



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

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| DepED SCHOOLS DIVISION OF TABUK CITY | |
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| By: <u>h</u> | |
| Date: <u>12/10</u> | Time: <u>9:04</u> |

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. Madapdapig 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>

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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.
7. For information, dissemination, and strict compliance.


BENEDICTA B. GAMATERO PhD, CESO V
Schools Division Superintendent 



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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. | Madapdapig 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 |
| | GRAND TOTAL | 769,525.28 |



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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:

Noted By:

(Printed name over signature)

School DRRM Coord./Alternate Coord.

(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.



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