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Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

OUA MEMO 12-1019-0427
MEMORANDUM
17 October 2019

**For: Regional Directors
Schools Division Superintendents**

**Subject: IMPLEMENTING GUIDELINES ON THE REALIGNMENT OF
UNOBLIGATED FY 2018 CONTINUING FUNDS AND FY 2019
PROGRAM SUPPORT FUNDS UNDER DISASTER
PREPAREDNESS AND RESPONSE PROGRAM (DPRP)**

Relative to the approved realignment of the unobligated FY 2018 Continuing Funds and FY 2019 Program Support Funds and in compliance with Executive Order No. 91, s. 2019 "Adopting the Cash Budgeting System Beginning Fiscal Year 2019, and for Other Purposes", the **Implementing Guidelines on the Realignment of Unobligated FY 2018 Continuing Funds and FY 2019 Program Support Funds Under Disaster Preparedness and Response Program (DPRP)** is hereby provided.

The guideline aims to ensure the proper, efficient, and effective use of the downloaded funds.

For more information, all concerned may contact the Disaster Risk Reduction and Management Service (DRRMS) at telefax no. (02) 637-4933 or through email address: drmo@deped.gov.ph.

For reference and strict compliance.


ALAIN DEL B. PASCUA
Undersecretary

Office of the Undersecretary for Administration

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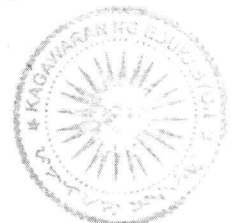
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Annex A

IMPLEMENTING GUIDELINES ON THE REALIGNMENT OF UNOBLIGATED FY 2018 CONTINUING FUNDS AND FY 2019 PROGRAM SUPPORT FUNDS UNDER DISASTER PREPAREDNESS AND RESPONSE PROGRAM (DPRP)

1. The funds to be realigned should be savings from the downloaded funds after conduct of the activities;
2. Reason of realignment of funds aside from savings is the likelihood that the original purpose of the fund can no longer be served, thus, a justification is required;
3. Funds to be realigned should only be used to procure any/combination of the following supplies for schools including the delivery of items:
 - a. Hard hats
 - b. Fire extinguisher
 - c. First Aid Kit
 - d. Go Bag
 - e. Life Vest;
4. Procurement should strictly be in MOOE only. Hence, items to be procured must not cost Php15,000 or above per item;
5. Allocation of schools should be based on the prioritization of region and division;
6. Funds downloaded for response interventions should **not** be realigned;
7. Recipients of procured supplies/equipment should be schools in the area of responsibility of the procuring office;
8. Regional offices can use their unobligated funds to procure supplies/equipment mentioned above provided that the recipient schools are not included in the list of the recipient schools of the divisions;
9. Each region/division is required to accomplish the attached monitoring sheet. Divisions shall submit the accomplished monitoring sheets to region for consolidation. The region shall consolidate the submitted documents and transmit to DepEd DRRMS thru drmo@deped.gov.ph (please see Annex 1. *Monitoring of Realigned FY 2018 Continuing Funds and Annex 2. Monitoring of Realigned FY 2019 Program Support Funds*). The submitted reports shall be supported with *Obligation Reports from region/division budget officers and photo documentation of the actual distribution of the procured supplies/equipment*;

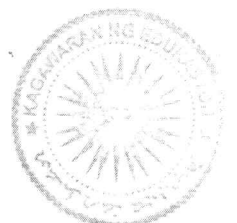




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10. The regions and divisions are accountable for the disbursement of the realigned funds. A *Status Report of funds Utilization or Statement of Expenditure* following the required accounting and auditing procedures shall be submitted by regions and divisions to the Chief of the Accounting Division, DepEd Central Office, copy furnished the Disaster Risk Reduction and Management Service (DRRMS). Strong coordination with regions and divisions finance officers is instructed.
11. Judicious utilization of the fund in accordance to Executive Order No. 91, s. 2019 is expected.
12. Misuse and/or mismanagement of these funds for the purposed other than those authorized in this guideline is strictly prohibited. Any violation committed by any individual or group will be dealt with in accordance with existing government accounting and auditing rules and regulations.



ANNEX 1.1 Monitoring of Realigned FY 2018 Continuing Funds - Consolidated per Region

This monitoring tool aims to track status of utilization of realigned FY 2018 Continuing Funds. Region/division DRRM coordinators should coordinate with their budget officers in accomplishing this form.

Region: _____

Office	Unobligated Funds (as of September 2019)	Obligated Amount due to Realignment	Remaining Unobligated Funds after Realignment
Regional Office			
Division 1			
Division 2			
Division XX			
TOTAL	0.00	0.00	0.00

Office	Total no. of procured supplies/ equipment				No. of Recipient Schools
	Hard Hat	Fire Extinguisher	First Aid Kit	Go Bag	
Regional Office					
Division 1					
Division 2					
Division XX					
TOTAL	0	0	0	0	0

Accomplished by: _____

Approved by: _____

_____ Regional DRRM Coordinator

_____ Regional Director

ANNEX 1.2 Monitoring of Realigned FY 2018 Continuing Funds - Per Office

This monitoring tool aims to track status of utilization of realigned FY 2018 Continuing Funds. Region/division DRRM coordinators should coordinate with their budget officers in accomplishing this form.

Region/Division: _____

Unobligated Funds (as of September 2019)	Obligated Amount due to Realignment	Remaining Unobligated Funds after Realignment
0.00	0.00	0.00

Date Procured	No. of procured supplies/ equipment				Recipient School ID	Recipient School Name	Date Received
	Hard Hat	Fire Extinguisher	First Aid Kit	Go Bag			
TOTAL	0	0	0	0		0	

Accomplished by: _____

Approved by: _____

Division DRRM Coordinator

Schools Division Superintendent

ANNEX 2.1 Monitoring of Realigned FY 2019 Program Support Funds - Consolidated per Region

This monitoring tool aims to track status of utilization of realigned FY 2019 Current Funds. Region/division DRRM coordinators should coordinate with their budget officers in accomplishing this form.

Region: _____

Office	Unobligated Funds (as of September 2019)	Obligated Amount due to Realignment	Remaining Unobligated Funds after Realignment
Regional Office			
Division 1			
Division 2			
Division XX			
TOTAL	0.00	0.00	0.00

Office	Total no. of procured supplies/ equipment					No. of Recipient Schools
	Hard Hat	Fire Extinguisher	First Aid Kit	Go Bag	Life Vest	
Regional Office						
Division 1						
Division 2						
Division XX						
TOTAL	0	0	0	0	0	0

Accomplished by: _____

Approved by: _____

_____ Regional DRRM Coordinator

_____ Regional Director

ANNEX 2.2 Monitoring of Realigned FY 2019 Program Support Funds - Per Office

This monitoring tool aims to track status of utilization of realigned FY 2019 Current Funds. Region/division DRRM coordinators should coordinate with their budget officers in accomplishing this form.

Region/Division: _____

Unobligated Funds (as of September 2019)	Obligated Amount due to Realignment	Remaining Unobligated Funds after Realignment
0.00	0.00	0.00

Date Procured	No. of procured supplies/ equipment				Recipient School ID	Recipient School Name	Date Received
	Hard Hat	Fire Extinguisher	First Aid Kit	Go Bag			
TOTAL	0	0	0	0	0	0	

Accomplished by: _____

Approved by: _____

Division DRRM Coordinator _____

Schools Division Superintendent _____