

Republic of the Philippines
Department of Education
REGION IV-A CALABARZON



May 12, 2023

Unnumbered Memorandum

**SUBMISSION OF DOCUMENTARY REQUIREMENTS FOR
PROGRAMS/PROJECTS IN STS PAENG REHABILITATION
AND RECOVERY INVESTMENT PROGRAM FOR NATIONAL
DISASTER RISK REDUCTION MANAGEMENT FUNDING**

To **Schools Division Superintendents of Batangas Province, Cavite Province, General Trias City, Laguna Province, Lipa City, Quezon Province, Tanauan City, and Tayabas City**


1. In reference to the communication of the Office of the Civil Defense CALABARZON dated May 11, 2023, this Office through the Education Support Services Division requests for the submission of the following documentary requirements as stated below.
 - a. Project Proposal Form (see attached NDRMMF Guidebook Annex D)
 - b. Hazard and Location Map of the Project
 - c. Project Design Documents: Program of Works (POW), Detailed Engineering Design (DED), As-Built Plan;
 - d. Geotagged Photos of the Location taken at a Spatial Resolution of 2-4 cm per pixel with a timestamp;
 - e. Certificate of Unavailability of Fund;
 - f. Omnibus Sworn Statement of Authenticity and Veracity of Documents signed by the Head of the Requesting Party;
 - g. Quick Response Fund (QRF) and Maintenance Fund Utilization Report
2. Attached herewith is the aforementioned communication for reference.
3. The documentary requirements are expected to be accomplished on or before May 29, 2023, and upload the electronic copies to the Google Drive link to be provided. Hard copies are requested to be submitted to the Regional Office on the same day as the submission of electronic copies.
4. A virtual coordination meeting with Division Engineers will be conducted on May 15, 2023, at 2:00 p.m. regarding this matter. The meeting link will be provided through the respective e-mail of the participants.
5. For more information or queries, please contact Engr. Jamaica Rose G. Rolloque of Education Support Services Division at (02) 8682 – 2114 local 430.

03/ROE6



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6. Immediate dissemination and compliance of this Memorandum are highly desired.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

