



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V - BICOL

TANGGAPANG PANSANGAY NG CATANDUANES

December 5, 2024

DIVISION MEMORANDUM
OSDS-SGOD-DM-629 s. 2024

**SUBMISSION OF CASH ADVANCE DOCUMENTS FOR MINOR REPAIR FUND
PROVISION TO SCHOOLS AFFECTED BY THE STS KRISTINE**

TO : Assistant Schools Division Superintendent
Chief Education Supervisor, CID and SGOD
Public Schools District Supervisors/In-Charge of the Districts
Selected Elementary and Secondary School Heads
All Others Concerned

1. In compliance to OM OUOPS-2024-04-03288 titled: Supplemental Guidelines on the OUPS Memorandum No. 2024-04-01088 "Guidelines on the Utilization and Reporting of the FY 2024 Disaster Preparedness and Response Program (DPRP) Funds", this office advises the school heads who have submitted Minor Damages pertaining to the Magnitude 6.1 Earthquake and as validated in the RADaR as enclosed in this memorandum as Enclosure A, to prepare the requisite documentation for cash advance not later than **December 6, 2024 to the SGOD office through the DRRM Unit.**

2. As stipulated in the OM OUOPS-2024-04-03288, the clean-up and clearing operation funds shall be utilized for the following activities:

- Purchase of supplies and equipment to be used for minor repair of damages in the classrooms;
- Payment of labor services for non-DepEd personnel;
- Provision of meals for the volunteers who helped in the minor repair operations; and
- Other expenses related to clean-up and clearing operations of schools.

3. The following documents must be attached as requisite attachments for the cash advance:

1. Signed Work and Financial Plan (*Template attached in the enclosure*)
2. 4 Copies of Disbursement Vouchers
3. 2 copies of Obligation Request and 2 copies of School Operating Budget
4. Letter Request

4. For information, guidance and strict compliance of all concerned.

CECILE C. FERRO, CESO VI

Assistant Schools Division Superintendent
Officer-In-Charge

Office of the Schools Division Superintendent

SGOD/malv
12/05/2024



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Enclosure A to Division Memorandum No. 025 s. 2024

List of Recipient Schools for Minor Repair

BEIS School ID	School Name	Modified Curricular Offering Classification	No. of Classrooms with Minor Damage	Costing	Total Amount
113154	Bugao CES	ES	4	45,561.15	182,244.60
113155	Cahan Bo. School	ES	1	45,561.28	45,561.28
113157	Mavil ES	ES	1	45,561.15	45,561.15
113158	Sagrada ES	ES	2	45,561.15	91,122.30
302076	Bugao NHS	SS	3	45,561.15	136,683.45
302100	San Vicente NHS	SS	3	45,561.15	136,683.45
113161	Bagamanoc CES	ES	3	45,561.15	136,683.45
302072	Bagamanoc RDHS	SS	2	45,561.15	91,122.30
113181	Batalay ES	ES	4	45,561.15	182,244.60
174016	Pananaogan ES	ES	1	45,561.15	45,561.15
113198	Caramoran CES	ES	2	45,561.15	91,122.30
113203	San Jose ES	ES	3	45,561.15	136,683.45
302086	Dariao NHS	SS	1	45,561.15	45,561.15
302106	Tubli NHS	SS	15	45,561.15	683,417.25
500414	Palumbanes IS	IS	5	45,561.15	227,805.75
113207	Guiamlong ES	ES	1	45,561.15	45,561.15
113209	Inalmasinan ES	ES	2	45,561.15	91,122.30
502808	Obi IS	IS	1	45,561.15	45,561.15
113215	Salvacion ES	ES	6	45,561.15	273,366.90
113216	Supang ES	ES	1	45,561.15	45,561.15
113217	Datag CES	ES	2	45,561.15	91,122.30
500033	Sicmil IS	IS	3	45,561.15	136,683.45
502496	Baldoc IS	IS	3	45,561.15	136,683.45
113227	Jose O. Vera ES	ES	2	45,561.15	91,122.30
113235	Catamban ES	ES	2	45,561.15	91,122.30
113240	Panuto ES	ES	2	45,561.15	91,122.30
113241	San Andres ES	ES	3	45,561.15	136,683.45
500159	Cobo IS	IS	1	45,561.15	45,561.15
113244	Alinawan ES	ES	1	45,561.15	45,561.15
113257	Batong Paloway ES	ES	2	45,561.15	91,122.30
113260	Comagaycay ES	ES	4	45,561.15	182,244.60
113261	Jose Rizal ES	ES	2	45,561.15	91,122.30
113264	San Andres CES	ES	17	45,561.15	774,539.55
113265	San Jose ES	ES	1	45,561.15	45,561.15



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302096	San Andres Voc. School	SS	1	45,561.15	45,561.15
500160	Lictin IS	IS	12	45,561.15	546,733.80
113271	BISLIG ES	ES	2	45,561.15	91,122.30
113278	Manambrag ES	ES	1	45,561.15	45,561.15
113280	Puting Baybay ES	ES	2	45,561.15	91,122.30
113282	San Vicente ES	ES	1	45,561.15	45,561.15
113283	Tibang ES	ES	1	45,561.15	45,561.15
113284	Tominawog ES	ES	2	45,561.15	91,122.30
174005	Hilawan ES	ES	1	45,561.15	45,561.15
302091	Manambrag NHS	SS	2	45,561.15	91,122.30
302092	Maygnaway NHS	SS	1	45,561.15	45,561.15
113285	Alma ES	ES	3	45,561.15	136,683.45
113290	Mabato CES	ES	2	45,561.15	91,122.30
113300	Dayawa ES	ES	1	45,561.15	45,561.15
113302	Obo ES	ES	12	45,561.15	546,733.80
113303	Patagan ES	ES	1	45,561.15	45,561.15
113304	San Juan ES	ES	4	45,561.15	182,244.60
113305	San Miguel CES	ES	6	45,561.15	273,366.90
113306	Solong Prim. School	ES	1	45,561.15	45,561.15
174007	Pangilao ES	ES	5	45,561.15	227,805.75
113311	Magsaysay ES	ES	2	45,561.15	91,122.30
113314	Tambognon CES	ES	4	45,561.15	182,244.60
113316	Villa Aurora ES	ES	2	45,561.15	91,122.30
113325	Quezon ES	ES	6	45,561.15	273,366.90
113328	Sagrada ES	ES	3	45,561.15	136,683.45
113329	San Jose ES	ES	4	45,561.15	182,244.60
113330	San Roque ES	ES	9	45,561.15	410,050.35
113333	Viga CES	ES	5	45,561.15	227,805.75
302097	San Jose NHS	SS	2	45,561.15	91,122.30
113352	Virac Pilot ES	ES	7	45,561.15	318,928.05
174012	Capilihan ES	ES	8	45,561.15	364,489.20
113357	Calampong ES	ES	3	45,561.15	136,683.45
113360	Hawan ES	ES	2	45,561.15	91,122.30
113373	Virac CES	ES	19	45,561.15	865,661.85
302071	Antipolo NHS	SS	10	45,561.15	455,611.50
			253		11,526,971.08



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Enclosure to Division Memorandum No. 029 s. 2024

Division Timeline on the Submission of the Cash Advance documents for the Clean-up and Clearing Operations Fund

Date	Activity	Persons-In-Charge
December 5-6, 2024	Preparation of Cash Advance Documents	School Head and Administrative Assistant (if the school has)
December 6, 2024	Submission of Cash Advance Documents	School Head and Administrative Assistant (if the school has)
	Step 1: Submit the documents to the SGOD DOTS Receiving Personnel for proper documentation	School Head and Administrative Assistant (if the school has) Ms. Dessa Nhie M. Matienzo
	Step 2: Once tracking sheet is generated, submit the document to the DRRM Unit for cross-checking	School Head and Administrative Assistant (if the school has) Ms. Maria Audrea L. Vivo
	Step 3: Submit the document to Research and Planning unit for signing.	School Head and Administrative Assistant (if the school has) Mr. Floren P. Clavo Mr. Rey C. Bonayon
	Step 4: Forwarding to DRRM Unit	Research and Planning Unit
December 9, 2024	Step 5: Forwarding to Budget Office for Obligation	DRRM Unit
December 10-13, 2024	Step 6: Forwarding to Accounting Section for Downloading	Budget and Accounting Section



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WORK AND FINANCIAL PLAN TEMPLATE

School ID : _____
School Name : _____
District : _____
Fiscal Year : _____

PPAs	Output	Activity	Performance Indicator	Physical Target					Financial Target				
				Q1	Q2	Q3	Q4	Total	Q1	Q2	Q3	Q4	Total
Pillar 4 - Resiliency and Well-Being													
Sub-IO 4.2: Learners have the basic physical, mental, and emotional fortitude to cope with various challenges in life and to manage risks													
Strategy #3: Ensure learning continuity in the aftermath of a disaster of emergency													
Disaster Preparedness and Response Program (DPRP)													
	Conducted school clean-up and clearing operations		Number of conducted school clean-up and clearing				1	1					



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		Purchase of supplies and equipment to be used for minor repair of damages in the classrooms	Number of procurement of supplies and equipment to be used for minor repair of damages in the classrooms										
		Hiring of laborer (non-DepEd personnel)	Number of hired laborer (non-DepEd personnel)										
		Provision of meals and snacks for the volunteers	Number of volunteers provided with meals and snacks										

Prepared by:

School Planning Officer/Finance Officer

Recommending approval:

Assistant Schools Division Superintendent

Certified correct:

School Head

Reviewed by:

**Division Planning Team (DPT)/Division
Appraisal Committee (DAC)**

APPROVED:

CECILE C. FERRO, CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent