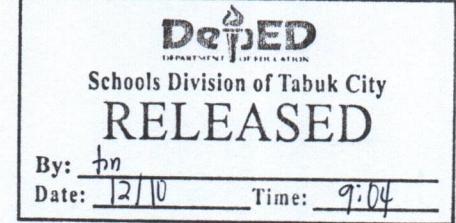




Republic of the Philippines  
Department of Education  
Cordillera Administrative Region  
Schools Division of Tabuk City



Office of the Schools Division Superintendent

9 December 2025

**DIVISION MEMORANDUM**  
No. SGOD- 586 s. 2025

**TO: Concerned PSDSs**  
**School Heads of:**

1. Agbannawag National High School
2. Cabaruan Elementary School
3. Lanna Elementary School
4. Nambaran Elementary School
5. Malin-awa Elementary School
6. Calaccad Elementary School
7. Bado Dangwa National High School
8. Madapdappig Elementary School
9. Namnama Elementary School
10. Laya Integrated School
11. Tannubong Elementary School
12. Cabaritan Elementary School
13. Gaogao Elementary School
14. Nambucayan Elementary School
15. Naneng National High School
16. Lacnog Integrated School
17. San Pablo Integrated School
18. Bado Dangwa Central School

**GUIDELINES ON THE UTILIZATION, DOCUMENTATION, AND REPORTING OF FUNDS DOWNLOADED FOR THE CLEAN-UP, CLEARING OPERATION, AND/OR MINOR REPAIR OF SCHOOLS Affected BY TROPICAL CYCLONES TINO AND UWAN**

1. Provision of Clean Up and Minor Repair Funds is part of the response intervention of the Department of Education to schools affected by hazards. This is to augment the expenses incurred by schools in ensuring a clean and safe environment from debris and other hazards caused by Tropical Cyclone Tino and Super Typhoon Uwan.
2. Affected schools will be downloaded with clean-up and minor repair funds (Annex A). The said amount may be utilized for the following activities:
  - a. Purchase of supplies and equipment to be used for clean-up, minor repair, and clearing operations;
  - b. Provision of meals for the volunteers in the clean-up, clearing, and minor repair operations;
  - c. Other expenses related to the clean-up, clearing, and minor repair operations of the school.



**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



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

3. All tools and equipment purchased by the school using the clean-up and minor repair fund must be properly accounted for, maintained, and safely stored in the school's facilities for future use.
4. For documentation and monitoring purposes, the schools are required to do the following:
  - a. Submit WFP and PPMP for the allotted amount on or before **December 12, 2025**.
  - b. Furnish the Division DRRM Coordinator a copy of the approved WFP and PPMP.
  - c. Take photos of the school (damaged/affected portion) before, during, and after the clean-up and minor repair;
  - d. Accomplish the Accomplishment Report. (See attachment 2).
  - e. **Make sure to liquidate the funds within one (1) month upon receiving the funds.**
5. All expenses shall be subject to the usual budgeting, accounting, auditing, and procurement rules and regulations. Misuse and/or mismanagement of these funds for any purpose other than those authorized in this guideline is strictly prohibited. Any violation committed by any individual or group will be dealt with following the existing government accounting and auditing rules and regulations.
6. Concerned schools should ensure the submission of the accomplished monitoring template (Attachment 1) to the Division DRRM Coordinator through e-mail at [menchie.gamongan@deped.gov.ph](mailto:menchie.gamongan@deped.gov.ph).
7. For information, dissemination, 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](mailto:tabuk.city@deped.gov.ph)  
**Website:** <https://www.depedtabukcity.com>

DepEd Tayo Tabuk City



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

ANNEX A: Division Memorandum No. SGOD- 586 s. 2025

Serial No.	Name of Schools	Amount
1.	Agbannawag National High School	40,000.00
2.	Cabaruan Elementary School	141,025.28
3.	Lanna Elementary School	133,000.00
4.	Nambaran Elementary School	30,000.00
5.	Malin-awa Elementary School	30,000.00
6.	Calaccad Elementary School	20,000.00
7.	Bado Dangwa National High School	30,000.00
8.	Madapdappig Elementary School	20,000.00
9.	Namnama Elementary School	20,000.00
10.	Laya Integrated School	30,000.00
11.	Tannubong Elementary School	20,000.00
12.	Cabaritan Elementary School	125,500.00
13.	Gaogao Elementary School	20,000.00
14.	Nambucayan Elementary School	20,000.00
15.	Naneng National High School	20,000.00
16.	Lacnog Integrated School	20,000.00
17.	San Pablo Integrated School	20,000.00
18.	Bado Dangwa Central School	30,000.00
	<b>GRAND TOTAL</b>	<b>769,525.28</b>



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

Attachment 1 to Div. Memo No. SGOD-\_\_\_\_\_ s. 2025

**RESPONSE FUND ACCOMPLISHMENT REPORT**

Name of School:		District :	
Name of Hazard:		Amount Received:	
<p>I. Narrative: To include a brief background of the project or activity; purpose and objectives of the operation or repair works; summary of the tasks carried out, ex, Cleaning, clearing debris, repair works); timeline of activities; areas of facilities covered</p>			
<p>II. Photo Documentation with captions: (Before, During, and After Implementation)</p>			
<p>III. Outcome/Impact: Improvements or changes observed after the implementation of the activities; contribution to safety, accessibility, and learning environment</p>			

**Prepared By:**

(Printed name over signature)  
School DRRM Coor./Alternate Coor.

**Noted By:**

(Printed name over signature)  
School Head

**Note: A scanned copy of the signed report may be submitted via electronic mail at**  
[menchie.gamongan@deped.gov.ph](mailto:menchie.gamongan@deped.gov.ph)



**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