



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

**Office of the Schools Division Superintendent**

DIVISION MEMORANDUM  
SGOD-2023-291

To: Assistant Schools Division Superintendent  
Chief, Education Program Supervisor, School Governance and Operations Division  
Chief, Education Program Supervisor, Curriculum Implementation Division  
School Heads – San Miguel Elementary School  
Gabuyan Central Elementary School  
Sampao Integrated School  
Sta. Fe Elementary School  
Balagunan Elementary School  
San Miguel Primary School  
Carmen Central Elementary School SpEd Center  
Mangalcal Elementary School  
San Vicente Elementary School  
Taba Elementary School  
Tulalian Elementary School  
Pinta Sabarat Elementary School  
Manguangan Integrated School  
Magwawa Integrated School  
Sto. Tomas National High School  
Tubod National High School  
Alia National High School

Subject: **SUBMISSION OF SCHOOL LEVEL REPORT FOR DISASTER PREPAREDNESS AND RESPONSE FUND - CLEAN-UP AND MINOR REPAIR FUNDS**

Date: September 4, 2023

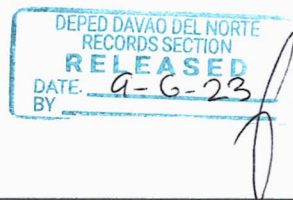
1. The Disaster Risk Reduction and Management Service (DRRMS) provided a Disaster Preparedness and Response Support Funds for schools affected by disasters and emergencies to support learning continuity and help mitigate impacts of disasters.
2. To monitor and ensure proper utilization of the support funds, recipient schools are requested to submit a School Level Report along with other pertinent documents such as a copy of their respective liquidation reports and photo documentation before, during, and after implementation. The said documents must be submitted on or before **September 30, 2023** to the Division DRRM Focal Person. Attached is the School Level Report template for guidance.
3. The following schools were the recipients of the clean-up and minor repair fund amounting to P20,000.00 per school:



FUND DETAILS	SCHOOL
OSEC-11-23-0299 - Provision of Funds for Clean-Up and Minor Repair of Schools Affected by the Trough of Low Pressure Area (LPA), Shearline and Northeast Monsoon (Batch 2)	128755 SAN MIGUEL ES
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)	128674 GABUYAN CES 500789 SAMPAO IS 128723 STA. FE ES 501661 MANGGUANGAN IS 128755 SAN MIGUEL ES 128757 BALAGUNAN ES 304254 STO. TOMAS NHS 500852 MAGWAWA IS 128592 SAN MIGUEL PS
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 128627 CARMEN CES SPED CENTER 128635 MANGALCAL ES 128755 SAN MIGUEL ES 128593 SAN VICENTE ES 304254 STO. TOMAS NHS 128641 TABA ES 315901 TUBOD NHS 128767 TULALIAN ES 128631 PINTA SABARAT ES 305844 ALIA NHS

4. Further, it is reiterated that 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. Everyone is enjoined to continually support and recognize the value of equality and diversity in all undertakings relevant to this issuance.
6. For immediate dissemination and compliance.

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





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**DISASTER PREPAREDNESS AND RESPONSE FUND – CLEAN-UP AND MINOR REPAIR  
 SCHOOL LEVEL REPORT**

School Information				Fund Support Allocation	Status of Downloaded Funds for Clean-up and Minor Repair			
Region	Division	School ID	School Name		Date Amount was Released to School (MM-DD-YY)	Amount Liquidated by the School (Php)	Date of Liquidation (MM-DD-YY)	Remarks
				20,000.00				

Prepared by:

Name and Signature of School Head  
 Position

Verified by:

Mary Kristine C. Sagot  
 Project Development Officer II – DRRM

Approved by:

  
Reynaldo B. Mellorida, CESO V  
 Schools Division Superintendent

**NOTE: Please attach a copy of your liquidation report with photo documentation of before, during, and after implementation.**

