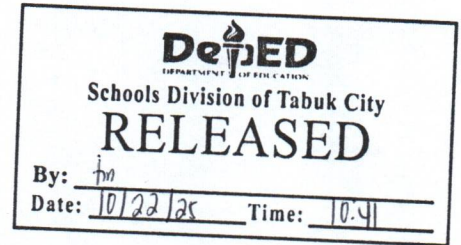




Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Tabuk City



Office of the Schools Division Superintendent

20 October 2025

DIVISION MEMORANDUM

No. SGOD- 480 2025

To: **Concerned PSDS**
MELITA M. GAMONGAN-School Head, Nambucayan NHS

**GUIDELINES ON THE UTILIZATION, DOCUMENTATION AND REPORTING OF FUNDS DOWNLOADED
FOR THE 2025 REGIONAL CLIMATE CHANGE CARAVAN**

1. This is in reference to the conduct of the 2025 Regional Climate Change Caravan. The activity aims to raise awareness and engage learners, teachers, and personnel in climate change adaptation and mitigation, environmental protection, disaster risk reduction, and related environmental education.
2. As the host school in Tabuk City Division, funds will be downloaded to your school to augment the expenses during the said activity. A total amount of Ten thousand pesos (Php10,000.00) will be downloaded to be utilized for the following:
 - a. Meals and snacks for participants during the activity.
 - b. Contingency to cover payment of miscellaneous & incidental expenses for the conduct of the activity (prizes, supplies, and materials).
3. All expenses shall be subject to the usual budgeting, accounting, auditing and procurement rules and regulations. Misuse and/or mismanagement of these funds for the purpose other than those authorized in this guideline is strictly prohibited. Any violation committed by any individual or group will be dealt with following existing government accounting and auditing rules and regulations.
4. The accomplished monitoring template (*Attachment 1*) must be submitted to the Division DRRM Coordinator through e-mail at menchie.gamongan@deped.gov.ph.
5. For information and strict compliance.

BENEDICTA B. GAMATERO PhD, CESO V
Schools Division Superintendent



Address: Bulanao Central School Cmpd., Purok 2, Bulanao Norte, Tabuk City, Kalinga
Email: tabuk.city@deped.gov.ph
Website: <https://www.depedtabukcity.com>

DepEd Tayo Tabuk City



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Attachment 1 to DM No. 480 s. 2025

Liquidation Report for the 2025 REGIONAL CLIMATE CHANGE CARAVAN FUND

Name of School:		District:	
Name of School Head:		Name of School DRRM Coordinator	

STATUS OF FUND SUPPORT FOR 2025 REGIONAL CLIMATE CHANGE CARAVAN					
Date Amount was released (MM-DD-YYY)	Amount Liquidated (PhP)	Liquidated as of (MM-DD-YYYY)	With Certification of Liquidation (YES/NO)	With photo-documentation (YES/NO)	Remarks

Prepared by:

(Printed name over signature)
School DRRM Coordinator

Certified correct:

(Printed name over signature)
Senior Bookkeeper-in-charge/Finance Personnel

Submitted by:

(Printed name over signature)
School Head