

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




07 May 2025

Regional Memorandum
No. 350 S. 2025

**GUIDELINES FOR THE UTILIZATION OF THE FISCAL YEAR
(FY) 2025 DISASTER PREPAREDNESS AND RESPONSE
PROGRAM (DPRP) MAINTENANCE AND OTHER
OPERATING EXPENSES (MOOE) FUNDS**

To **Schools Division Superintendents**

1. In Pursuance of OM-OUOPS-2025-04-00130¹, this Office, through the Education Support Services Division (ESSD), hereby disseminates the Guidelines on the Utilization of Fiscal Year (FY) 2025 Disaster Preparedness and Response Program (DPRP) Maintenance and Other Operating Expenses (MOOE) Funds.
2. The attached guidelines outline the methods for allocating, utilizing, and managing DPRP MOOE funds. The funds shall be used for the execution of Programs, Projects, and Activities (PPAs) related to the Disaster Risk Reduction and Management (DRRM) program, Climate Change Adaptation and Mitigation (CCAM), and other resilience-building initiatives.
3. The Schools Division Offices, through their Division DRRM Coordinator, are required to submit detailed monthly utilization reports to ensure that expenditures are aligned with the Work and Financial Plan.
4. For inquiries, contact Dr. Eduarda M. Zapanta, Chief of the Education Support Services Division, or Mr. Wilbert C. Ulpindo, PDO II – Disaster Risk Reduction and Management at essd.calabarzon@deped.gov.ph.
5. Immediate dissemination of this Memorandum is desired.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

03/ROE2/ROETMJ

¹ Implementing Guidelines for the Disposition of the Fiscal Year (FY) 2025 Disaster Preparedness and Response Program (DPRP) Maintenance and Other Operating Expenses (MOOE)



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone No.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph



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THE UNDERSECRETARY

MEMORANDUM

OM-OUOPS-2025- 04 - 00130



TO : **REGIONAL DIRECTORS**
SCHOOLS DIVISION SUPERINTENDENTS
REGIONAL AND DIVISION BUDGET OFFICERS
REGIONAL AND DIVISION DRRM COORDINATORS
PUBLIC ELEMENTARY AND SECONDARY SCHOOL HEADS
ALL OTHERS CONCERNED

Assistant Secretary, Officer-In-Charge,
Office of the Undersecretary for Operations

FROM : **MALCOLM S. GARMA**
Assistant Secretary, Officer-In-Charge,
Office of the Undersecretary for Operations



SUBJECT : **IMPLEMENTING GUIDELINES FOR THE DISPOSITION OF
THE FISCAL YEAR (FY) 2025 DISASTER PREPAREDNESS
AND RESPONSE PROGRAM (DPRP) MAINTENANCE AND
OTHER OPERATING EXPENSES (MOOE) FUNDS**

I. PURPOSE

This implementation guideline is designed to assist DepEd offices and schools in the effective use and management of the Fiscal Year (FY) 2025 Disaster Preparedness and Response Program (DPRP) Funds. It also covers the execution of programs, projects, and activities (PPAs) related to Disaster Risk Reduction and Management (DRRM), Climate Change Adaptation and Mitigation (CCAM), and other resilience-building initiatives, all facilitated by the Disaster Risk Reduction and Management Service (DRRMS) in alignment with DepEd regulations, policies, and plans.

II. SCOPE

The implementing guidelines cover the FY 2025 DPRP MOOE Funds that will support DRRMS sanctioned programs, projects, and activities (PPAs) related to Disaster Preparedness and Disaster Response with all DepEd Regions, Divisions, Districts and Schools.

The DRRMS, will oversee the implementation, monitoring, and evaluation of field offices of their planned PPAs aligned to its mandate.



Room 101, Rizal Building, DepEd Complex, Meralco Avenue, Pasig City 1600
Telephone Nos.: (02) 8633-5313; (02) 8631-8492
Email Address: oure@deped.gov.ph | Website: www.deped.gov.ph

Doc. Ref. Code	OM-OUOPS	Rev	01
Effectivity	03.23.23	Page	1 of 33



III. DEFINITION OF TERMS

1. **Allotment** - the share of appropriations which serves as a government entity's limit and basis for committing/incurred obligations, in accordance with the purpose, documentation requirements, and within the period of time as specified in any of the budget authorization documents.
2. **Allotment Class** - refers to the classification of expenditures under an item of appropriation with the following categories: Personnel Services (PS), Maintenance and Other Operating Expenses (MOOE), Financial Expenses (FinEx), and Capital Outlays (CO).
3. **Balance** - refers to the remaining or unexpended portion of the DPRP funds. This may result from various factors such as the completion of PPAs with unused funds, the non-occurrence of a disaster, the cancellation of planned PPAs, or the efficient execution of these initiatives at a lower cost than initially anticipated.
4. **Disaster** - a serious disruption of the functioning of a community or a society involving widespread human, material, economic or environmental losses and impacts, which exceeds the ability of the affected community or society to cope using its own resources.¹
5. **Climate Change Adaptation** - in the human system, the process of adjustment to actual or expected climate and its effects, in order to moderate harm or exploit beneficial opportunities. In natural systems, the process of adjustment to actual climate and its effects; human intervention may facilitate adjustment to expected climate and its effects. (IPCC, 2018)²
6. **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.
7. **Disaster Preparedness and Response Program (DPRP)** - a program created to provide funds for the implementation of DRRM, CCAM, programs, projects, and activities, including response and early recovery interventions to all governance levels to ensure learning continuity.
8. **Disaster Risk Reduction** - is aimed at preventing new, reducing existing disaster risk, and managing residual risk, all of which contribute to strengthening resilience and therefore to the achievement of sustainable development. (UNDRR, 2016)³

¹ RA 10121 - Philippine Risk Reduction and Management Act of 2010

² IPCC. (2018). Global Warming of 1.5°C. An IPCC Special Report on the impacts of global warming of 1.5°C above pre-industrial levels and related global greenhouse gas emission pathways.

³ UNDRR. (2016). Report of the Open-ended Intergovernmental Expert Working Group on Indicators and Terminology Relating to Disaster Risk Reduction (OIEWG).

9. **Disaster Risk Reduction and Management (DRRM)** - 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.
10. **Disbursement** - settlement/liquidation payment of an obligation incurred in the current or prior years, involving cash or non-cash transactions, and covered by disbursement authorities.
11. **Emergency** - unforeseen or sudden occurrence, especially danger, demanding immediate action.
12. **Excessive Expenditures** - refers to unreasonable expense or expenses incurred at an immoderate quantity and exorbitant price. It also includes expenses which exceed what is usual or proper, as well as expenses which are unreasonably high and beyond just measure or amount. They also include expenses in excess of reasonable limits.
13. **Expenditure Matrix** - the expenditure matrix is a data capture form designed to collect information. This information includes the KRA, program/project, outputs, milestone, activities, and its corresponding expense items. It shows the details on the budget estimates per activity, classified into expense type, and distributed according to its manner of release.
14. **Extravagant Expenditures** - refers to those incurred without restraint, judiciousness, and economy. Extravagant expenditures exceed bounds of property. These expenditures are immoderate, prodigal, lavish, luxurious, grossly excessive, and injudicious.
15. **Hazard** - any source of potential damage, harm or adverse health effects on something or someone
16. **Major Damage** - involves large expenditures that extend the useful life of an asset. For example, the replacement of a building roof is considered a major repair if it allows the building to be used beyond its normal operating life.
17. **Minor Damage** - refers to damage incurred by school building components that are not under significant structural stress, with estimated repair costs of less than P50,000.00 per classroom. Examples include damaged windows, doors, partitions, and similar elements. Minor damages can typically be rectified using the school's MOOE.
18. **Minor Repair** - means the renewal or replacement of any existing part or parts of a building or structure, in keeping with its existing type of construction, arrangement of parts and occupancy for maintenance purposes, when the structural parts of the building or structure are not affected.

19. **Mitigation** - the lessening or minimizing of the adverse impacts of a hazardous event. Annotation: The adverse impacts of hazards, particularly natural hazards, often cannot be prevented fully, but their scale or severity can be lessened by various strategies and actions. Mitigation measures include engineering techniques, hazard-resistant construction, improved environmental and social policies, and public awareness. It should be noted that, in climate change policy, "mitigation" is defined differently, and is the term used for the reduction of greenhouse gas emissions that are the source of climate change.⁴
20. **Obligation** - a commitment by a government agency arising from an act of a duly authorized official which binds the government to the immediate or eventual payment of a sum of money. The agency is authorized to incur obligations only in the performance of activities which are in pursuit of its functions and programs authorized in appropriations acts/laws within the limit of the allotment released by the Department of Budget and Management (DBM).
21. **Partially (Major) Damaged** - denotes damage to school building components exposed to critical structural loads and stresses, with estimated repair costs of P50,000.00 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 extends its useful life.
22. **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.
23. **Response Interventions** - an immediate action taken directly, during or in the immediate aftermath of disasters and/or emergencies to support learning continuity and safety and wellbeing of learners and DepEd personnel.
24. **Risk Assessment** - a qualitative or quantitative approach to determine the nature and extent of disaster risk by analyzing potential hazards and evaluating existing conditions of exposure and vulnerability that together could harm people, property, services, livelihoods, and the environment on which they depend. It includes the identification of hazards; a review of the technical characteristics of hazards such as their location, intensity, frequency, and probability; the analysis of exposure and vulnerability, including the physical, social, health, environmental, and economic dimensions; and the evaluation of the effectiveness of prevailing and alternative coping capacities with respect to likely risk scenarios.
25. **Total Damage** - refers to damage severe enough to render a room unfit for instructional use. 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 sections thereof.

⁴ **UNDRR. (2016).** Report of the Open-ended Intergovernmental Expert Working Group on Indicators and Terminology Relating to Disaster Risk Reduction (OIEWG).

IV. GENERAL GUIDELINES

The following implementing guidelines shall govern the allocation, utilization, and management of the DPRP funds within DepEd, to ensure effective DRRM and CCAM program implementation in the basic education sector and support learning continuity after a disaster or emergencies.

A. Funding

The implementation of this policy shall be sourced from the DPRP MOOE funds indicated in Republic Act (R.A.) No. 12116, the FY 2025 General Appropriations Act (GAA), amounting to **Six Hundred Forty-Two Million Seven Hundred Seventeen Thousand Pesos (P642,717,000)**.

Of the total appropriation for the DPRP, an amount of **One Hundred Seventy-Nine Million Seven Hundred Eighty-Nine Thousand Pesos (P179,789,000)** is directly released to Regional Offices (RO), in accordance with the National Budget Circular (NBC) No. 595, dated January 20, 2025. These funds are for the implementation of disaster preparedness-related PPAs. See the attached **Enclosure 1: Regional and Division Allocation for the Implementation of Disaster Preparedness-related Programs, Projects and Activities**.

While the standby fund in the Central Office amounting to **Four Hundred Million Six Hundred Seventy Thousand One Hundred Seven Pesos (P400,670,107)** will be downloaded to the ROs through the issuance of Sub-Allotment Release Order (Sub-ARO) for the provision of disaster response interventions in the field offices.

B. Preparation and Approval Process

Upon the receipt of the fund by the RO:

1. The Regional DRRM Coordinator shall prepare an Expenditure Matrix (EM) detailing the use of the received funds both for the implementation of disaster preparedness-related PPAs and provision of response interventions;
2. The assigned staff at the RO shall upload the approved EM in the Program Management Information System (PMIS);

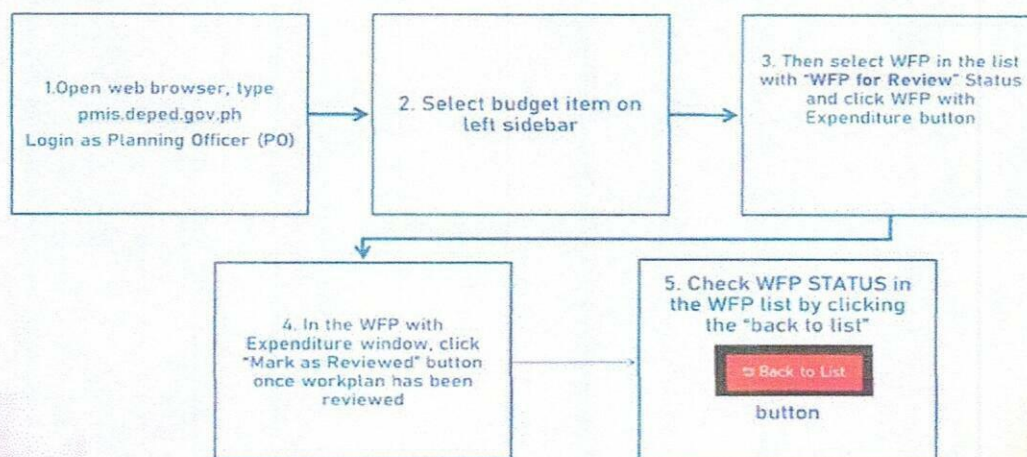


Figure 1. Process Flow in Uploading of Expenditure Matrix in the Program Management Information System (Offline Version)

3. The Regional DRRM Coordinator shall facilitate the approval of the Work and Financial Plan (WFP);
4. The Regional DRRM Coordinator shall prepare Activity Request (AR)/Authority to Conduct (ATC) for the downloading of funds to the Schools Division Offices (SDO) concerned;
5. The Regional Budget Officer shall facilitate the downloading of the allocated funds for the implementation of Disaster Preparedness-related PPAs through the issuance of Sub-ARO to each SDO at least ten (10) calendar days upon receipt of the allocation list from the DRRMS;

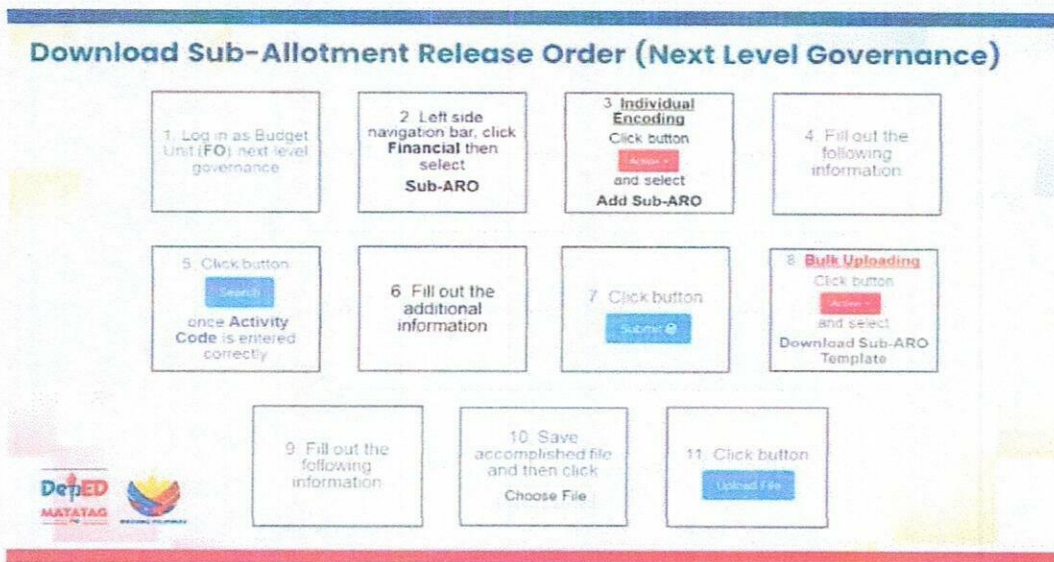


Figure 2. Process Flow in the Downloading of Sub-Allotment Release Order (Sub-ARO) to the next level of Governance.

At the division level, the Division DRRM Coordinators shall prepare EM for the implementation of Disaster Preparedness-related PPAs;

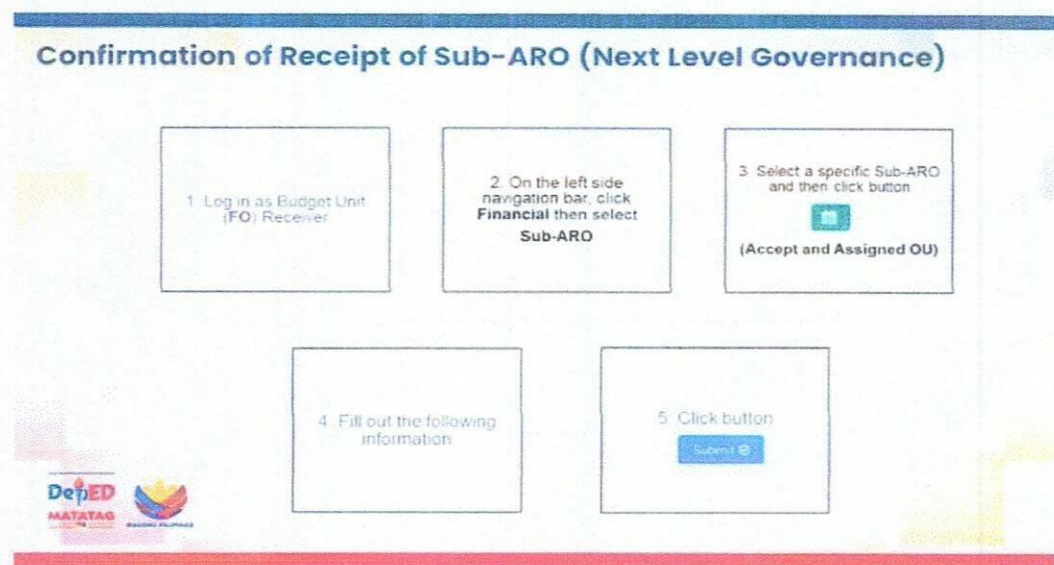


Figure 3. Process flow on the Confirmation of Receipt of Sub-ARO

6. The EM shall undergo a triangulation process with the Planning and Budgeting Technical Working Group (TWG) of field offices;
7. 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);
8. The approved EM shall be uploaded into the PMIS to generate the required WFP; and
9. The Regional and Division DRRM Coordinators shall furnish copies of their approved WFP to the DRRMS for reference and monitoring purposes.

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:
 - a. Conduct of activities related to program management such as but not limited to, planning, coordination, implementation, monitoring, and program implementation review of DRRM and CCAM-related PPAs aligned in the Basic Education Development Plan (BEDP), DRRMS Results-Based Planning Framework (RBPF), and DepEd Comprehensive School Safety Framework (CSSF);
 - b. Conduct of Regional, Division, and School DRRM regular coordination meetings;
 - c. Participate in and/or conduct of DRRM and CCAM-related capacity-building activities (e.g., training, orientation, seminar, and the likes) for DepEd personnel and learners including but not limited to the implementation of Regional Climate Change Caravan (RCCC) - **(Annex A)**
 - d. Provision, prepositioning, procurement, operation, and maintenance of disaster and emergency preparedness activities, initiatives, supplies, and response equipment as reflected in the DRRM Plan, Contingency Plans (ConPlan), and/or Public Service Continuity Plan (PSCP);
 - e. DRRM and CCAM-related professional development of Regional and Division DRRM Coordinators, as reflected in the Individual Performance Commitment Review Form (IPCRF) Part IV – Development Needs;
 - f. Participation of DRRM Coordinators in local, national, and international² scholarships, trainings, workshops, conferences, meetings, and other events related to the implementation of DRRM and CCAM in the basic education sector;
 - g. Development, printing, and distribution of DRRM advocacy materials (i.e., digital, print, radio, television, among others);
 - h. Conduct of Nationwide Simultaneous Earthquake Drill (NSED), based on **DepEd Order No. 53, s. 2022** titled *Mandatory*

Unannounced Earthquake and Fire Drills in School, and Other Multi-hazard Drills, and on **DepEd Order No. 33, s. 2021** or the **School-Based Disaster Preparedness and Response Measures for Tropical Cyclones, Flooding, and Other Weather-Related Disturbances and Calamities**;

- i. Provision of technical assistance in schools;
 - j. Conduct of rapid assessment of needs and damages in schools affected by disasters and emergencies;
 - k. Conduct of risk assessment-related activities in schools involving learners including payment to third party services (e.g., soil testing, water testing);
 - l. Coordination activities, validation, and reporting of incidents, emergencies, and disasters across governance levels;
 - m. Hiring/Renewal of one (1) Administrative Support II (AS II) under Contract of Service (CoS) status to be assigned at the regional office to assist in the DRRM and CCAM-related functions only (**Annex B: Guidelines in the Hiring of Administrative Support II under the Disaster Preparedness and Response Program Funds**);
 - n. Hiring/Renewal of one (1) AS II under CoS status for medium and large schools' division offices to assist in the DRRM and CCAM-related functions only (**Annex B**); and
 - o. Hiring/Renewal of two (2) AS II under CoS status for very large schools' division offices to assist in the DRRM and CCAM-related functions only (**Annex B**).
- ii. All related expenses in the above-mentioned allowable activities with corresponding funding requirements shall be charged against the DPRP funds in accordance with existing budgeting, accounting, auditing, and procurement rules and regulations.
- iii. The utilization of DPRP funds herein shall be expended with utmost prudence and that no irregular, unnecessary, extravagant, excessive, and unconscionable expenses are incurred.

2. Disaster Response Interventions

- i. The response interventions fund can be utilized for the provision of the following interventions for schools, personnel, and learners:
 - a. Clean-Up and Clearing Operations (CUCO) - (**Annex C**)
 - b. Minor Repair - (**Annex D**)
 - c. Psychological First Aid (PFA) - (**Annex E**)
 - d. Extreme Heat - (**Annex F**)
 - e. Suggested Content of the First Aid Kit - (**Annex F.1**)
 - f. Provision of Equipment for Air Cooling/Airflow - (**Annex F.2**)
 - g. Provision of Drinking Water facility - (**Annex F.3**)
- ii. The DRRMS shall facilitate the downloading of the needed response interventions fund through the issuance of Sub-ARO **within five (5) calendar days** (during red alert status), upon the receipt of the request from the affected field office supported by the any of the following documents:

- a. Letter signed by the RD with justification for such request addressed to the DRRMS;
 - b. Copy of the letter request of the concerned SDS;
 - c. Vetted Rapid Assessment of Damages Report (RADaR),
 - d. Incident Management Report, signed/endorsed by the SDS;
 - e. Spot reports for armed conflict incidents and other related Chemical, Biological, Radiological, and Nuclear related incidents;
 - f. Bureau of Fire Protection (BFP) report for fire incidents; and
 - g. Photos of damages and/or works to be done.
- iii. The recipient division office of the response interventions fund shall ensure the immediate utilization of the fund according to each purpose.
 - iv. The SDO through the Division DRRM Coordinator is required to prepare EM for response interventions fund and upload in the PMIS immediately with the assistance from the Planning Officer in-charge of the PMIS.
 - v. The Division DRRM Coordinator must provide the DRRMS with a list of schools provided with the disaster response interventions fund, for monitoring purposes using the attached template **(Enclosure 2)**.
 - vi. Due to emergent circumstances demanding immediate provision of response interventions, the affected division office shall facilitate and implement the needed intervention, with the preparation and approval of the above-mentioned documentary requirements to follow in due course.
 - vii. The allocated funds shall not be allowed to be used for the following:
 - a. Enhancement of the existing TLS and TWaSH Facility;
 - b. Capital expenditure related to the structural mitigation of permanent structures.
 - c. Replacement of damaged fixtures and equipment.

3. Use of Balances or Unutilized Disaster Response Interventions Fund

- i. In the event that the downloaded response interventions fund remains unutilized, or if there are remaining balances at the **end of the third quarter of the current Fiscal Year**, the RO may exercise discretion in utilizing the Disaster Response Interventions fund for the implementation of Disaster Preparedness-related PPAs, ensuring the maximization of fund usage. However, the reallocation must remain within the scope of the DPRP and adhere to the same allotment class.
- ii. The RO shall allocate the unutilized funds to each SDOs based on their absorptive capacity.



- iii. In such cases, the concerned office must prepare an EM for the reallocation of the funds. The funds for the newly identified PPAs shall be utilized by both ROs and SDOs before it lapses.
- iv. In exceptional cases where the return of the downloaded funds from ROs and SDOs to the Central Office is required, the concerned office shall prepare a letter for the return of funds. The DRRMS shall conduct a thorough assessment and review of the request and shall recommend appropriate action based on the result of the findings.

4. Change of Response Interventions and/or Recipient School/s

- i. Once the funds are downloaded in the SDO and there are changes in the needed response interventions and/or amount of the affected school, the Division DRRM Coordinator with the approval of the SDS may request for such changes provided that:
 - a. The funds shall be used by the same affected school provided that the needed response intervention identified is still unfunded; and
 - b. The affected school shall use the funds for the response interventions needed as reflected in the vetted RADaR or Incident Report.
- ii. The changes in the needed interventions shall be requested no later than five (5) calendar days upon the receipt of the downloaded funds and shall submit the following documents to the Regional DRRM Coordinator, copy furnish the DRRMS for reference:
 - a. A written documentation justifying the changes of needs and intervention from the school, signed by the concerned School Head (SH);
 - b. A vetted RADaR and/or Incident Report;
 - c. An endorsement letter signed by the SDS;
 - d. Original copy of the Sub-ARO; and
 - e. Certification from the Budget Officer (BO) that the funds are still available and not yet obligated.
- iii. The negative and new Sub-ARO shall be issued within five (5) calendar days upon receipt of the request, subject to review and approval of the Central Office.
- iv. On the other hand, if there are changes in the recipient school with same purpose and amount, the SDS may request for such changes provided that:
 - a. The School DRRM Coordinator (SDRRMC) of the original recipient school shall submit a waiver concurred by the concerned SH to the SDO stating the reason the said funds for response interventions are no longer needed;
 - b. The SDRRMC of the new recipient school shall submit a letter address to the SDS through the Division DRRM

- Coordinator that the said school needs the said interventions certified by the SH;
- c. The funds allocated for the original recipient school/s shall be used for the same purpose and amount needed by the new recipient school/s as reflected in the vetted RADaR and/or Incident Report; and
 - d. The funds shall be allocated to the new recipient school within the same division.
- v. The changes in the recipient school shall be requested by the SDS no later than five (5) calendar days upon the receipt of the downloaded funds and shall submit the following documents subject for review and approval of the RD, copy furnish the DRRMS:
- a. A waiver from the original recipient school signed by the SH;
 - b. A justification and endorsement to change the recipient school signed by the SDS;
 - c. A vetted RADaR and/or Incident Report reflected the new recipient school; and
 - d. Certification signed by the BO that the funds is still available and not yet obligated.
- vi. 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 request for the issuance of the negative Sub-ARO to the DRRMS.

D. Balances

Any excess, unutilized, or unexpended DPRP funds, regardless of their intended purpose (whether for Disaster Preparedness or Disaster Response Interventions), may be utilized to other DPRP-related PPAs, subject to the existing budgeting, accounting, auditing, and procurements rules and regulations.

E. Procurement

1. The field offices and schools shall ensure that the funds are utilized judiciously, in compliance with the existing budgeting, accounting, and auditing rules and regulations, as well as the procurement guidelines set forth by **Republic Act (R.A.) 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 R.A. 9184, procurement of all eligible items shall be undertaken by the respective Bids and Awards Committee (BAC) of the Regions/Divisions/Schools in accordance with the guidelines set forth in the said RIRR.

3. The support funds/additional MOOE for the provision of response interventions to emergency/disaster-affected school/s may be downloaded to the school (as an implementing unit) to facilitate the procurement by administration. For schools not classified as an implementing unit, the school may request a cash advance to the Division Office, subject to the existing budgeting, accounting, and auditing process, rules, and regulations.
4. The procurement for the response interventions shall be on "per item" basis and not based on the total amount of Sub-ARO downloaded to the school, to wit:
 - i. For the supplies and equipment to be procured for CUCO, each item should cost below **Fifty Thousand Pesos (P50,000)** per damaged classroom.
5. The end-user may proceed with the procurement process under Negotiated Procurement-Emergency Cases. The winning bidder will be awarded through a "short of award" process.
6. As part of the strategy to effectively communicate the flagship program of the Department, the logos of Bagong Pilipinas⁵ and DepEd⁶ shall be used and reflected in all procured items under this fund.

F. Monitoring and Reporting

1. Effective monitoring of DPRP fund utilization is critical in ensuring that the funds are expended in line with the approved plans. Regional and Division DRRM Coordinators are required to submit **monthly utilization reports** detailing the physical and financial accomplishments. This is to ensure that expenditure aligns with the activities outlined in the WFP. These reports are compiled into a Regional Consolidated Monthly Status Report, which should be submitted to the DRRMS by the RO **no later than the first week of the following month**.
2. The DRRMS consolidates reports from all regions into one comprehensive document, which is forwarded to the Executive Committee (EXECOM) for reference. This enables the identification of any discrepancies or inefficiencies early in the implementation cycle, to ensure corrective actions can be taken promptly.
3. Regional and division DRRM coordinators must submit detailed monthly utilization reports, outlining expenditures and confirming that

⁵ **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>

⁶ **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"

they are in accordance with the approved plans. In addition, final assessment reports are prepared at the end of each disaster response phase to evaluate the effectiveness of the interventions and the impact of the funds on ensuring learning continuity and maintaining the safety of schools. These reports provide a review of the overall success of the funded activities. The final assessment reports shall be submitted to the DRRMS for analysis, and any key insights are used to inform future fund allocation and management strategies.

VII. REFERENCES

- ASEAN Standards and Certification for Experts in Disaster Management (ASCEND): Rapid Assessment <https://ascend.ahacentre.org/ascend-rapidassessment>
- Department of Budget and Management (2012) 'Often Misconstrued Budget Terminologies' <https://www.dbm.gov.ph/wpcontent/uploads/2012/03/PGB-B6.pdf>
- Department of Education (2008) 'Disaster Risk Reduction Resource Manual: Safer School Resource Manual'
- DepEd Order No. 11, s. 2021 titled "Guidelines on the Operationalization of the Project Management Information System"
- 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/>
- United Nations Office for Disaster Risk Reduction (2009) UNISDR: Terminology on Disaster Risk Reductions <http://www.unisdr.org/we/inform/terminology>
- UNDRR. (2016). Report of the Open-ended Intergovernmental Expert Working Group on Indicators and Terminology Relating to Disaster Risk Reduction (OIEWG).

ANNEX A: SPECIFIC GUIDELINES ON THE CONDUCT OF REGIONAL CLIMATE CHANGE CARAVAN (RCCC)

I. BACKGROUND AND RATIONALE

The DepEd through the DRRMS, in its commitment to climate action and as mandated by Republic Act No. 9729, otherwise known as the *Climate Change Act of 2009* provides, among others, the role of DepEd in integrating in its plans, programs, policies and activities the concepts of climate change, specifically:

"... DepEd shall integrate climate change into the primary and secondary education curricula and/or subjects, such as, but not limited to, science, biology, sibika, history, including textbooks, primers and other educational materials, basic climate change principles and concepts."

Further, the DRRMS is the lead focal and coordinative unit of the Department in Climate Change Adaptation (CCA) and performs the following specific functions⁷:

- a. Act as focal point for DepEd in planning, implementing, coordinating, and monitoring of activities related to DRRM and CCA; and
- b. Initiate and coordinate cooperation and collaborative activities with the national government agencies (NGAs), non-government organizations (NGOs) and civil society organizations (CSOs), inter-agency and cluster groupings such as NDRRMC TWG, Education Cluster, Protection Group, among others concerned with DRRM/CCA.

In response to this, the DepEd DRRMS shall allocate funds to all DepEd ROs for the conduct of the RCCC charged against the DPRP Funds for the development and implementation of RCCC-related PPAs.

The regions shall produce their own theme anchored on at least one (1) of the Thematic Priority Areas listed in the National Climate Change Action Plan (NCCAP) 2011-2028.

II. UTILIZATION OF FUNDS

The fund provided herein for the implementation of RCCC may be used for the following:

- a. Board and lodging of participants and management team, use of function room/s, venues, meals for staff and participants and other equipment subject to **DepEd Order No. 02, s. 2018** titled *Amendment to DepEd Order No. 15, s. 2017 (Guidelines on the Allocation of funds for venue, meals, and snacks, and accommodation of official activities organized and conducted by the Department of Education)*, including pre-activities and post-activities related to the conduct of events;

⁷ DepEd Order No. 50, s. 2011, Creation of Disaster Risk Reduction and Management Office (DRRMO)

- b. Honorarium for resource speakers based on the DBM Budget Circular 2007-1, *Guidelines on the Grant of Honoraria for Lecturers, Resource Persons, Coordinators, and Facilitators*;
- c. Travel and miscellaneous expenses related to the activities mentioned above, pursuant to **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*) and **DepEd Order No. 22, s. 2019** (*Guidelines on Official Local Travels in the Department of Education*);
- d. Materials, supplies, and labor expenses;
- e. Reproduction of Information, Education and Communication (IEC) materials including the delivery; or
- f. Contingency to cover the payment of miscellaneous expenses, incidental expenses to the conduct of the activities, such as communication expenses, gasoline, and other MOOE.

The utilization of this fund shall be subject to the standard budgeting, accounting, and auditing rules and regulations, and the Government Procurement Reform Act (R.A. No. 9184).

Should there be a deficiency in the directly released funds for RCCC, the ROs and SDOs may use other local funds to augment deficiency in funding for RCCC. They are also encouraged to partner with the LGUs, NGOs, CSOs, and/or private sector.

In cases of balances or excess funds herein, the ROs or SDOs, with the authority of the RD, may use the funds for other allowable CCAM expenses and activities.

III. PLANNING AND SCOPING

The RCCC shall be led by the Regional DRRM Coordinators and supported by the concerned regional and division personnel.

The Regional DRRM Coordinators shall conduct the RCCC not later than the second week of November every year and the activity shall be held through in-person or hybrid setup within a minimum of four (4) hours and a maximum of eight (8) hours per day on their chosen dates.

In planning the conduct of the RCCC, the vulnerability⁸ of the region in terms of disaster risk/climate change impact/environmental degradation, as well as the current strategies and good practices in CCAM in the region to reduce vulnerability, shall be taken into consideration. The relevance of the activities to DRRM initiatives of the region or division may also be highlighted.

For alignment to national plans, the scope of initiatives for the conduct of the RCCC shall be anchored to at least one (1) of the following *National Climate Change Action Plan (NCCAP) Thematic Priority Areas* in the context of DRRM:

⁸ According to **Republic Act No. 10121** otherwise known as the *Philippine Disaster Risk Reduction and Management Act of 2010*, vulnerability is defined as "the characteristics and circumstances of a community, system or asset that make it susceptible to the damaging effects of a hazard".



National Climate Change Action Plan (NCCAP) Thematic Priority Areas

A. FOOD SECURITY

Suggested topics/activities:

- Farm schools with CCAM practices in agriculture/fisheries in the context of DRRM
- Showcasing of Gulayan sa Paaralan Program (GPP) including composting

B. WATER SUFFICIENCY

Suggested topics/activities:

- Rainwater harvesting
- Water conservation initiatives in schools/offices such as turning off faucets when not currently in use

C. ECOLOGICAL AND ENVIRONMENTAL STABILITY

Suggested topics/activities:

- Tree planting within school sites
- Tree planting/mangrove planting within watershed/protected areas
- River/coastal clean-up drive
- Ecosystem protection
- Showcasing of Schools in a Garden (SIGA)

D. HUMAN SECURITY

Suggested topics/activities:

- Integration of CCAM in school health programs in the context of DRR, such as impacts of cigarette smoking and vaping
- Early Warning Systems for extreme climate/weather events such as typhoons, storm surges, drought
- Addressing issues on sea level rise, extreme flooding, rain-induced landslides

E. CLIMATE SMART INDUSTRIES AND SERVICES

Suggested topics/activities:

- Climate-proofing of school facilities/green building initiatives
- Reduction of waste for disposal
- Reduce, reuse, recycle of single-use packaging
- Showcasing of school-level Solid Waste Management Programs

F. SUSTAINABLE ENERGY

Suggested topics/activities:

- Energy efficiency initiatives in schools/offices such as timely fixing of faulty appliances and/or switching to more energy-efficient alternatives
- Energy conservation initiatives in schools/offices such as turning off lights when not currently in use

G. KNOWLEDGE AND CAPACITY DEVELOPMENT

Suggested topics/activities:

- Curriculum integration through development and/or enhancement and use of learning materials related to CCAM in the context of DRR
- Demonstration and integration in classroom teaching of knowledge, skills, attitudes, and values (KSAV) on CCAM in the context of DRR

Regions III, IV-A, and NCR shall incorporate Manila Bay Rehabilitation (MBR) activities in their RCCC program.

The Regional DRRM Coordinators shall decide on the activity format of the RCCC for their chosen date.

School-level initiatives may be included only if the school demonstrated excellent implementation of CCAM initiatives based on its uniqueness, received recognition from other institutions/award-giving bodies, and has significant impact in the locality.

The Region and their Divisions are encouraged to meet to discuss their plans for the RCCC.

All Regional DRRM Coordinators shall submit their activity proposal for the RCCC through a Concept Note not later than June 30 of the current year to the DRRMS, though drmo@deped.gov.ph. The Concept Note shall contain the following sections:

- I. Introduction
 - A. Background and Rationale: *Brief description of vulnerability of the region and if applicable, background of good practices in CCAM in the region (if the activity is an enhancement of good practices in CCAM)*
 - B. Description of the Activity: *Summary description and mechanics of the activity addressing the issues/concerns in the Background and Rationale, and who will benefit from the conduct of the activity*
 - C. Alignment to National Plans: *Indicate which Thematic Priority Areas of the National Climate Change Action Plan (NCCAP) the activity belongs to*
- II. Objectives: *Ensure that objectives are SMART (specific, measurable, achievable, relevant, and time-bound)*
- III. Expected Outputs: *Physical deliverables/events to be achieved or completed as outputs of the activity*
- IV. Key Participants: *Key DepEd personnel for the implementation of the activity with brief description of their role*
- V. External Partners: *LGUs, NGOs and/or private sector partners tapped for the implementation of the activity with brief description of their role*
- VI. Detailed Mechanics of the Activity: *Set of procedures/instructions on how the activities will be implemented, as well as guidelines/criteria for judging/prizes, if applicable*
- VII. Implementation Plan/Indicative Timeline and Program of Activities
- VIII. Budget Estimates

The DRRMS shall conduct at least one (1) Consultation Meeting with the Regional DRRM Coordinators and concerned Division DRRM Coordinators to discuss their submitted activity proposals. Technical assistance will be provided by the DRRMS to improve their RCCC implementation.

Upon finalization of the particulars of the RCCC activities, the RD shall issue a Regional Memorandum on the conduct of the RCCC, including the final dates, venue, and objectives of the activities. Both the initial Concept Note and the signed Regional Memorandum regarding the conduct of the RCCC are requirements for the Notice to Proceed, which shall be issued through a memorandum prior to the activity implementation as acknowledgement of the DRRMS of the planned conduct of the activities.



IV. PREPARATION AND IMPLEMENTATION

All preparation tasks must be documented and shown in the Activity Accomplishment Report to be submitted to the DRRMS after the conduct of the RCCC.

All Regional DRRM Coordinators are advised to promote the caravan by developing IEC materials and/or campaigns. All IEC materials shall be subject to the approval of their local learning resource office.

V. POST-IMPLEMENTATION

All Regional DRRM Coordinators shall submit their Activity Accomplishment Report for the conduct of the RCCC.

- I. Activity Title
- II. Date of Activity
- III. Venue/Location
- IV. Brief Description and Background of the Activity
- V. Activity Objectives
- VI. Expected Outputs of the Activity
- VII. Preparations Done Prior to the Conduct of the Activity
- VIII. Highlights of the Activity: *Include salient points of discussions, agreements, issues/concerns, and key takeaways, among others.*
- IX. Recommendations: *Recommendations on how the activity will help the regional office and the participants' commitments*
- X. Action Items: *Ways forward/next steps of the participants to re-echo learnings*
- XI. Attachments:
 - A. Documentation of Program of Activities
 - B. Action Photos
 - C. Attendance: *disaggregated into male/female attendees*

The Activity Accomplishment Report shall be submitted not later than November 30 of the current year to drmo@deped.gov.ph with the subject [RCCC Current year] <Region> Report (e.g. [RCCC 2025] Region I Report).

Enclosure 3:
Concept Note Template for the
Conduct of Climate Change
Caravan

Enclosure 3: CONCEPT NOTE TEMPLATE FOR THE CONDUCT OF CLIMATE CHANGE CARAVAN

CONCEPT NOTE

[Title of the Activity]

[Date of the Activity]

I. Introduction

A. Background and Rationale

For RCCC: Brief description of vulnerability of the region and if applicable, background of good practices in CCAM in the region (if the activity is an enhancement of good practices in CCAM)

For MBR: The need for the basic education sector to address the environmental pollution of Manila Bay as a cause of climate change, as well as the urgency of the region to protect and preserve Manila Bay

B. Description of the Activity

Summary description and mechanics of the activity addressing the issues/concerns in the Background and Rationale, and who will benefit from the conduct of the activity

C. Alignment to National Plans

For RCCC: Indicate which Thematic Priority Areas of the National Climate Change Action Plan (NCCAP) the activity belongs to

For MBR: Indicate which Output Clusters of the Operational Plan of the Manila Bay Coastal Strategy (OPMBCS) 2017-2022 the activity belongs to

II. Objectives

Ensure that objectives are SMART (specific, measurable, achievable, relevant, and time-bound)

III. Expected Outputs

Physical deliverables/events to be achieved or completed as outputs of the activity

IV. Key Participants

Key DepEd personnel for the implementation of the activity with brief description of their role

V. External Partners

LGUs, NGOs and/or private sector partners tapped for the implementation of the activity with brief description of their role

VI. Detailed Mechanics of the Activity

Set of procedures/instructions on how the activities will be implemented, as well as guidelines/criteria for judging/prizes, if applicable.

VII. Implementation Plan/Indicative Timeline and Program of Activities

PREPARATION PHASE (indicate dates for preparation)		
Date	Activity	Responsible Persons/Partners

IMPLEMENTATION PHASE (indicate date of conduct of activity)		
Time	Activity	Responsible Persons/Partners

VIII. Budget Estimates

Item	Quantity	Unit Cost	Frequency	Total
		P		P
		P		P
		P		P
		P		P
		P		P
TOTAL				P

Prepared by:

Reviewed by:

(NAME)

Regional DRRM Coordinator

(NAME)

ESSD Chief, Region

APPROVED:

(NAME)

Regional Director

Enclosure 4:
Activity Accomplishment Report
Template for Regional Climate
Change Caravan (RCCC)

**Enclosure 4: ACTIVITY ACCOMPLISHMENT REPORT TEMPLATE FOR
REGIONAL CLIMATE CHANGE CARAVAN**

ACTIVITY ACCOMPLISHMENT REPORT

Activity Title:	
Proponent/s:	
Date of Activity:	Venue/Location:
Brief Description and Background of the Activity:	
Activity Objectives:	
Expected Outputs of the Activity:	
Preparations Done Prior to the Conduct of the Activity:	
Highlights of the Activity: <i>Include salient points of discussions, agreements, issues/concerns, and key takeaways, among others.</i>	
Recommendations: <i>Recommendations on how the activity will help the regional office and the participants' commitments</i>	
Action Items: <i>Ways forward/next steps of the participants to re-echo learnings</i>	

Attachments:

- Documentation (Program of Activities, Action Photos, Attendance, etc.)
- Obligations, Disbursement and Utilization Report

Prepared by:

(NAME)
Regional DRRM Coordinator

Reviewed by:

(NAME)
ESSD Chief, Region

APPROVED:

(NAME)
Regional Director

ANNEX B: GUIDELINES IN THE HIRING OF ADMINISTRATIVE SUPPORT II (AS II) UNDER THE DISASTER PREPAREDNESS AND RESPONSE PROGRAM (DPRP) FUNDS

I. GENERAL PROVISIONS

1. Filling-up of vacant regular positions shall remain the primary solution for addressing the need for additional personnel in the Department. The hiring of CoS workers shall be based on the need to augment the Department's regular workforce, grounded on any of the following reasons:
 - a. Project or the job is not part of the regular functions of the unit/office and need to be undertaken within a specific period;
 - b. Projects and activities that are new and/or temporary in nature based on directives from Top management or agency commitment in priority government initiatives;
 - c. Projects and activities requiring expertise that is not available in the agency, or it is impractical, or more expensive for the agency to directly undertake the service that can be provided by the CoS;
 - d. A sudden increase in the volume of tasks, assignments, projects, programs, and activities that the current workforce cannot meet;
 - e. The incumbent of a regular position performing critical and vital services suddenly vacates the item, and the waiting time needed to fill up vacant item will unduly prejudice the efficient delivery of programs and services. This presupposes that the contract of CoS worker will be terminated once the vacant item has been filled up;
 - f. Creation of a new/interim office, supported by a memo or order from the Secretary; and
 - g. The creation of additional positions has been recommended and submitted to the Department of Budget and Management, but its approval remains pending.
2. Individuals to be hired under CoS must already possess the necessary qualifications and competencies to perform the tasks and deliverables required of the job.
3. CoS workers shall start reporting to work only when the authority to hire and contract has been approved, and they have been registered in the biometrics system in accordance with the criteria and process set in these guidelines.
4. There shall be no discrimination in the selection of individual to be hired under CoS on account of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political beliefs. CoS workers shall be hired and assessed based on their qualifications and competencies to perform their tasks and deliverables.

5. CoS workers are highly encouraged to apply for any vacant permanent positions, provided they meet the appropriate eligibility and other qualification requirements thereof, subject to existing CSC and DepEd guidelines.
6. In line with Section 57 of CSC MC 4, s. 2018, relevant experience acquired as CoS workers may be considered for meeting the experience requirement in the prescribed minimum qualification standards.
7. Payment of services of CoS workers shall be determined by the Department based on the expected functions and deliverables and to the closest comparable regular positions available in the Department, subject to the rules and regulations set by DepEd and other authorized oversight agencies. These shall also be subject to the availability of funds as reflected in the approved Work and Financial plan of the requesting office.
8. CoS workers shall receive a premium of ten percent (10%) over and above their monthly payment of services, subject to the availability of funds. The premium shall be given in tranches based on the set payment schedule (i.e., mid-year and year-end payments). Should the contract period end before June or December of the given year, a pro-rated amount shall be paid upon the contract's end.
9. The term of the contract between the Department and the individual shall be for a maximum period of six (6) months, renewable at the option of the Head of Office, provided the requirements set in these guidelines are met.
10. Terms of contract for CoS workers whose nature of services requires the utmost trust and confidence of DepEd officials with co-terminus appointments shall be only within the said officials' tenure.
11. The Department shall undertake periodic review and monitoring of the agency workforce to assess the validity and feasibility of creating permanent positions to address the critical functional gaps that are being filled up by CoS workers which are supposed to be part of the regular functions of the DepEd.

II. PROHIBITIONS AND LIMITATIONS

1. The engagement of services of CoS workers are covered by the existing COA and DBM rules and regulations, as such their services are not credited as government service, and they are not entitled to the benefits being received by regular government employees;
2. CoS workers shall not perform functions that are part of the job description and responsibilities of the agency's existing regular employees except for reasons as provided for by sub-items d and e of Section 1.

3. No CoS worker shall be hired or renewed to fill the performance gaps of underperforming regular employees.
4. CoS workers shall not be designated to positions exercising control or supervision over regular and career employees. They are likewise not allowed to be designated as member of BAC in view of the stipulations in the Implementing Rules and Regulations of Republic Act (RA) 9184, otherwise known as "Government Procurement Reform Act."
5. Engagement of any additional CoS worker to replace one who has either undergone a change in the work category, has been appointed to a regular position in the same division/office, or whose contract has been terminated must still be covered by an Authority to Hire.
6. Change of work category may only be requested by each office/unit once per year, since the concerned CoS personnel needs to render at least one (1) full year in their current work status and has successfully achieved outputs and deliverables by attaining an Outstanding or Very Satisfactory (VS) performance rating. This is subject to strict compliance with the provisions stipulated in this policy.
7. The fund source for the hiring of CoS workers shall be from the DPRP funds directly released to the respective RO/SDO. Offices should not use the funds from other offices.
8. CoS personnel are not allowed to report to work without approved authority to hire and contract. Otherwise, the head of office shall bear the payment of the salary of the CoS whom she/he allowed to work without the approved authority and contract.
9. Individuals who have been previously dismissed from the service or terminated from their previous employment due to commission of administrative and/or criminal offense shall not be hired or renewed as CoS worker.
10. The existing rules on nepotism shall still apply. This prohibits the hiring of CoS workers who are relatives within the third degree of consanguinity or affinity of any appointing authority, recommending official, head of office, or any person exercising the immediate supervision over the CoS worker, except for persons hired in a confidential capacity.

III. WORK CATEGORIES AD ARRANGEMENTS

1. To facilitate a uniform process in the hiring and renewal of qualified and competent CoS workers, the DepEd shall adopt new work categories to indicate their level of qualifications, competencies, and scope of work required for the job.

Work Category	Education	Training	Experience	Rate	Terms of Reference
Administrative Support II (AS II)	Completion of at least two years in college; or Senior High School (SHS) graduate with relevant specialization	8 hours of relevant training	1 year of relevant experience	P20,000.00 Premium: P2,000.00	Provide administrative assistance to the office in the delivery of prompt and quality administrative and financial support in accordance with the Department's policies and procedures

Renewal of Contract:

1. This shall be allowed if all the following conditions are met:
 - a. There is a need for the continuity of services to be rendered by the concerned CoS worker due to the continued programs and deliverables of the requesting office; and
 - b. The concerned CoS worker has at least Very Satisfactory rating in the performance of his/her work deliverables specified in the terms of reference of his/her existing contracts, as reflected in the Results-Based Performance Management System (RPMS) IPCRF.
2. The requesting office shall then prepare the request for the Authority to Renew CoS Workers to be signed by the Chief of the Division. Once all the required and complete documents are submitted to the Human Resource Office, the said request shall be endorsed for approval by the Head of Office (RD for RO and SDS for Division Offices).
3. The approved request shall then be sent back to the requesting office.
4. The requesting office shall prepare the contract using the prescribed template and ensure that the same is duly signed by the parties concerned.
5. The CoS worker shall be charged of having the signed contract notarized and thereafter submit to Human Resource Unit/Section.

The approving authority for the hiring of additional AS II for field offices shall be the RD for ROs and the SDS for the SDOs.

ANNEX C: SPECIFIC GUIDELINES FOR THE PROVISION OF CLEAN-UP AND CLEARING OPERATIONS (CUCO) FUNDS

1. All affected schools as reflected in the vetted RADaR and/or incident report shall be provided with clean-up funds which vary on the classification of schools using the **DepEd Memorandum No. 36 s, 2019** and **DepEd Order No. 62, s. 2022** as references, with the corresponding amounts stated below:
 - a. Small Schools – P20,000.00
 - b. Medium Schools – P30,000.00
 - c. Large Schools – P40,000.00
 - d. Mega Schools – P49,000.00
2. Affected schools shall be provided with additional funds as stated below for clearing operations of the debris and to ensure the safety of learners, personnel, and other school visitors.
 - a. An additional amount of P10,000.00 will be provided to the affected school for every totally damaged classroom reported;
 - b. An additional amount of P5,000.00 will be provided to the affected school for every partially (major) damaged classroom reported; and
 - c. An additional amount of P2,500.00 will be provided to the affected school for every partially (minor) damaged classroom.
3. The provided funds shall be utilized for the following activities:
 - a. Purchase of supplies and equipment to be used for CUCO;
 - b. Payment for labor services of non-DepEd personnel;
 - c. Provision of meals for the volunteers who helped in the CUCO capped at Two Hundred Fifty Pesos (P250.00) per day of actual service, for both DepEd and Non-DepEd volunteers; and
 - d. Other expenses related to CUCO of school.

ANNEX D: SPECIFIC GUIDELINES FOR THE PROVISION OF MINOR REPAIR FUNDS

1. Affected schools shall be downloaded with funds for minor repairs. The amount to be provided to affected schools will depend on the total estimated minor repair cost to be identified by a DepEd Engineer.
2. The downloaded funds shall be utilized for the following activities:
 - a. Purchase of supplies and equipment to be used for minor repair of damages in classrooms;
 - b. Payment for labor services of non-DepEd personnel;
 - c. Provision of meals for the volunteers who helped in the minor repair capped at Two Hundred Fifty Pesos (P250.00) per day of actual service, for both DepEd and Non-DepEd volunteers; and
 - d. Other expenses related to minor repair of school.
3. For the promotion of the physical and emotional environment in schools, the implementation of the clean-up, clearing operations, and minor repair shall adhere to the minimum safety requirements and standards anchored on the Implementing Rules and Regulations of Chapter VI — "School Sanitation and Health Services" of the Code on Sanitation of the Philippines (Presidential Decree 856)⁹.
4. All tools and equipment purchased by the schools using the funds must be properly accounted for, maintained, and safely stored in the school for future use.

⁹ Annex A: **Presidential Decree 856**, Chapter VI: School Sanitation and Health Services of the Code on Sanitation of the Philippines

ANNEX E: SPECIFIC GUIDELINES FOR THE PSYCHOLOGICAL FIRST AID (PFA)

1. The affected school/s, through the SDS, may request funds from the DRRMS for the conduct of PFA as a form of response intervention for affected learners and/or DepEd personnel caused by an emergency or disaster, to support the learning continuity and/or provision of educational services.
2. The DRRMS shall download a response interventions fund to the concerned SDO through the issuance of approved Sub-ARO.
3. The concerned SH shall provide the following documents:
 - a. An assessment report narrating the need for PFA supported by an Incident Report; and
 - b. Approved budget estimates for the conduct of the activity reflecting the number of attendees (affected learners and personnel) for the computation of meals/snacks, number of PFA providers, organizers and DepEd personnel for their Board and Lodging, transportation and other allowable expenses of PFA providers, organizers and DepEd personnel, cost of supplies and materials needed and contingencies for the conduct of the said activity, duly approved by the concerned SDS.
4. The allowable expenses for the conduct of PFA include but is not limited to the following:
 - a. Board and lodging for PFA organizers, providers, and DepEd personnel as participants, if PFA sessions will be conducted live-in and/or outside the schools;
 - b. Meals and snacks for PFA organizers, providers, and participants;
 - c. Purchase of art and workshop materials for PFA sessions;
 - d. Purchase of Play Kits (PK) for learners, if there are no available materials to be used for the PFA sessions;
 - e. Payment of printing of reference materials, and/or materials for learners for the conduct of PFA;
 - f. Transportation expenses for PFA organizers and providers;
 - g. Transportation expenses for PFA participants (for DepEd personnel only), if PFA sessions will be live-out and be conducted in the schools;
 - h. Payment on the purchase of surgical masks and alcohol/sanitizer especially during an outbreak of a communicable disease; and
 - i. Payment of honorarium of resource person/s based on existing DBM guidelines.
5. For PFA provision to personnel that will be conducted in schools or outside the schools and will need board and lodging, the recommended budget estimate shall be based on **DepEd Order No. 02, s. 2018** titled *Amendment to DepEd Order No. 15, s. 2017 or the 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)*, and should adhere to the existing accounting and auditing rules and regulations.
6. The PK to be provided per 40 learners or per classroom shall be utilized on the conduct of the PFA sessions inside their respective classroom, which may include but is not limited to the following suggested items:

No.	Item	Unit of Measure	Quantity
1	Stress ball, 7cm diameter	Pc	10
2	Ready Kid Stuffed Toy or Storybook for Elementary; Coloring Book for Secondary	Pc	
3	Puzzle	Pc	5
4	Musical instrument	Pc	2
5	Emotion Cards	Set	1
6	Fidget Toys (for SPED learner)	Pc	10
7	Board Game	Pc	2
8	Plastic container	Box	1
TOTAL COST PER KIT: P6,000.00			

7. The actual items to be included in the PK to be provided to affected learner/s should be based on the needs assessment conducted by the School DRRM Team, preferably upon the recommendation of the School Health Section. Not all items indicated above should be procured. Only those items needed by the affected learner/s should be provided.
8. In this case, the SH or concerned SDS may request to RD for the specific items by providing the following documents:
 - a. An assessment report narrating the identified needs and impact of the intervention on the affected learner/s; and
 - b. Budget estimates stating the items and quantities needed, estimated cost per item, and estimated total cost per item, duly signed by the SH and approved by the SDS.
9. The SDS or RD may or may not approve a request based on the validation conducted or conflict with the existing department policies.

ANNEX F: IMPLEMENTING GUIDELINES ON THE PROVISION OF RESPONSE INTERVENTIONS DUE TO EXTREME HEAT

1. As the dry and warm season begins, the DepEd has implemented various precautionary measures to safeguard the health, safety, and well-being of its learners while continuously delivering its mandate on quality education.
2. In response to the call of the National Disaster Risk Reduction and Management Council (NDRRMC) to all NDRRM Member Agencies, based on NDRRMC Memorandum No. 031, s. 2024, to undertake resource inventory and stockpiling/prepositioning of response supplies, equipment, and other resources, the DRRMS provides additional response interventions to cover the effects of the extreme heat being experienced in all public schools in the country, that may be charged to the DPRP FY 2025 Current Funds for response intervention.
3. The following procurement items are per unit, intended as response interventions and shall be provided to schools affected by the extreme heat:
 - a. Provision of first aid kits (including hygiene/health kits);
 - b. Purchase of ventilation systems for cooling air/airflow;
 - c. Payment for the drinking water; and
 - d. Purchase of water dispenser/water purifier for drinking water.
4. The SDRRMC and the SH shall assess how many classrooms where the above response interventions are needed the most, based on heat exposure and learner occupancy.
5. The Division DRRM Coordinator concerned shall prepare a consolidated request for response interventions to be submitted to the DRRMS.
6. The amount of funds to be provided to the affected school will depend on the total needed response interventions.
7. The consolidated request of the division office shall be vetted and approved by the SDS.
8. The duly signed request shall be submitted to the RO to validate the needs and prioritize the schools.
9. The RO shall endorse the validated list based on the prioritization to the DRRMS for approval.
10. Once approved, the DRRMS shall download to the concerned division office the approved budget allotment for the provision of response interventions through the issuance of Sub-ARO.
11. The division office may further download the funds to the prioritized schools subject to proper utilization of funds, ensuring compliance with the authorized provisions on rules of audit and accounting.
12. All supplies and equipment purchased by the schools using the downloaded DPRP funds must be properly accounted for, maintained, and safely stored in the school for future use.

ANNEX F.1: SUGGESTED CONTENTS OF FIRST AID KITS

(Based on the Philippine Red Cross First Aid and BLS-CPR Reference Manual)

The following contents are recommended **for 1 to 2 learners/personnel only**. These suggested quantities, units, and items will depend on their intended use in the school and may be customized based on the needs.

Qty	Unit	Items
1	Piece	Penlight (AA Battery)
10	Pieces	Gauze (2x2)
10	Pieces	Gauze (3x3)
20	Pieces	Gauze (4x4)
2	Pieces	Elastic Roller Bandage (2")
2	Pieces	Elastic Roller Bandage (6")
1	Bottle	Povidone Iodine (120 ml)
1	Piece	Tissue Forceps (Standard)
20	Pieces	Tongue Depressor Sterile
1	Piece	Bandage Scissors (5 ½")
2	Pieces	Adhesive Tape (1")
2	Pieces	Roller Gauze (2" x yards)
20	Pieces	Surgical Glove Medium (100 pcs/box)
1	Pack	Cotton Buds (100 pcs/pack)
1	Piece	N95 Mask
1	Piece	Power Scissors (Shear)
20	Pieces	Sterile Tipped 6" (100 pcs/pack)
1	Bottle	Isopropyl Alcohol 70% (500 ml)
1	Piece	Hot Water Bag (1 liter capacity)
20	Pieces	Plastic Strip (Band-Aid)

ANNEX F.2: IMPLEMENTING GUIDELINES ON THE PROVISION OF EQUIPMENT FOR AIR COOLING/AIRFLOW

1. Install equipment/fans in all identified classrooms as requested by the division office.
2. Ensure equipment/fans are positioned to provide optimal airflow without obstructing pathways or posing safety hazards.
3. Implement a schedule for cleaning and maintaining equipment/fans to ensure they are in good working condition.
4. Assign staff to inspect and promptly repair malfunctioning equipment/fans.
5. Train designated personnel on responding to power outages or equipment/fan malfunctions during extreme heat.
6. Have backup power sources available where feasible.

ANNEX F.3: IMPLEMENTING GUIDELINES ON THE PROVISION OF DRINKING WATER EQUIPMENT

1. Ensure that clean and safe drinking water is readily available throughout the school premises.
2. Install equipment (water dispensers or water coolers) in strategic locations such as corridors, canteens, and playgrounds.
3. Regularly clean and sanitize the equipment to prevent contamination.
4. Encourage learners to use reusable water bottles to reduce waste and ensure continuous hydration.
5. Regularly test the quality of drinking water to ensure it meets safety standards.
6. Keep records of water quality testing results and address any issues promptly.

Enclosure 1:
Regional and Division
Allocation for the
Implementation of Disaster
Preparedness-related Programs,
Projects and Activities

Enclosure 1: Regional and Division Allocation for the Implementation of Disaster Preparedness-related Programs, Projects and Activities (PPAs)

OFFICE	COS Funds per Office	Capacity Building	Communication and Transportation Expenses	Regional Climate Change Caravan	Procurement of Safety Equipment	TOTAL ALLOCATION
Regional Office I	264,000.00	-	114,800.00	500,000.00	3,577,000.00	4,455,800.00
Alaminos City	-	36,800.00	115,600.00	-	-	152,400.00
Batac City	-	26,400.00	115,600.00	-	-	142,000.00
Candon City	-	27,200.00	115,600.00	-	-	142,800.00
Dagupan City	264,000.00	31,200.00	115,600.00	-	-	410,800.00
Ilocos Norte	264,000.00	291,200.00	115,600.00	-	-	670,800.00
Ilocos Sur	264,000.00	404,800.00	115,600.00	-	-	784,400.00
La Union	264,000.00	308,800.00	115,600.00	-	-	688,400.00
Laoag City	-	31,200.00	115,600.00	-	-	146,800.00
Pangasinan I	264,000.00	528,800.00	115,600.00	-	-	908,400.00
Pangasinan II	264,000.00	447,200.00	115,600.00	-	-	826,800.00
San Carlos City	264,000.00	60,800.00	115,600.00	-	-	440,400.00
San Fernando City	-	26,400.00	115,600.00	-	-	142,000.00
Urdaneta City	264,000.00	51,200.00	115,600.00	-	-	430,800.00
Vigan City	-	16,800.00	115,600.00	-	-	132,400.00
Sub-Total	2,376,000.00	2,288,800.00	1,733,200.00	500,000.00	3,577,000.00	10,475,000.00
Regional Office II	264,000.00	-	115,900.00	500,000.00	3,185,000.00	4,064,900.00
Batanes	-	21,600.00	116,100.00	-	-	137,700.00
Cagayan	264,000.00	645,600.00	116,100.00	-	-	1,025,700.00
Cauayan City	-	64,000.00	116,100.00	-	-	180,100.00
Ilagan City	-	78,400.00	116,100.00	-	-	194,500.00
Isabela	264,000.00	704,800.00	116,100.00	-	-	1,084,900.00
Nueva Vizcaya	264,000.00	305,600.00	116,100.00	-	-	685,700.00
Quirino	264,000.00	149,600.00	116,100.00	-	-	529,700.00
Santiago City	-	32,800.00	116,100.00	-	-	148,900.00
Tuguegarao City	264,000.00	28,800.00	116,100.00	-	-	408,900.00
Sub-Total	1,584,000.00	2,031,200.00	1,160,800.00	500,000.00	3,185,000.00	8,461,000.00

Enclosure 1: Regional and Division Allocation for the Implementation of Disaster Preparedness-related Programs, Projects and Activities (PPAs)

OFFICE	COS Funds per Office	Capacity Building	Communication and Transportation Expenses	Regional Climate Change Caravan	Procurement of Safety Equipment	TOTAL ALLOCATION
Regional Office III	264,000.00	-	109,800.00	500,000.00	4,655,000.00	5,528,800.00
Angeles City	264,000.00	42,400.00	110,000.00	-	-	416,400.00
Aurora	264,000.00	140,800.00	110,000.00	-	-	514,800.00
Balanga City	-	17,600.00	110,000.00	-	-	127,600.00
Baliwag City	264,000.00	-	110,000.00	-	-	374,000.00
Bataan	264,000.00	171,200.00	110,000.00	-	-	545,200.00
Bulacan	264,000.00	432,000.00	110,000.00	-	-	806,000.00
Cabanatuan City	264,000.00	52,000.00	110,000.00	-	-	426,000.00
Gapan City	-	32,800.00	110,000.00	-	-	142,800.00
Mabalacat City	-	44,000.00	110,000.00	-	-	154,000.00
Malolos City	264,000.00	45,600.00	110,000.00	-	-	419,600.00
Meycauayan City	-	24,800.00	110,000.00	-	-	134,800.00
Muñoz Science City	-	28,800.00	110,000.00	-	-	138,800.00
Nueva Ecija	264,000.00	602,400.00	110,000.00	-	-	976,400.00
Olongapo City	264,000.00	32,000.00	110,000.00	-	-	406,000.00
Pampanga	264,000.00	452,000.00	110,000.00	-	-	826,000.00
San Fernando City	264,000.00	36,800.00	110,000.00	-	-	410,800.00
San Jose City (Nueva Ecija)	-	47,200.00	110,000.00	-	-	157,200.00
San Jose Del Monte City	264,000.00	46,400.00	110,000.00	-	-	420,400.00
Tarlac	264,000.00	404,000.00	110,000.00	-	-	778,000.00
Tarlac City	264,000.00	78,400.00	110,000.00	-	-	452,400.00
Zambales	264,000.00	252,000.00	110,000.00	-	-	626,000.00
Sub-Total	4,224,000.00	2,983,200.00	2,419,800.00	500,000.00	4,655,000.00	14,782,000.00
Regional Office IV-A	264,000.00	-	135,000.00	500,000.00	4,459,000.00	5,358,000.00
Antipolo City	264,000.00	53,600.00	134,000.00	-	-	451,600.00
Bacoor City	-	34,400.00	134,000.00	-	-	168,400.00
Batangas	264,000.00	589,600.00	134,000.00	-	-	987,600.00

Enclosure 1: Regional and Division Allocation for the Implementation of Disaster Preparedness-related Programs, Projects and Activities (PPAs)

OFFICE	COS Funds per Office	Capacity Building	Communication and Transportation Expenses	Regional Climate Change Caravan	Procurement of Safety Equipment	TOTAL ALLOCATION
Batangas City	264,000.00	87,200.00	134,000.00	-	-	485,200.00
Biñan City	264,000.00	32,000.00	134,000.00	-	-	430,000.00
Cabuyao City	264,000.00	23,200.00	134,000.00	-	-	421,200.00
Calamba City	264,000.00	57,600.00	134,000.00	-	-	455,600.00
Cavite	264,000.00	266,400.00	134,000.00	-	-	664,400.00
Cavite City	-	11,200.00	134,000.00	-	-	145,200.00
Dasmariñas City	264,000.00	35,200.00	134,000.00	-	-	433,200.00
General Trias City	264,000.00	28,800.00	134,000.00	-	-	426,800.00
Imus City	-	28,000.00	134,000.00	-	-	162,000.00
Laguna	264,000.00	276,000.00	134,000.00	-	-	674,000.00
Lipa City	264,000.00	68,000.00	134,000.00	-	-	466,000.00
Lucena City	264,000.00	43,200.00	134,000.00	-	-	441,200.00
Quezon	528,000.00	766,400.00	134,000.00	-	-	1,428,400.00
Rizal	264,000.00	242,400.00	134,000.00	-	-	640,400.00
San Pablo City	264,000.00	64,000.00	134,000.00	-	-	462,000.00
San Pedro City	264,000.00	22,400.00	134,000.00	-	-	420,400.00
Sta Rosa City	264,000.00	22,400.00	134,000.00	-	-	420,400.00
Sto. Tomas City	264,000.00	24,800.00	134,000.00	-	-	422,800.00
Tanauan City	264,000.00	47,200.00	134,000.00	-	-	445,200.00
Tayabas City	-	28,000.00	134,000.00	-	-	162,000.00
Sub-Total	5,544,000.00	2,852,000.00	3,217,000.00	500,000.00	4,459,000.00	16,572,000.00
Regional Office IV-B	264,000.00	-	134,600.00	500,000.00	2,989,000.00	3,887,600.00
Calapan City	264,000.00	46,400.00	135,400.00	-	-	445,800.00
Marinduque	264,000.00	183,200.00	135,400.00	-	-	582,600.00
Occidental Mindoro	264,000.00	290,400.00	135,400.00	-	-	689,800.00
Oriental Mindoro	264,000.00	432,000.00	135,400.00	-	-	831,400.00
Puerto Princesa City	264,000.00	80,800.00	135,400.00	-	-	480,200.00

Enclosure 1: Regional and Division Allocation for the Implementation of Disaster Preparedness-related Programs, Projects and Activities (PPAs)

OFFICE	COS Funds per Office	Capacity Building	Communication and Transportation Expenses	Regional Climate Change Caravan	Procurement of Safety Equipment	TOTAL ALLOCATION
Palawan	264,000.00	656,800.00	135,400.00	-	-	1,056,200.00
Romblon	264,000.00	216,000.00	135,400.00	-	-	615,400.00
Sub-Total	2,112,000.00	1,905,600.00	1,082,400.00	500,000.00	2,989,000.00	8,589,000.00
Regional Office V	264,000.00	-	115,975.00	500,000.00	4,831,625.00	5,711,600.00
Albay	264,000.00	444,000.00	115,600.00	-	-	823,600.00
Camarines Norte	264,000.00	255,200.00	115,600.00	-	-	634,800.00
Camarines Sur	528,000.00	877,600.00	115,600.00	-	-	1,521,200.00
Catanduanes	264,000.00	214,400.00	115,600.00	-	-	594,000.00
Iriga City	-	40,000.00	115,600.00	-	-	155,600.00
Legaspi City	264,000.00	44,800.00	115,600.00	-	-	424,400.00
Ligao City	264,000.00	53,600.00	115,600.00	-	-	433,200.00
Masbate	264,000.00	560,000.00	115,600.00	-	-	939,600.00
Masbate City	264,000.00	35,200.00	115,600.00	-	-	414,800.00
Naga City	264,000.00	33,600.00	115,600.00	-	-	413,200.00
Sorsogon	264,000.00	424,800.00	115,600.00	-	-	804,400.00
Sorsogon City	264,000.00	66,400.00	115,600.00	-	-	446,000.00
Tabaco City	264,000.00	40,000.00	115,600.00	-	-	419,600.00
Sub-Total	3,696,000.00	3,089,600.00	1,618,775.00	500,000.00	4,831,625.00	13,736,000.00
Regional Office VI	264,000.00	-	126,300.00	500,000.00	5,047,000.00	5,937,300.00
Aklan	264,000.00	303,200.00	126,100.00	-	-	693,300.00
Antique	264,000.00	429,600.00	126,100.00	-	-	819,700.00
Bacolod City	264,000.00	56,000.00	126,100.00	-	-	446,100.00
Bago City	264,000.00	37,600.00	126,100.00	-	-	427,700.00
Cadiz City	264,000.00	55,200.00	126,100.00	-	-	445,300.00
Capiz	264,000.00	376,800.00	126,100.00	-	-	766,900.00
Escalante City	-	32,800.00	126,100.00	-	-	158,900.00
Guimaras	264,000.00	92,000.00	126,100.00	-	-	482,100.00

Enclosure 1: Regional and Division Allocation for the Implementation of Disaster Preparedness-related Programs, Projects and Activities (PPAs)

OFFICE	COS Funds per Office	Capacity Building	Communication and Transportation Expenses	Regional Climate Change Caravan	Procurement of Safety Equipment	TOTAL ALLOCATION
Himamaylan City	264,000.00	43,200.00	126,100.00	-	-	433,300.00
Iloilo	528,000.00	937,600.00	126,100.00	-	-	1,591,700.00
Iloilo City	264,000.00	52,800.00	126,100.00	-	-	442,900.00
Kabankalan City	264,000.00	72,800.00	126,100.00	-	-	462,900.00
La Carlota City	-	24,000.00	126,100.00	-	-	150,100.00
Negros Occidental	264,000.00	460,800.00	126,100.00	-	-	850,900.00
Passi City	-	36,000.00	126,100.00	-	-	162,100.00
Roxas City	264,000.00	40,000.00	126,100.00	-	-	430,100.00
Sagay City	264,000.00	52,800.00	126,100.00	-	-	442,900.00
San Carlos City	264,000.00	52,000.00	126,100.00	-	-	442,100.00
Silay City	264,000.00	31,200.00	126,100.00	-	-	421,300.00
Sipalay City	264,000.00	38,400.00	126,100.00	-	-	428,500.00
Victorias City	-	20,800.00	126,100.00	-	-	146,900.00
Sub-Total	5,016,000.00	3,245,600.00	2,774,400.00	500,000.00	5,047,000.00	16,583,000.00
Regional Office VII	264,000.00	-	124,000.00	500,000.00	4,753,000.00	5,641,000.00
Bais City	-	45,600.00	123,700.00	-	-	169,300.00
Bayawan City	264,000.00	80,000.00	123,700.00	-	-	467,700.00
Bogo City	-	30,400.00	123,700.00	-	-	154,100.00
Bohol	264,000.00	892,000.00	123,700.00	-	-	1,279,700.00
Canlaon City	-	28,800.00	123,700.00	-	-	152,500.00
I	264,000.00	39,200.00	123,700.00	-	-	426,900.00
Cebu	528,000.00	908,000.00	123,700.00	-	-	1,559,700.00
Cebu City	264,000.00	85,600.00	123,700.00	-	-	473,300.00
Danao City	264,000.00	48,800.00	123,700.00	-	-	436,500.00
Dumaguete City	-	20,000.00	123,700.00	-	-	143,700.00
Guihulngan City	-	83,200.00	123,700.00	-	-	206,900.00
Lapu-lapu City	264,000.00	56,800.00	123,700.00	-	-	444,500.00

Enclosure 1: Regional and Division Allocation for the Implementation of Disaster Preparedness-related Programs, Projects and Activities (PPAs)

OFFICE	COS Funds per Office	Capacity Building	Communication and Transportation Expenses	Regional Climate Change Caravan	Procurement of Safety Equipment	TOTAL ALLOCATION
Mandaue City	264,000.00	38,400.00	123,700.00	-	-	426,100.00
Naga City	-	44,000.00	123,700.00	-	-	167,700.00
Negros Oriental	264,000.00	412,000.00	123,700.00	-	-	799,700.00
Siquijor	264,000.00	62,400.00	123,700.00	-	-	450,100.00
Tagbilaran City	-	20,000.00	123,700.00	-	-	143,700.00
Talisay City	264,000.00	35,200.00	123,700.00	-	-	422,900.00
Toledo City	264,000.00	49,600.00	123,700.00	-	-	437,300.00
Tanjay City	-	76,000.00	123,700.00	-	-	199,700.00
Sub-Total	3,696,000.00	3,056,000.00	2,598,000.00	500,000.00	4,753,000.00	14,603,000.00
Regional Office VIII	264,000.00	-	116,200.00	500,000.00	5,243,000.00	6,123,200.00
Baybay City	-	65,600.00	116,200.00	-	-	181,800.00
Biliran	264,000.00	114,400.00	116,200.00	-	-	494,600.00
Borongan City	-	46,400.00	116,200.00	-	-	162,600.00
Calbayog City	264,000.00	139,200.00	116,200.00	-	-	519,400.00
Catbalogan City	264,000.00	46,400.00	116,200.00	-	-	426,600.00
Eastern Samar	264,000.00	372,800.00	116,200.00	-	-	753,000.00
Leyte	264,000.00	1,020,000.00	116,200.00	-	-	1,400,200.00
Maasin City	-	61,600.00	116,200.00	-	-	177,800.00
Northern Samar	264,000.00	485,600.00	116,200.00	-	-	865,800.00
Ormoc City	264,000.00	78,400.00	116,200.00	-	-	458,600.00
Samar (Western Samar)	264,000.00	590,400.00	116,200.00	-	-	970,600.00
Southern Leyte	264,000.00	274,400.00	116,200.00	-	-	654,600.00
Tacloban City	264,000.00	48,000.00	116,200.00	-	-	428,200.00
Sub-Total	2,904,000.00	3,343,200.00	1,626,800.00	500,000.00	5,243,000.00	13,617,000.00
Regional Office IX	264,000.00	-	117,200.00	500,000.00	3,185,000.00	4,066,200.00
Dapitan City	-	48,800.00	117,500.00	-	-	166,300.00
Dipolog City	264,000.00	39,200.00	117,500.00	-	-	420,700.00

Enclosure 1: Regional and Division Allocation for the Implementation of Disaster Preparedness-related Programs, Projects and Activities (PPAs)

OFFICE	COS Funds per Office	Capacity Building	Communication and Transportation Expenses	Regional Climate Change Caravan	Procurement of Safety Equipment	TOTAL ALLOCATION
Isabela City	264,000.00	51,200.00	117,500.00	-	-	432,700.00
Pagadian City	264,000.00	65,600.00	117,500.00	-	-	447,100.00
Zamboanga City	264,000.00	173,600.00	117,500.00	-	-	555,100.00
Zamboanga del Norte	264,000.00	607,200.00	117,500.00	-	-	988,700.00
Zamboanga del Sur	264,000.00	645,600.00	117,500.00	-	-	1,027,100.00
Zamboanga Sibugay Province	264,000.00	405,600.00	117,500.00	-	-	787,100.00
Sub-Total	2,112,000.00	2,036,800.00	1,057,200.00	500,000.00	3,185,000.00	8,891,000.00
Regional Office X	264,000.00	-	123,600.00	500,000.00	3,185,000.00	4,072,600.00
Bukidnon	264,000.00	520,800.00	124,400.00	-	-	909,200.00
Cagayan de Oro City	264,000.00	92,000.00	124,400.00	-	-	480,400.00
Camiguin	-	52,800.00	124,400.00	-	-	177,200.00
El Salvador City	-	19,200.00	124,400.00	-	-	143,600.00
Gingoog City	264,000.00	77,600.00	124,400.00	-	-	466,000.00
Iligan City	264,000.00	89,600.00	124,400.00	-	-	478,000.00
Lanao del Norte	264,000.00	306,400.00	124,400.00	-	-	694,800.00
Malaybalay City	264,000.00	68,000.00	124,400.00	-	-	456,400.00
Misamis Occidental	264,000.00	269,600.00	124,400.00	-	-	658,000.00
Misamis Oriental	264,000.00	337,600.00	124,400.00	-	-	726,000.00
Oroquieta City	-	40,800.00	124,400.00	-	-	165,200.00
Ozamiz City	264,000.00	46,400.00	124,400.00	-	-	434,800.00
Tangub City	-	52,000.00	124,400.00	-	-	176,400.00
Valencia City	264,000.00	52,000.00	124,400.00	-	-	440,400.00
Sub-Total	2,904,000.00	2,024,800.00	1,865,200.00	500,000.00	3,185,000.00	10,479,000.00
Regional Office XI	264,000.00	-	124,800.00	500,000.00	2,793,000.00	3,681,800.00
Davao de Oro (Compostela Valle)	264,000.00	335,200.00	124,800.00	-	-	724,000.00
Davao City	264,000.00	348,000.00	124,800.00	-	-	736,800.00
Davao del Norte	264,000.00	210,400.00	124,800.00	-	-	599,200.00

Enclosure 1: Regional and Division Allocation for the Implementation of Disaster Preparedness-related Programs, Projects and Activities (PPAs)

OFFICE	COS Funds per Office	Capacity Building	Communication and Transportation Expenses	Regional Climate Change Caravan	Procurement of Safety Equipment	TOTAL ALLOCATION
Davao del Sur	264,000.00	208,800.00	124,800.00	-	-	597,600.00
Davao Oriental	264,000.00	264,800.00	124,800.00	-	-	653,600.00
Davao Occidental	264,000.00	171,200.00	124,800.00	-	-	560,000.00
Digos City	264,000.00	37,600.00	124,800.00	-	-	426,400.00
Island Garden City of Samal	-	60,000.00	124,800.00	-	-	184,800.00
Mati City	264,000.00	57,600.00	124,800.00	-	-	446,400.00
Panabo City	264,000.00	49,600.00	124,800.00	-	-	438,400.00
Tagum City	264,000.00	31,200.00	124,800.00	-	-	420,000.00
Sub-Total	2,904,000.00	1,774,400.00	1,497,600.00	500,000.00	2,793,000.00	9,469,000.00
Regional Office XII	264,000.00	-	117,000.00	500,000.00	2,695,000.00	3,576,000.00
General Santos City	264,000.00	84,000.00	117,500.00	-	-	465,500.00
Koronadal City	264,000.00	44,000.00	117,500.00	-	-	425,500.00
Kidapawan City	264,000.00	60,800.00	117,500.00	-	-	442,300.00
Cotabato	264,000.00	621,600.00	117,500.00	-	-	1,003,100.00
Sarangani	264,000.00	260,800.00	117,500.00	-	-	642,300.00
South Cotabato	264,000.00	305,600.00	117,500.00	-	-	687,100.00
Sultan Kudarat	264,000.00	322,400.00	117,500.00	-	-	703,900.00
Tacurong City	-	24,800.00	117,500.00	-	-	142,300.00
Sub-Total	2,112,000.00	1,724,000.00	1,057,000.00	500,000.00	2,695,000.00	8,088,000.00
CARAGA	264,000.00	-	116,800.00	500,000.00	2,646,000.00	3,526,800.00
Agusan Del Norte	264,000.00	165,600.00	116,500.00	-	-	546,100.00
Agusan Del Sur	264,000.00	413,600.00	116,500.00	-	-	794,100.00
Bayugan City	-	56,000.00	116,500.00	-	-	172,500.00
Bislig City	264,000.00	56,000.00	116,500.00	-	-	436,500.00
Butuan City	264,000.00	111,200.00	116,500.00	-	-	491,700.00
Cabadbaran City	-	28,000.00	116,500.00	-	-	144,500.00
Province of Dinagat Island	264,000.00	115,200.00	116,500.00	-	-	495,700.00

Enclosure 1: Regional and Division Allocation for the Implementation of Disaster Preparedness-related Programs, Projects and Activities (PPAs)

OFFICE	COS Funds per Office	Capacity Building	Communication and Transportation Expenses	Regional Climate Change Caravan	Procurement of Safety Equipment	TOTAL ALLOCATION
Siargao	264,000.00	116,000.00	116,500.00	-	-	496,500.00
Surigao City	264,000.00	69,600.00	116,500.00	-	-	450,100.00
Surigao del Norte	264,000.00	161,600.00	116,500.00	-	-	542,100.00
Surigao del Sur	264,000.00	361,600.00	116,500.00	-	-	742,100.00
Tandag City	-	24,800.00	116,500.00	-	-	141,300.00
Sub-Total	2,640,000.00	1,679,200.00	1,514,800.00	500,000.00	2,646,000.00	8,980,000.00
Regional Office CAR	264,000.00	-	124,400.00	500,000.00	2,303,000.00	3,191,400.00
Abra	264,000.00	253,600.00	124,300.00	-	-	641,900.00
Apayao	264,000.00	160,800.00	124,300.00	-	-	549,100.00
Baguio City	264,000.00	54,400.00	124,300.00	-	-	442,700.00
Benguet	264,000.00	342,400.00	124,300.00	-	-	730,700.00
Ifugao	264,000.00	212,800.00	124,300.00	-	-	601,100.00
Kalinga	264,000.00	155,200.00	124,300.00	-	-	543,500.00
Mt. Province	264,000.00	213,600.00	124,300.00	-	-	601,900.00
Tabuk City	264,000.00	82,400.00	124,300.00	-	-	470,700.00
Sub-Total	2,376,000.00	1,475,200.00	1,118,800.00	500,000.00	2,303,000.00	7,773,000.00
Regional Office NCR	264,000.00	-	134,800.00	500,000.00	1,029,000.00	1,927,800.00
Caloocan	264,000.00	71,200.00	133,800.00	-	-	469,000.00
Las Piñas City	264,000.00	31,200.00	133,800.00	-	-	429,000.00
Makati City	264,000.00	18,400.00	133,800.00	-	-	416,200.00
Malabon City	264,000.00	33,600.00	133,800.00	-	-	431,400.00
Navotas City	264,000.00	20,000.00	133,800.00	-	-	417,800.00
Mandaluyong City	264,000.00	19,200.00	133,800.00	-	-	417,000.00
Manila	264,000.00	84,000.00	133,800.00	-	-	481,800.00
Marikina City	264,000.00	26,400.00	133,800.00	-	-	424,200.00
Muntinlupa City	264,000.00	21,600.00	133,800.00	-	-	419,400.00
Parañaque City	264,000.00	34,400.00	133,800.00	-	-	432,200.00

Enclosure 1: Regional and Division Allocation for the Implementation of Disaster Preparedness-related Programs, Projects and Activities (PPAs)

OFFICE	COS Funds per Office	Capacity Building	Communication and Transportation Expenses	Regional Climate Change Caravan	Procurement of Safety Equipment	TOTAL ALLOCATION
Pasay City	264,000.00	23,200.00	133,800.00	-	-	421,000.00
Pasig City	264,000.00	35,200.00	133,800.00	-	-	433,000.00
San Juan City	-	10,400.00	133,800.00	-	-	144,200.00
Quezon City	264,000.00	127,200.00	133,800.00	-	-	525,000.00
Taguig and Pateros	264,000.00	49,600.00	133,800.00	-	-	447,400.00
Valenzuela City	264,000.00	56,800.00	133,800.00	-	-	454,600.00
Sub-Total	4,224,000.00	662,400.00	2,275,600.00	500,000.00	1,029,000.00	8,691,000.00
TOTAL	50,424,000.00	36,172,000.00	28,617,375.00	8,000,000.00	56,575,625.00	179,789,000.00

Prepared by:

REYNANTE M. SOFERA

Project Development Officer V, Officer-in-Charge
Disaster Risk Reduction and Management Service

Recommending Approval:

FELINO O. CASTRO

Director IV
Disaster Risk Reduction and Management Service

Approved by:

MALCOLM S. GARMA

Assistant Secretary, Officer-in-Charge,
Office of the Undersecretary for Operations



☒ Approved

☐ Disapproved

☐ Further Discussion

☐ Remarks _____

Enclosure 2:
Standard Template for the
Monitoring of the Provided
Disaster Preparedness and
Response Interventions Fund to
Field Offices

REGION
DIVISION

Submission as of:

Regional Director/Schools Division Superintendent

REGION:
DIVISION:Regional Director/School's Division Superintendent: