



Republic of the Philippines  
**Department of Education**  
REGION XI  
SCHOOLS DIVISION OF DAVAO DEL NORTE

**Office of the Schools Division Superintendent**

DIVISION MEMORANDUM  
SGOD-2023-0242

To: Assistant Schools Division Superintendent  
Chief, Education Program Supervisor, School Governance and Operations Division  
Chief, Education Program Supervisor, Curriculum Implementation Division  
Concerned School Heads – Elementary, Secondary, and Integrated  
All others concerned

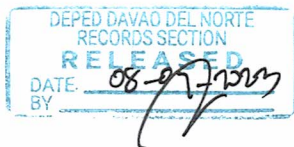
Subject: **REITERATION ON THE UTILIZATION, DOCUMENTATION, AND REPORTING OF DRRM SUPPORT FUND FOR SCHOOLS AFFECTED BY DISASTERS**

Date: August 7, 2023

1. The Disaster Risk Reduction and Management Service (DRRMS) provided support funds for schools affected by disasters and emergencies to support learning continuity and help mitigate impacts of disasters.
2. Anent to this, all concerned personnel of the following recipients are reminded to expedite the processing of response funds on or before September, 2023:
  - A. OSEC-11-23-2328 - Provision of Funds for the Clean-Up and Minor Repair of Schools Affected by the MW 6.0 Davao De Oro Earthquake (Batch 1)
    - 128723 STA. FE ES
    - 501661 MANGGUANGAN IS
    - 304254 STO. TOMAS NHS
    - 500852 MAGWAWA IS
    - 128755 SAN MIGUEL ES
  - B. OSEC-11-23-2650 - Provision of Funds for Clean-Up and Minor Repair of Schools Affected by the Series of Earthquake in Davao De Oro (Batch 1)
    - 128757 BALAGUNAN ES
    - 128593 SAN VICENTE ES
    - 315901 TUBOD NHS
    - 128767 TULALIAN ES
    - 128631 PINTA SABARAT ES
    - 305844 ALIA NHS
3. Recipient schools of the clean-up and minor repair fund shall submit a Supplemental APP, Work and Financial Plan (WFP), and Program of Work (POW) to the Division Accounting and Finance unit. The fund amounting to P20,000.00 shall be utilized for purchase of supplies and equipment, payment of labor services for non-DepEd personnel, and other related expenses for clean-up and minor repair of classrooms affected by earthquakes.



4. Further, all expenses shall adhere to accounting and auditing rules and regulations, and close coordination with the Division DRRM Focal Person and/ or Division Engineer, including the Division Budget/ Finance unit are advised for all recipients to ensure efficient implementation of the projects.
5. Also, proper documentation before, during, and after the implementation is required for subsequent submission to the Regional Office and DRRMS.
6. Everyone is enjoined to continually support and recognize the value of equality and diversity as well as ensure STRICT adherence to the health and safety protocols in all undertakings relevant to the activity.
7. For immediate dissemination and compliance.



  
**REYNALDO B. MELLORIDA, CESO V**  
Schools Division Superintendent

