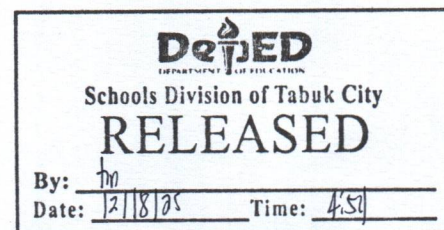




Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**Schools Division of Tabuk City**



Office of the Schools Division Superintendent

17 December 2025

**DIVISION MEMORANDUM**

No. 60 s. 2025

**TO: ALL PSDSs**  
**Concerned School Heads**

**GUIDELINES ON THE UTILIZATION, DOCUMENTATION, AND REPORTING OF FUNDS DOWNLOADED FOR THE PROVISION OF FUNDS FOR RESPONSE INTERVENTIONS TO SCHOOLS AFFECTED BY VARIOUS DISASTERS**

1. Provision of Clean Up, Clearing Operation 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 various disasters.
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.
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 22, 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 1).
  - 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.



**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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**Schools Division of Tabuk City**

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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 





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ANNEX A: Division Memorandum No. 600 s. 2025

Serial No.	SCHOOL NAME	SCHOOL CATEGORY
1	Agbannawag National High School	123,000.00
2	Cabaruan Elementary School	60,975.00
3	Lanna Elementary School	100,000.00
4	Nambaran Elementary School	103,000.00
5	Malin-awa Elementary School	122,000.00
6	Cudal National High School	79,000.00
7	Calaccad Elementary School	103,000.00
8	Bado Dangwa National High School	30,000.00
9	Madapdapig Elementary School	61,500.00
10	Namnama Elementary School	10,000.00
11	Laya Integrated School	137,000.00
12	Tannubong Elementary School	10,000.00
13	Cabaritan Elementary School	98,000.00
14	Gaogao Elementary School	51,500.00
15	Nambucayan Elementary School	51,500.00
16	Naneng National High School	51,500.00
17	Lacnog Integrated School	51,500.00
18	San Pablo Integrated School	51,500.00
19	Bulo National High School	20,000.00
20	Bado Dangwa Central School	51,500.00
21	Toppan Integrated School	20,000.00
22	Guilayon Integrated School	71,500.00
23	Ipil Integrated School	123,000.00
24	Mansanita Elementary School	123,000.00
25	Masablang Elementary School	123,000.00
26	Hilltop Elementary School	123,000.00
27	Nambucayan National High School	123,000.00





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28	Pa-o Elementary School	123,000.00
29	Dupag Elementary School	71,500.00
30	Gawidan Elementary School	71,500.00
31	Maledda Integrated School	123,000.00
32	Appas Integrated School	133,000.00
33	San Juan Elementary School	123,000.00
34	Bulo West Elementary School	71,500.00
35	Madopdop Elementary School	71,500.00
36	Casigayan Elementary School	133,000.00
37	Bayabat Elementary School	71,500.00
38	Gradual Discovery ES	71,500.00
39	Cudal Central School	81,500.00
40	Banneng Elementary School	123,000.00
41	Binongsay Elementary School	71,500.00
42	Paligatto Elementary School	71,500.00
43	Southern Tabuk Integrated School	133,000.00
44	New Tanglag Elementary School	123,000.00
45	Magsaysay Elementary School	133,000.00
46	San Julian Elementary School	71,500.00
47	Calanan Elementary School	71,500.00
48	Bulanao West Elementary School	71,500.00
49	Camp Conrado Balweg Elementary School	71,500.00
50	Nambaran Agro-Industrial National High School	71,500.00
51	New Balbalan Elementary School	69,000.00
52	Balong National High School	84,000.00
53	Bulanao East Elementary School	84,000.00
54	Eastern Kalinga National High School	71,500.00
55	Mallong Elementary School	71,500.00
56	Dupag National High School	30,000.00



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57	Callagan Elementary School	37,525.00
58	Tabuk City National High School	64,000.00
59	Kalinga National High School	152,000.00
60	Tuga National High School	81,500.00
	<b>TOTAL (60 SCHOOLS)</b>	<b>4,976,000.00</b>



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Attachment 1 to Div. Memo No. 600 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 Coor./Alternate Coor.**

(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).**



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