



Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
REHIYON V - BICOL  
**TANGGAPANG PANSANGAY NG CATANDUANES**

October 07, 2024

DIVISION MEMORANDUM  
OSDS-SGOD-DM- 498 s. 2024

**SUBMISSION OF CASH ADVANCE DOCUMENTS FOR THE CLEAN-UP AND CLEARING OPERATION FUND PROVISION TO SELECTED SCHOOLS**

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. As part of the **Disaster Risk Reduction and Management Service's** response intervention, schools that have submitted a Clean-up and Clearing Operation Fund request in relation to TY Carina as well as Fire Incidents, as outlined in the VETTED RADaR, will be provided with the necessary response intervention funds.
2. In connection with this, recipient schools are directed to submit their Cash Advance Documents not later than October 10, 2024, to the SGOD Office through the DRRM Unit. Enclosed is the list of Recipient Schools. The Accounting Section has advised that the following documents must be included:
  - a. Signed Work and Financial Plan (*Template attached in the enclosure*)
  - b. 4 Copies of Disbursement Vouchers
  - c. 2 copies of Obligation Request and 2 copies of School Operating Budget
  - d. Letter Request
3. The provided fund shall be utilized for ONLY the following activities, as stated in OM-OUOPS-4-2024-06587,;
  - a. Purchase of supplies and equipment to be used for clean-up and clearing operations;
  - b. Payment of labor services for non-DepEd personnel;
  - c. Provision of meals for the volunteers who helped in the clean-up and minor repair operations; and
  - d. Other expenses related to clean-up and clearing operations of schools.
4. For strict implementation and compliance.

By Authority of the OIC Schools Division Superintendent:

*malv*  
**ATTY. NORLITO JR. P. AGUNDAY**  
Attorney III - Legal Officer  
Officer-In-Charge

SGOD/malv  
10/7/2024



San Roque, Virac, Catanduanes  
052-8114063  
catanduanes@depd.gov.ph  
www.depdrovcatanduanes.com / www.catanduanes.dep.gov.ph



Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
REHIYON V - BICOL  
**TANGGAPANG PANSANGAY NG CATANDUANES**

Enclosure to Division Memorandum No. 498 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
October 7-9, 2024	Preparation of Cash Advance Documents	School Head and Administrative Assistant (if the school has)
October 10, 2024	Submission of Cash Advance Documents	School Head and Administrative Assistant (if the school has)
	<b>Step 1:</b> 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
	<b>Step 2:</b> 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
	<b>Step 3:</b> 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
	<b>Step 4:</b> Forwarding to DRRM Unit	Research and Planning Unit
October 11, 2024	<b>Step 5:</b> Forwarding to Accounting Section for Processing	DRRM Unit



San Roque, Virac, Catanduanes  
052-8114063  
catanduanes@deped.gov.ph  
www.depedrovcatanduanes.com / www.catanduanes.deped.gov.ph



Republic of the Philippines  
**Department of Education**  
 REGION V - BICOL  
 SCHOOLS DIVISION OFFICE OF CATANDUANES

Enclosure to Division Memorandum No. 498 s. 2024

**LIST OF SCHOOLS WITH CLEAN UP FUND PROVISION**

BEIS School ID	School Name	District	Municipality	Modified Curricular Offering Classification	School Classification	Amount
113154	Bugao Central Elem. Sch.	North	Bagamanoc	ES	M	30,000
113155	Cahan Elem. School	North	Bagamanoc	ES	S	20,000
113156	Hinipaan Elem. Sch.	North	Bagamanoc	ES	S	20,000
113157	Mavil Elem. Sch.	North	Bagamanoc	ES	S	20,000
113158	Sagrada Elem. Sch.	North	Bagamanoc	ES	S	20,000
113159	San Vicente Elem Sch.	North	Bagamanoc	ES	M	30,000
113160	Bacak Elem. Sch.	South	Bagamanoc	ES	S	20,000
113161	Bagamanoc CES	South	Bagamanoc	ES	M	30,000
113162	Pangcayanan Elem. Sch.	South	Bagamanoc	ES	S	20,000
174001	San Rafael Elem. Sch.	South	Bagamanoc	ES	S	20,000
113163	Quigaray Elem. Sch.	South	Bagamanoc	ES	S	20,000
113165	Suchan Elem. Sch.	South	Bagamanoc	ES	S	20,000
113164	Salvacion Elem. Sch.	South	Bagamanoc	ES	S	20,000
113196	Buenavista Elem. School	North	Caramoran	ES	S	20,000
113197	Camburo Elem. School	North	Caramoran	ES	S	20,000
113198	Caramoran Central E/S	North	Caramoran	ES	M	30,000
113199	Dariao Elementary School	North	Caramoran	ES	M	30,000
113200	Mabini Elem. Sch.	North	Caramoran	ES	M	30,000
113202	Panique Elem. School	North	Caramoran	ES	M	30,000
113203	San Jose Elem. School	North	Caramoran	ES	S	20,000
113204	Tubli Elementary School	North	Caramoran	ES	M	30,000
113205	Tucao-Maysuram E/S	North	Caramoran	ES	M	30,000
113206	Bocon Elementary School	South	Caramoran	ES	S	20,000
113217	Datag Central Elem. Sch.	South	Caramoran	ES	S	20,000
113207	Guiamong Elem. Sch.	South	Caramoran	ES	S	20,000
113208	Hitoma-Bulalacao E/S	South	Caramoran	ES	S	20,000
113209	Inalmasinan Elem. Sch.	South	Caramoran	ES	S	20,000
113210	Iyao Elem. School	South	Caramoran	ES	S	20,000
113211	Maui Elementary School	South	Caramoran	ES	M	30,000
113213	Obi Elementary School	South	Caramoran	ES	M	30,000
113214	Sabloyon Elementary Sch.	South	Caramoran	ES	S	20,000
113215	Salvacion Elem. School	South	Caramoran	ES	S	20,000
113216	Supang Elementary Sch.	South	Caramoran	ES	M	30,000
500415	Milaviga Integrated School		Caramoran	IS	M	30,000
500414	Palumbanes Integrated School		Caramoran	IS	M	30,000
113218	Biong Elem. School		Gigmoto	ES	S	20,000
174010	Dominador C. Guerrero		Gigmoto	ES	M	30,000
113221	San Pedro Elem. Sch.		Gigmoto	ES	M	30,000
113219	Dororian Elem. Sch.		Gigmoto	ES	S	20,000
113220	Gigmoto Central Elem. Sch.		Gigmoto	ES	S	20,000
113223	Sioron Elem. School		Gigmoto	ES	S	20,000
500033	Sicmil IS		Gigmoto	IS	S	20,000
113225	Canlubi Elem. School	East	Pandan	ES	S	20,000
113226	Hiyop Elementary School	East	Pandan	ES	S	20,000
113227	Jose O. Vera Elem. School	East	Pandan	ES	S	20,000
113228	Lourdes Elementary Sch.	East	Pandan	ES	M	30,000
113232	Tabugoc Central E/S	East	Pandan	ES	S	20,000
113229	Marambong Elem. Sch.	East	Pandan	ES	S	20,000
113230	Porot Elementary School	East	Pandan	ES	S	20,000
113231	San Isidro Elem. School	East	Pandan	ES	M	30,000
113233	Bagawang Elem. Sch.	West	Pandan	ES	S	20,000
113234	Balognonan Elem. Sch.	West	Pandan	ES	S	20,000
174009	Caruyo Primary School	West	Pandan	ES	S	20,000
113235	Catamban Elem. School	West	Pandan	ES	S	20,000
113238	Oga Elementary School	West	Pandan	ES	S	20,000
113237	Lumabao Elementary Sch.	West	Pandan	ES	M	30,000

113240	Panuto Elementary School	West	Pandan	ES	S	20,000
113239	Pandan Central Elem. Sch.	West	Pandan	ES	S	20,000
113242	Sta. Cruz Elem. School	West	Pandan	ES	S	20,000
113241	San Andres Barangay Sch.	West	Pandan	ES	S	20,000
174014	San Rafael Primary School	West	Pandan	ES	S	20,000
113243	Tariwara Elementary Sch.	West	Pandan	ES	S	20,000
502496	Baldoc Integrated School		Pandan	IS	S	20,000
500159	Cobo Integrated School		Pandan	IS	S	20,000
113244	Alinawan Elementary Sch.		Panganiban	ES	S	20,000
113245	Babaguan Community Sch.		Panganiban	ES	S	20,000
113246	Bayhan Community Sch.		Panganiban	ES	S	20,000
113247	Burabod Community Sch.		Panganiban	ES	S	20,000
113248	Cabuyoan Elem. School		Panganiban	ES	M	30,000
113249	Cagdarao Elementary Sch.		Panganiban	ES	S	20,000
113250	Mabini Elementary Sch.		Panganiban	ES	S	20,000
113251	Maculiw Elementary Sch.		Panganiban	ES	S	20,000
113252	Panay Community Sch.		Panganiban	ES	S	20,000
113253	Panganiban Central ES		Panganiban	ES	M	30,000
113254	San Miguel Elem. School		Panganiban	ES	M	30,000
113255	Tibo Elementay School		Panganiban	ES	S	20,000
113293	Paraiso-A Elementary School	North	San Miguel	ES	S	20,000
113307	Batohonan Elem. Sch.	East	Viga	ES	S	20,000
113308	Begonia Elem. Sch.	East	Viga	ES	S	20,000
113309	Botinagan Elem. Sch.	East	Viga	ES	S	20,000
113313	Soboc Elem. School	East	Viga	ES	S	20,000
113310	Buenavista Elem. Sch.	East	Viga	ES	S	20,000
113311	Magsaysay Elem. Sch.	East	Viga	ES	S	40,000
113312	Quirino Elem. Sch.	East	Viga	ES	S	20,000
113314	Tambongon Central E/S	East	Viga	ES	M	30,000
113315	Tinago Elem. Sch.	East	Viga	ES	S	20,000
113316	Villa Aurora Elem. Sch.	East	Viga	ES	S	20,000
113317	Almojuela Elem. Sch.	West	Viga	ES	S	20,000
113318	Ananong Elem. Sch.	West	Viga	ES	S	20,000
113319	Burgos Elementary Sch.	West	Viga	ES	S	20,000
113320	Del Pilar Elementary School	West	Viga	ES	S	20,000
113321	Mabini Elem. School	West	Viga	ES	S	20,000
113322	Ogbong Elementary Sch.	West	Viga	ES	S	20,000
113323	Osmeña Elementary School	West	Viga	ES	S	20,000
113324	P. Vera Elem. Sch.	West	Viga	ES	S	20,000
113325	Quezon Elem. School	West	Viga	ES	S	20,000
113326	Rizal Elementary School	West	Viga	ES	M	30,000
113327	Roxas Elementary School	West	Viga	ES	S	20,000
113328	Sagrada Elementary School	West	Viga	ES	S	20,000
113329	San Jose Elem. School	West	Viga	ES	S	20,000
113330	San Roque Elem. School	West	Viga	ES	S	20,000
174011	San Vicente Primary Sch.	West	Viga	ES	S	20,000
113331	Sta. Rosa Elem. School	West	Viga	ES	M	30,000
113332	Summit Elem. School	West	Viga	ES	M	30,000
113333	Viga Central Elem. Sch.	West	Viga	ES	S	20,000
302072	Bagamanoc RDHS		Bagamanoc	SS	L	40,000
302076	Bugao NHS		Bagamanoc	SS	M	30,000
302100	San Vicente NHS		Bagamanoc	SS	M	30,000
302081	Caramoran RDHS		Caramoran	SS	L	40,000
302082	Caramoran SF		Caramoran	SS	M	30,000
302086	Dariao NHS		Caramoran	SS	M	30,000
302102	Supang-Datag NHS		Caramoran	SS	M	30,000
302106	Tubli NHS		Caramoran	SS	L	40,000
302087	Dororian NHS		Gigmoto	SS	S	20,000
302088	Gigmoto RDHS		Gigmoto	SS	M	30,000
302094	Pandan Sch. Of Arts & Trades		Pandan	SS	Mega	49,000
302103	Leandro I. Verceles Sr. NHS		Pandan	SS	M	30,000
302095	Panganiban NHS		Panganiban	SS	M	30,000
309801	Panganiban NHS, CAIC Compound		Panganiban	SS	M	30,000
302097	San Jose NHS		Viga	SS	M	30,000
302104	Tambongon NHS		Viga	SS	M	30,000
302105	Tinago NHS		Viga	SS	M	30,000
302107	Viga RDHS		Viga	SS	L	40,000



Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
 REHIYON V - BICOL  
**TANGGAPANG PANSANGAY NG CATANDUANES**

Enclosure to Division memorandum No. 498 s. 2024

**WORK AND FINANCIAL PLAN TEMPLATE**

School ID : \_\_\_\_\_  
 School Name : \_\_\_\_\_  
 District : \_\_\_\_\_  
 Fiscal Year : \_\_\_\_\_

PPAs	Output	Activity	Performance Indicator	Monthly	Physical Target				Financial Target											
					Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Total							
Pillar 4: Resilience and Well-being Disaster Preparedness and Response Program																				
	Implementation of Clean-up and Clearing Operation relevant to TY Carina		No. of conducted Clean-up and Clearing Operation relevant to TY Carina				1													
		Please select on the activities stated in the memo.	Please base on the activities chosen.				1													Please refer to the amount allocation attachment