



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF LANA DEL NORTE

DEPED LANA DEL NORTE		
RECORDS SECTION CONTROL NO. 04682		
RELEASED		
12 FEB 2025	4:39	namy
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Control No.

February 11, 2025

DIVISION MEMORANDUM

No. 098, s. 2025

PAYMENT OF ONE-TIME LOAD EXPENSES FOR SCHOOL DRRM COORDINATORS

To: All Elementary and Secondary School Heads
All School DRRM Coordinators
All Others Concerned

1. In line with the Memorandum OM-OUOPS-2024-04-01088 from the Office of the Undersecretary for Operations, **all School DRRM Coordinators are granted for a payment of one-time load expenses of One Thousand Two Hundred Pesos (Php 1,200.00) for School Year 2024-2025.**
2. The said expenses shall be charged against Division Disaster Preparedness and Response Program (DPRP) Fund. This will be downloaded in each school and are subject to the usual accounting and auditing policies, rules and regulations.
3. For queries and concerns, please contact our Division DRRM Focal at 0946-075-8698 or email us at drdm.depedlanaodelnorte@gmail.com.
4. For immediate dissemination and strict compliance with this Memorandum is hereby desired.

EDWIN R. MARIBOJOC, CESO V
Schools Division Superintendent

Encl.: As stated
Reference: As stated
To be indicated in the Perpetual Index
Under the following subjects:
PAYMENT OF ONE-TIME LOAD ALLOWANCE FOR SCHOOL DRRM COORDINATORS

CABASIS/DM – Payment of One-time Load Allowance for School DRRM Coordinators
February 11, 2025



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Doc. Ref. Code	Ops Manual	Rev	00
Effectivity		Page	



Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

MEMORANDUM

OM-OUOPS-2024-04-01088

TO REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
REGIONAL AND DIVISION BUDGET OFFICERS
REGIONAL AND DIVISION DRRM COORDINATORS

FROM FRANCIS CESAR B. BRINGAS
Assistant Secretary
Officer-in-Charge, Office of the Undersecretary for Operations

ATTY. MICHAEL WESLEY T. POA
Undersecretary and Chief of Staff
Officer-in-Charge, Office of the Undersecretary for Finance

SUBJECT GUIDELINES ON THE UTILIZATION OF FUNDS FOR FISCAL YEAR (FY) 2024 DISASTER PREPAREDNESS AND RESPONSE PROGRAM (DPRP) FUNDS

DATE February 28, 2024

I. PURPOSE

The purpose of these guidelines is to provide guidance on the effective utilization and reporting of the Disaster Preparedness and Response Program (DPRP) funds, and the implementation of the Disaster Risk Reduction and Management (DRRM) Programs, Projects, and Activities (PPAs) managed by the Disaster Risk Reduction and Management Service (DRRMS).

These guidelines will ensure that expenses are monitored in accordance with the authorized provisions, and that fund utilization is synchronized with the overall plans, targets, and schedules of implementing units.

II. COVERAGE

The scope of the DPRP funds covers DepEd Field Offices and schools, except in Bangsamoro Autonomous Region for Muslim Mindanao (BARMM). This covers the implementation of PPAs related to Disaster Preparedness and Disaster Response interventions.



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III. DEFINITION OF TERMS

1. **Allocation/Allotment** – refer to an authorization issued by the DBM to an implementing agency to incur obligations for specified amounts contained in a legislative appropriation.
 2. **Balances** – refers to any portions of any unexpended allocations in the DPRP funds which have not been utilized completion, discontinuance, cancellation, or abandonment of PPAs, and efficient implementation of PPAs at a lesser cost.
 3. **Disaster** – A serious disruption of the functioning of a community or a society at any scale due to hazardous events interacting with conditions of exposure, vulnerability, and capacity, leading to one or more of the following: human, material, economic and environmental losses, and impacts.
 4. **Disaster Preparedness** – the knowledge and capacities developed by governments, professional response and recovery organizations, communities, and individuals to effectively anticipate, respond to, and recover from, the impacts of likely, imminent, or current hazard events or conditions.
 5. **Disaster Preparedness and Response Program** – created to provide funds for disaster preparedness-related programs, projects and activities and response interventions to all governance levels to ensure learning continuity.
 6. **Disaster Risk Reduction and Management** – the systematic process of using administrative directives, organizations, and operational skills and capacities to implement strategies, policies, and improved coping capacities to lessen the adverse impacts of hazards and the possibility of disaster.
 7. **Disbursement (Utilization)** – refers to the actual withdrawal of cash from the Bureau of the Treasury due to the encashment of checks issued by agencies and payment of budgetary obligations.
 8. **Emergency** – any situation in which the life or well-being of a community will be threatened unless immediate and appropriate action is taken, and which demands an extraordinary response and exceptional measures.
 9. **Major Damage** – denotes damage to school building components exposed to critical structural loads and stresses, with estimated repair costs of Fifty Thousand Pesos (Php50,000.00) and above per classroom. This category encompasses damage to components like roofs, frames, posts, exterior walls, etc. Additionally, repairing major damage significantly enhances the building's value or extend its useful life
 10. **Minor Damage** – refers to damage incurred by school building components that are not under significant structural stress, with estimated repair costs of less than Fifty Thousand Pesos (Php50,000.00) per classroom. Examples include damaged windows, doors, partitions, and similar elements. Minor damaged windows, doors, partitions, and similar elements. Minor damages can typically be rectified using the school's Maintenance and Other Operating Expenses (MOOE)
 11. **Obligation** – liabilities legally incurred and committed to be paid for by the government either immediately or in the future
 12. **Rapid Assessment** – the process of collecting data to gain a clearer understanding of the needs and capacities of populations affected by disasters during the emergency response phase.
 13. **Response Interventions** – an immediate action taken directly, during or in the immediate aftermath of a disaster to support learning continuity and safety and wellbeing of learners and DepEd personnel.
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14. **Risk Assessment** – a methodology to determine the nature and extent of risk by analyzing potential hazards and evaluating existing conditions of vulnerability that could pose a potential threat or harm to people, property, livelihood, and the environment on which they depend.
 15. **Temporary Learning Spaces** – a structure (classroom) provided to disaster-stricken schools/s to accommodate learners and ensure learning continuity in the aftermath of a disaster.
 16. **Total Damage** – refers to damage severe enough to render a room unfit for instructional use, typically involving significant structural components of the building. This necessitates reconstruction or rehabilitation aimed at restoring the school building to its original or prior condition. It entails comprehensive repairs or overhauls of the entire building or significant section thereof.
 17. **Work and Financial Plan** – an operational planning document generated from the uploaded expenditure matrix that outlines the programs, projects, and activities to be undertaken, indicators, major deliverables and milestones, schedule and duration, and the budgetary requirements.
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IV. LIST OF ACRONYMS

The following acronyms shall be used throughout this guideline to mean:

- CO** – Central Office
 - CUMR** – Clean-Up and Minor Repair
 - DepEd** – Department of Education
 - DBM** – Department of Budget and Management
 - DRRM** – Disaster Risk Reduction and Management
 - DRRMS** – Disaster Risk Reduction and Management Service
 - EM** – Expenditure Matrix
 - GAA** – General Appropriations Act
 - OUF** – Office of the Undersecretary for Finance
 - OUOPS** – Office of the Undersecretary for Operations
 - PMIS** – Program Management Information System
 - PPAs** – Programs, Projects, and Activities
 - RADaR** – Rapid Assessment of Damages Report
 - RC** – Regional Coordinator
 - RD** – Regional Director
 - RO** – Regional Office
 - SDO** – Schools Division Office
 - SDRRMC** – School DRRM Coordinator
 - SDS** – Schools Division Superintendent
 - Sub-ARO** – Sub-Allotment Release Order
 - TLS** – Temporary Learning Spaces
 - WFP** – Work and Financial Plan
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V. GENERAL GUIDELINES

A. Allocation

Pursuant to the Department of Budget and Management (DBM) National Budget Circular (NBC) No. 592 issued on January 2, 2024, and the General Appropriations Act of Fiscal Year 2024 (GAA FY 2024), a total allotment of **Two Billion Pesos (P 2,000,000,000.00) out of the Two Billion One Hundred Fifty-Six Million Two Hundred Two Thousand Pesos (P2,156,202,000.00)** has been allotted and released to DepEd Regional Offices.

This allocation is further subdivided into the following categories: One Billion Pesos (P1,000,000,000.00) for Disaster Preparedness-related PPAs, and One Billion Pesos (P1,000,000,000.00) for Disaster Response interventions.

For a detailed breakdown of the allocation per Regional Office, kindly refer to the following enclosures:

Enclosure 1: Summary of DPRP Allocation for DepEd Regional Offices

Enclosure 2: Allocation of Funds for Disaster Preparedness-related PPAs

Enclosure 3: Regional Allocation of Funds for Disaster Response Interventions

B. Preparation and Approval Process

1. The Regional Finance Officer shall automatically download the sub-allocated funds for Disaster Preparedness-related PPAs through the issuance of Sub-ARO to each SDO upon issuance of these guidelines.
 2. At the regional level, the Regional DRRM Coordinators shall prepare an EM for Disaster Preparedness-related PPAs and Disaster Response Interventions.
 3. At the division level, the Division DRRM Coordinators shall prepare an EM for Disaster Preparedness-related PPAs.
 4. The EM shall undergo a triangulation process.
 5. At the regional level, the EM shall be approved by the Regional Director (RD), while at the division level, the EM shall be approved by the Schools Division Superintendent (SDS).
 6. The approved EM shall be uploaded into the Program Management Information System (PMIS) to generate the Work and Financial Plan (WFP).
 7. The Regional and Division DRRM Coordinators shall furnish copies of their approved WFP to the DRRMS for reference.
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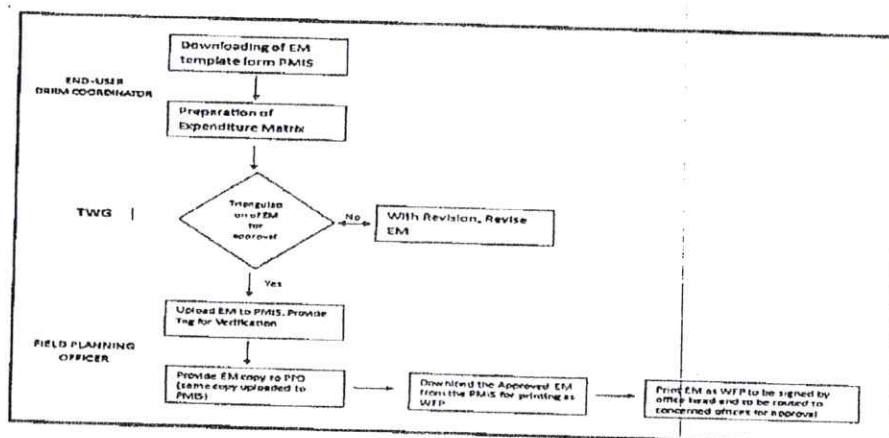


Figure 1. Process Flow in Uploading of Expenditure Matrix in the Program Management Information System (Offline Version)

C. Utilization

The funds appropriated under the DPRP shall be used for the following:

1. Disaster Preparedness-related PPAs

- i. The following activities are eligible for funding under this component of the FY 2024 DPRP:
 - a. Conduct of Regional, Division, and School DRRM coordination meetings;
 - b. Development, implementation, monitoring, and evaluation of DRRM PPAs aligned in the Basic Education Development Plan (BEDP), MATATAG Agenda, DRRMS Results-based Planning Framework, and DepEd Comprehensive School Safety Framework;
 - c. Prepositioning, Procurement, Operation, and Maintenance of disaster and emergency-related equipment that may not fall into Capital Outlay¹ and supplies as reflected in the DRRM Plan or Contingency Plans of field offices and schools;
 - d. DRRM-related capacity building activities for DepEd personnel;
 - e. Participation of DRRM Coordinators in local, national, and international² trainings, workshops, conferences, meetings, and other events related to the implementation of DRRM in the basic education sector;
 - f. Development and distribution of DRRM advocacy materials (i.e., digital, print, radio, television, among others);
 - g. Conduct of Nationwide Simultaneous Earthquake Drill (NSED), based on **DepEd Order No. 53, s. 2022** or: *Mandatory Unannounced Earthquake and Fire Drills in School, and Other Multi-hazard Drills*, and on **DepEd Order No. 33, s. 2021** or: *School-Based Disaster Preparedness and Response Measures for Tropical Cyclones, Flooding, and Other Weather-Related*

¹ Government Accounting Manual for National Government Agencies Volume 1: Accounting Policies, Guidelines and Procedures, and Illustrative Accounting Entries

² To be determined and approved by the DepEd Central Office

Disturbances and Calamities);

- h. Provision of technical assistance in schools;
 - i. Conduct of rapid assessment of needs and damages in schools affected by disasters and emergencies;
 - j. Conduct risk assessment-related activities in field offices and schools involving learners;
 - k. Coordination activities, validation, and reporting of incidents, emergencies, and disasters across governance levels; and
- ii. Only the following expenses are allowed under this component of the FY 2024 DPRP:

- a. Travel expenses necessary for the conduct of DRRM PPAs including activities related to planning, coordination, implementation, monitoring and reporting; participation in local, national, and international trainings, workshops, conferences, meetings, events, and other professional development and capacity building related activities;
- b. Payment for venue, meals, snacks, and room accommodation of participants, resource persons, and management team, and the use of function rooms and other equipment for face-to-face activities, subject to the guidelines as stipulated in **DepEd Order No. 02, s. 2018** titled *Amendment to DepEd Order No. 15, s. 2017* and **DepEd Order No. 15, s. 2017** titled *Guidelines on the allocation of funds for venue, meals, and snacks, and room accommodation of official activities organized and conducted by the Department of Education (DepEd)*;
- c. Honorarium of resource speakers based on the guidelines outlined in DBM **Circular No. 2007-01** (*Guidelines on the Grant of Honoraria to Lecturers, Resource Persons, Coordinators, and Facilitators*) and **Executive Order No. 77, s. 2019** (*Prescribing Rules and Regulations and Rates of Expenses and Allowances for Official Local and Foreign Travels of Government Personnel*);
- d. Payment of supplies and materials necessary to conduct trainings, workshops, conferences, meetings, events, and other professional development and capacity building related activities;
- e. Payment for the production and delivery of the DRRM advocacy materials;
- f. Payment of registration fees for DRRM-related local and international trainings, related capacity building activities, and professional development for designated and plantilla-DRRM Coordinators in region, division, and schools (non-teaching personnel);
- g. Payment of One Thousand Pesos (P1,000.00) monthly load expenses of the Regional and Division DRRM Coordinators;
- h. Payment of a one-time load expense of the School DRRM Coordinators of One Thousand Two Hundred Pesos (P1,200.00) for one School Year (SY); and

- iii. The allocated funds shall not be allowed to be used for the following:
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- a. Payment of insurance of DepEd personnel, learners, and other stakeholders;
 - b. Purchase of equipment that may fall under Capital Outlay (CO); and
 - c. All other expenses which are not mentioned above.
- iv. The FY 2024 DPRP funds herein shall be valid until December 31, 2025.

2. Disaster Response Interventions

- i. The total prepositioning funds can be utilized for the following response interventions:
 - a. Temporary Learning Spaces (TLS)
 - b. Clean-up and Minor Repair (CUMR)
 - c. Response Mobilization (Teachers' Kits, Learners' Kits, Hygiene Kits, Emergency School Feeding)
 - d. Psychological First Aid (PFA)
 - e. Temporary Water, Sanitation, and Hygiene (TWASH) Facility
- ii. The RO shall download the prepositioning funds through Sub-ARO upon the occurrence of a disaster, calamity, and/or emergency and utilize the funds based on the submission of a request from the SDO supported by the following documents and approval of the Regional Director:
 - a. Vetted RADaR (for large-scale disasters) or incident report (for small-scale disasters) signed/endorsed by the SDS
 - b. Spot reports (for armed conflict incidents and other related Chemical, Biological, Radiological, and Nuclear related incidents)
 - c. Bureau of Fire Protection (BFP) report (for fire incidents)
 - d. Photos (of damages and/or works to be done)
- iii. The RO must provide the DRRMS with a list of divisions and schools provided with Disaster Response interventions, for monitoring purposes.
- iv. Once the funds are downloaded in the SDO, and there are changes in the needed response interventions of the affected schools, the SDO may request such changes provided that:
 - a. The funds will be used for the response interventions needed by the affected schools as reflected in the vetted RADaR or Incident Report;
 - b. The allocated funds will be used for schools within the same division; and
 - c. The change in the use of funds shall be requested from the RO no later than 2 weeks after the receipt of the downloaded funds in the SDO.
- v. To request for the changes in the use of funds, the following documents should be submitted:

- a. A written documentation justifying the modification and intervention from the school, signed by the School Head;
 - b. A vetted RADaR 1 or Incident Report; and
 - c. An endorsement letter signed by the SDS.
- vi. If there are changes in the recipient schools, the SDO shall do so provided that:
- a. The funds allocated for the original recipient school/s will be used for the same purpose needed by the new recipient school/s as reflected in the vetted RADaR or Incident Report;
 - b. The funds shall be allocated to the new recipient schools/ within the same division; and
 - c. The request shall be endorsed to the RO no later than 2 weeks after the receipt of the downloaded funds in the SDO.
- vii. To request the change of recipient school/s, the following documents should be submitted:
- a. A waiver from the original recipient school signed by the School Head;
 - b. A written documentation and endorsement justifying the need to change the recipient school, the availability of funds, and the availability of buildable space for the new recipient school (for TLS), signed by SDS; and
 - c. A vetted RADaR 1 or Incident Report.
- viii. If the original recipient school/s no longer require response intervention and the division has not identified any new recipient school/s, the SDO must facilitate the return of funds to the RO.
- ix. The allocated funds shall not be allowed to be used for the following:
- a. Repair/Enhancement of TLS and TWASH Facility
 - b. Infrastructure that is permanent in nature, for example: slope protection, fences, major repair or construction of classrooms and other school facilities
 - c. Replacement of damaged non-infrastructure (e.g., learning resources, school furniture, ICT equipment, Tech-Voc equipment, health, and medical supplies and equipment)

3. Use of Balances or Unutilized Disaster Response Intervention Funds

In cases where no disasters occur in the region within the current year, the RD is authorized to use the Disaster Response Intervention funds for the implementation of Disaster Preparedness-related PPAs to maximize the utilization of funds. However, these funds must remain within the same region and are prohibited from being transferred to another region.

4. Replenishment of Funds for Response Interventions

- i. In cases where the total Disaster Response Interventions funds in the Region are already obligated and the RO needs additional funds for response interventions, the RD may request additional funds from the

CO Standby Funds through submission of the following subject to the availability of the funds:

- a. Letter request signed by the RD with justification for such request addressed to the OUOPS and OUF through the DRRMS;
- b. Vetted RADaR
- c. Certification that the remaining fund is not enough for response interventions and the latest utilization report of the DPRP funds must be certified by the Finance and/or Budget Officer; and
- d. If approved by the concerned EXECOM, the request for additional funding shall be endorsed by the DRRMS to the OUF for approval.

D. Use of DPRP Balances or Unutilized Funds

Any remaining funds from the implemented PPAs charged under the FY 2024 DPRP funds may be allocated for additional Disaster Preparedness and Response-related activities, subject to the usual budgeting, accounting and auditing rules and regulations.

E. Procurement

1. The Field Offices and schools shall ensure that the funds are utilized judiciously, in compliance with the existing accounting and auditing rules and regulations, as well as the procurement guidelines set forth by **Republic Act (RA) 9184**, also known as *an Act Providing for the Modernization, Standardization and Regulation of the Procurement Activities of the Government and for Other Purposes and its Implementing Rules and Regulations as amended*.
2. Pursuant to the Revised Implementing Rules and Regulations (RIRR) of RA 9184, procurement of all eligible items shall be undertaken by the respective Bids and Awards Committee of Regions/Divisions/Schools in accordance with the guidelines set forth in said RIRR.
3. As part of the strategy to effectively communicate the flagship program of the Department, the logos of Bagong Pilipinas², DepEd³, MATATAG⁴, and DRRMS shall be used and reflected in all procured items under this fund.
4. To secure the supplies and equipment procured under the DPRP fund, the DRRM Coordinator of regions, divisions, and schools shall prepare a Request and Issue Slip signed by the DRRM Coordinator, approved by the Head of Office, released by the Supply Officer, and received by the authorize recipient.

F. Monitoring and Reporting

² Memorandum Circular No. 24, 2023 titled "Launching the Bagong Pilipinas Campaign as the Administration's Brand of Governance and Leadership" <https://www.officialgazette.gov.ph/downloads/2023/07jul/20230703-MC24-FRM.pdf>

³ DepEd Order No. 30 and 31, s. 2019 titled "The Department of Education Manual of Style and The Department of Education Service Marks and Visual Identity Manual"

⁴ PAS-OD-2023-006 titled "MATATAG Branding Guidelines and Templates"

1. The monitoring and reporting shall be conducted to ensure the proper and timely fund utilization and implementation of the Disaster Preparedness-related PPAs and Disaster Response Interventions.
2. The following steps should be performed by the RO:
 - i. Collect and consolidate the submitted monthly report from the SDOs every **last day of the current month** using the templates provided in **Enclosure 4: Regional Consolidated Monthly Status of the FY 2024 DPRP Funds on the Implementation of Disaster Preparedness-related PPAs and Response Interventions** and **Enclosure 4.1: Monthly Status of the FY 2024 DPRP Funds on the Implementation of Disaster Preparedness-related PPAs and Response Interventions**.
 - ii. Submit the consolidated monthly report to the DRRMS no later than the **first week of the succeeding month** through email at drmo@deped.gov.ph.
3. The DRRMS shall consolidate all regional submissions and submit to the Executive Committee (EXECOM) every **Wednesday of the second week** of the month.
4. The DRRMS shall conduct monitoring on the utilization of the FY 2024 DPRP funds to ensure that the funds will be used according to their purpose.

VI. REFERENCES

- Department of Education (2008) 'Disaster Risk Reduction Resource Manual: Safer School Resource Manual' Philippines: DepEd, UNICEF, and Plan Philippines
- The United Nations Office for Disaster Risk Reduction (2009) UNISDR: Terminology on Disaster Risk Reduction <http://www.unisdr.org/we/inform/terminology>
- ASEAN Standards and Certification for Experts in Disaster Management (ASCEND): Rapid Assessment <https://ascend.ahacentre.org/ascend-rapidassessment>
- International Finance Corporation (2010) Disaster and Emergency Preparedness: Guidelines for Schools, IFC World Bank
- Republic Act No. 10121 (2010) 'Philippines Disaster Risk Reduction and Management Act of 2010' <https://www.officialgazette.gov.ph/2010/05/27/republic-act-no-10121/>
- Department of Budget and Management (2012) 'Often Misconstrued Budget Terminologies' <https://www.dbm.gov.ph/wpcontent/uploads/2012/03/PGB-B6.pdf>
- DepEd Order No. 11, s. 2021 titled "Guidelines on the Operationalization of the Project Management Information System"

VII. REPEALING CLAUSE

All previously issued guidelines and other related issuances inconsistent with this guideline are hereby repealed, rescinded, and/or modified accordingly.

VIII. EFFECTIVITY

This Guideline shall take effect immediately upon its approval and issuance.
