



Republika ng Pilipinas

Kagawaran ng Edukasyon

REHIYON V - BICOL

TANGGAPANG PANSANGAY NG CATANDUANES



May 13, 2024

DIVISION MEMORANDUM
OSDS-SGOD-DM- 264s. 2024

**FINAL CALL FOR SUBMISSION OF THE ONE-TIME LOAD EXPENSE
ALLOWANCE DOCUMENTS FOR SCHOOL DRRM COORDINATORS FOR
SCHOOL YEAR 2022-2023**

TO : Assistant Schools Division Superintendent
Chief Education Supervisors, (CID and SGOD)
All Public Schools District Supervisors
All Elementary and Secondary School Heads
All Elementary and Secondary School DRRM Coordinators
All Others Concerned

1. As per Division Memorandum OSDS-SGOD-DM 179 S. 2024, the deadline for the submission of the One-Time Load Expense Allowance Document was April 1, 2024. Based on the report submission tracking of SGOD-DRRM, only **45.52%** or 122 schools out of 268 have complied with the document submission.
2. As discussed during the **National Fiduciary Workshop** held last May 6-9, 2024, **all DRRM Continuing Funds, where the One-Time Load Expense Allowance is lodged, must be implemented not later than June 15, 2024.**
3. Incompliance with the said guideline from Central Office, this office hereby schedules the deadline for the submission of One-Time Load Expense Allowance documents **not later than May 24, 2024.** All necessary documents must be submitted to this office through the SDO Disaster Risk Reduction and Management. All documents that will be submitted beyond the deadline shall no longer be accepted.
4. Immediate dissemination of and strict compliance with this memorandum is desired.


SOCORRO V. DELA ROSA, CESO V
Schools Division Superintendent

SGOD/malv
5/13/2024



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Enclosure to Division memorandum No. 264 s. 2024

DOCUMENT SUBMISSION TIMELINE

Date	Activity	Person-In-Charge
May 14-17	Preparation of Documents	SY 2022-2023 School DRRM Coordinator
May 20, 2024	Submission to District Supervisors	School Head/ Admin Staff
May 21-23, 2024	District Consolidation ✓ Compile the documents in a long white folder, arranged alphabetically according to School Name. ✓ Attach, as cover page, the summary sheet (below is the template)	PSDS/ Admin Staff
May 24, 2024	Submission to the Division DRRM Focal Person ✓ Have the document RECEIVED through RECORDS SECTION for proper tracking	
May 27-31, 2024	Cross Checking of Documents	Division DRRM Focal Person
June 3, 2024	Submission to the Accounting Section	
June 4 - 7, 2024	Processing by the Finance Section	SDO Finance Team

ONE-TIME LOAD EXPENSE SUMMARY SHEET

Municipality: _____
District: _____

School ID	Name of School	Name of School DRRM Coordinator	Current Account - Account Number



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