



DEPARTMENT OF EDUCATION
RECORDS DIVISION

RELEASED
2444

MAR 02 2018

Republika ng Pilipinas

Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

RECEIVED
MAR 09 2018
DEPED-CAR Time: _____

MEMORANDUM
12 January 2018

FOR : ARMM Secretary
ALL Regional Directors
All Schools Division Superintendents

RELEASED
MAR 22 2018
DEPED-CAR Time: _____

FROM : ALAIN DEL B. PASCUA
Undersecretary for Administration

SUBJECT : Utilization, Documentation and Reporting of the
Use of Fund Support for Conduct of the
Contingency Planning of Regions and Divisions

In light of the need to strengthen the preparedness for response of the DepEd Regions and Schools Division Offices (SDOs), fund support is being provided to DRRM Coordinators of regions and divisions for the conduct of Contingency Planning to their respective area of responsibility.

For the regions, the funds shall be used for the following related expenses subject to existing accounting and auditing rules and regulations and internal policies of the Department:



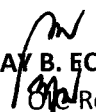
The Regions can conduct a joint implementation of the contingency planning with other regions.

Office of the Undersecretary for Administration

(Administrative Services, Information and Communications Technology, Disaster Risk Reduction and Management, Schools Health, Youth Formation, Baguio Teachers' Camp, Education Facilities/School Buildings)
Department of Education, Central Office, Meralco Avenue, Pasig City
Room 519, Mabini Building; Mobile: +639260320762; Landline: +6326337203, +6326376207
Email: usec.admin@deped.gov.ph; Facebook/Twitter @depedtayo

3. All Schools Division Offices are encouraged to augment the said fund support to cover related cost for the workshop. SDOs may add participants on top of the total required number of participants, provided that the divisions shall cover the cost through other sources of funding;
4. The Regional and Division DRRM Coordinators shall be accountable for the disbursement and liquidation of funds downloaded to their respective offices. A Status of Fund Utilization shall be submitted to the Disaster Risk Reduction and Management Service (DRRMS), copy furnished Chief of the Accounting Division, DepEd Central Office;
5. Division DRRM Coordinators should submit their accomplishment report to their respective regions through the Regional DRRM Coordinators who shall consolidate all reports and submit to the Central Office through DRRMS on a quarterly basis. The attached monitoring of schools-fund support for region/division level reporting template as shown in Annex A shall be used for a consolidated reporting of the school monitoring;
6. Division DRRM Coordinators should submit final liquidation reports to their respective regions through the Regional Finance Division and Regional DRRM Coordinators. Only status of Final Utilization report shall be submitted to the Disaster Risk Reduction and Management Service (DRRMS), copy furnished Chief of the Accounting Division, DepEd Central Office; and,
7. All Regional and Division DRRM Coordinators concerned should observe judicious utilization of funds.

For clarification or concerns, please directly communicate with the Disaster Risk Reduction and Management Service (DRRMS) through email address drmo@deped.gov.ph or through telephone numbers (02) 637-4933 or (02) 635-3764.

	<p>Republic of the Philippines DEPARTMENT OF EDUCATION CORDILLERA ADMINISTRATIVE REGION Wangal, La Trinidad, Benguet</p>	
<p>March 15, 2018</p>		
<p>To: All Schools Division Superintendents This Region</p>		
<p>For information and guidance.</p>		
		<p> MAY B. ECLAR, Ph.D., CESO V Regional Director</p>
<p>ARG/epm</p>		