000.00	101,500.00
PINSAO ELEMENTARY SCHOOL	80,000.00	196,000.00	276,000.00
QUEZON HILL NATIONAL HIGH SCHOOL	65,000.00	98,000.00	163,000.00
SAN CARLOS HEIGHTS ELEMENTARY	42,500.00	49,000.00	91,500.00
SANTO TOMAS NHS	45,000.00	98,000.00	143,000.00
TOTAL	1,040,500	1,617,000	2,657,500

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.
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