



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



13 April 2026

Regional Memorandum

No. 253 s. 2026

**IMPLEMENTING GUIDELINES FOR THE UTILIZATION OF
THE FISCAL YEAR (FY) 2026 DISASTER
PREPAREDNESS AND RESPONSE
PROGRAM (DPRP) FUNDS**

To **Schools Division Superintendents**

1. In pursuance of DepEd Memorandum OM-OUOPS-2026-04-00244¹, this Office, through the Education Support Services Division (ESSD), disseminates the Implementing Guidelines for the utilization of the FY 2026 DPRP funds.
2. The attached implementing guidelines aim to standardize the allocation, downloading, utilization, documentation, monitoring, and reporting requirements across all levels of DepEd. The Disaster Risk Reduction and Management (DRRM) program prioritizes the following for Fiscal Year 2026–2027:
 - A. M7X Rollout
 - B. PlanSmart for Safe Schools (PSSS) App Training
 - C. Roll-out of Pillar 1 Guidebook Orientation
 - D. Prepositioning of EduKahon
3. Schools Division Offices, through the Division DRRM Coordinators, are required to encode and update both physical and financial accomplishments in the DPRP monitoring tool (<https://bit.ly/DPRPFundMonitoringTracker>) on a monthly basis, not later than the 5th day of the succeeding month.
4. To facilitate a thorough understanding of the issued memorandum, a virtual meeting will be held with Division DRRM Coordinators on April 23, 2026, at 9:00 AM via Microsoft Teams.
Link: <https://bit.ly/FY2026DPRP>
5. For inquiries, contact Dr. Eduarda M. Zapanta, Chief Education Supervisor, and/or Dr. Ramil G. Ginete, Project Development Officer IV of

¹ Implementing Guidelines on the Allocation, Downloading, Utilization, Documentation, Monitoring, and Reporting of the Disaster Preparedness and Response Program (DPRP) Funds for Fiscal Year (FY) 2026



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the Education Support Services Division at (02) 8682-2114 loc 430 or email essd.calabarzon@deped.gov.ph.

6. Immediate dissemination of this Memorandum to all concerned personnel is highly desired.

03/ROE2/ROE/TMJ


CARLITO D. ROCAFORT

Director IV



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Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY FOR GOVERNANCE AND OPERATIONS

MEMORANDUM

OM-OUOPS-2026-04-00244

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

FROM : MALCOLM S. GARMA
Undersecretary
Office of the Undersecretary for Governance and Operations *MSG*



SUBJECT : IMPLEMENTING GUIDELINES ON THE ALLOCATION,
DOWNLOADING, UTILIZATION, DOCUMENTATION,
MONITORING AND REPORTING OF THE DISASTER
PREPAREDNESS AND RESPONSE PROGRAM (DPRP) FUNDS
FOR FISCAL YEAR (FY) 2026

DATE : March 31, 2026

I. RATIONALE

This Memorandum operationalizes the FY 2026 Disaster Preparedness and Response Program (DPRP) funds by standardizing the allocation, downloading, utilization, documentation, monitoring, and reporting requirements across all levels of DepEd. It reinforces the implementation of existing DRRM policies, particularly DepEd Order No. 033, s. 2021 on School-Based Disaster Preparedness and Response Measures for tropical cyclones, flooding, and other weather-related disturbances and calamities, by translating required school actions into fundable, trackable, and auditable PPAs and response interventions.

II. SCOPE

These Guidelines apply to all DepEd Regional Offices (ROs), Schools Division Offices (SDOs), and public elementary and secondary schools implementing the FY 2026 DPRP. These Guidelines prescribe the requirements and procedures for the request, downloading, allocation, utilization, documentation, monitoring, and reporting of DPRP funds for DRRMS-authorized PPAs on disaster preparedness and disaster response.

III. DEFINITION OF TERMS

TERM	DEFINITION
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.
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
Balance	refers to the remaining or unexpended portion of the DPRP funds, resulting 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.
Cash-for-Work (CFW)	a short-term intervention to provide temporary employment of individuals in the community by participating in or undertaking communal projects to improve or rehabilitate school services or facilities and other school activities related to disaster response.
Clean-Up and Clearing Operations (CUCO)	refers to support for cleaning, clearing debris, and basic restoration of learning spaces after a hazard or evacuation.
Climate Change Adaptation and Mitigation (CCAM)	actions and measures that cover: (a) adaptation (adjustment in natural or human systems in response to actual or expected climate change and its effects to moderate harm); and (b) mitigation (human interventions that reduce sources of greenhouse gases or enhance greenhouse gas sinks).
Contingency Plan (ConPlan)	a hazard- or scenario-specific plan that sets out triggers, roles and responsibilities, coordination arrangements, resources, and initial actions for timely response and early recovery for a defined risk situation.
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.
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.
Disaster Preparedness and	a program created to provide funds for the implementation of DRRM, CCAM, programs, projects, and activities, including

Response Program (DPRP)	response and early recovery interventions at all governance levels to ensure learning continuity.
Disaster Risk Reduction (DRR)	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.
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.
Disbursement	settlement or liquidation payment of an obligation incurred in the current or prior years, involving cash or non-cash transactions, and covered by disbursement authorities.
EduKahon	an emergency education response package that aims to provide immediate relief and ensure learning continuity for affected learners, teachers, and schools.
Emergency	unforeseen or sudden occurrence, especially danger, demanding immediate action.
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.
Expenditure Matrix (EM)	the expenditure matrix is a data capture form designed to collect information. This information includes the KRA, program/project, outputs, milestones, activities, and corresponding expense items. It shows the details on the budget estimates per activity, classified into expense type, and distributed according to the manner of release.
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.
Hazard	any source of potential damage, harm or adverse health effects on something or someone.
Heat Index	a measure of apparent temperature that combines air temperature and relative humidity to indicate how hot conditions feel to the human body.
Incident Management Report (IMR)	an official incident report prepared by the School Disaster Risk Reduction and Management Committee (SDRRMC), with supporting evidence, including geotagged photos of actual damages, approved and submitted by the School Head, for validation and processing of requests for response interventions.

Incident Management Reporting System (IMRS)	the DepEd DRRMS reporting platform used for the electronic submission, certification, and tracking of Incident Management Reports (IMRs) and related requests for response interventions.
Learning Continuity	the sustained delivery of basic education services to learners during and after disruptions through flexible learning delivery arrangements and other continuity mechanisms so learning proceeds despite interruption.
Learning Continuity Spaces (LCS)	packages and support that help schools continue instruction after disruption, through temporary spaces, materials, and adapted delivery arrangements.
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.
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 damage can typically be rectified using the school's MOOE.
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.
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.
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).

PlanSmart for Safe Schools (PSSS)	a web-based tool developed to support school preparedness, response, and recovery from natural hazards through hazard data, risk assessment, and planning tools.
Rapid Damage Assessment and Needs Analysis (RDANA)	a rapid assessment conducted immediately after a disaster or emergency to determine the extent of damage and identify immediate needs to guide response and early recovery actions and resource allocation.
Response Interventions	an immediate action taken directly, during or in the immediate aftermath of disasters and emergencies to support learning continuity and safety and wellbeing of learners and DepEd personnel.
Risk Assessment	a process to determine the nature and extent of disaster risk by analyzing hazards, exposure, and vulnerability to understand potential harm to people, property, services, and the environment, incorporating both qualitative and quantitative methods to inform risk reduction and resilience building. It involves identifying hazards, evaluating exposure and vulnerability (physical, social, health, economic), assessing coping capacities, and using the results for informed decision-making
Totally Damaged	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.

IV. LIST OF ACRONYMS AND ABBREVIATIONS

ACRONYM/ ABBREVIATION	DEFINITION
AR	Activity Request
ATC	Authority to Conduct
BOM	Bill of Materials
CCAM	Climate Change Adaptation and Mitigation
CFW	Cash-for-Work
CLC	Community Learning Center
ConPlan	Contingency Plan
CoS	Contract of Service
CSSF	Comprehensive School Safety Framework
CUCO	Clean-Up and Clearing Operations
DAED	Detailed Architectural and Engineering Designs
DPRP	Disaster Preparedness and Response Program
DRRM	Disaster Risk Reduction and Management
DRRMS	Disaster Risk Reduction and Management Service
DRRMS-OD	DRRMS Office of the Director
EM	Expenditure Matrix
FinEx	Financial Expenses
FRP	Fiberglass-Reinforced Plastic
GEDSI	Gender Equity, Disability, and Social Inclusion

GMMA	Greater Metro Manila Area
HRMO	Human Resource Management Office
IEC	Information, Education, and Communication
IMR	Incident Management Report
IMRS	Incident Management Reporting System
IPCC	Intergovernmental Panel on Climate Change
IPCRF	Individual Performance Commitment Review Form
IRR	Implementing Rules and Regulations
IU	Implementing Unit
JC	Joint Circular
JO	Job Order
KRA	Key Result Area
LCS	Learning Continuity Spaces
LEO	Low Earth Orbit
MGB	Mines and Geosciences Bureau
MMEIRS	Metro Manila Earthquake Impact Reduction Study
MOOE	Maintenance and Other Operating Expenses
MPSS	Minimum Performance Standards and Specifications
NCA	Notice of Cash Allocation
NSED	Nationwide Simultaneous Earthquake Drill
OUF	Office of the Undersecretary for Finance
OUOPS	Office of the Undersecretary for Governance and Operations
PD	Presidential Decree
PDS	Personal Data Sheet
PFA	Psychological First Aid
PK	Play Kit
PMIS	Program Management Information System
PMT	Project Management Team
PPA	Program, Project, and Activity
PPE	Personal Protective Equipment
PS	Personnel Services
PSCP	Public Service Continuity Plan
PSSS	PlanSmart for Safe Schools
QBEDP	Quality Basic Education Development Plan
RACCS	Rules on Administrative Cases in the Civil Service
RDANA	Rapid Damage Assessment and Needs Analysis
SDRRMC	School Disaster Risk Reduction and Management Committee
Sub-ARO	Sub-Allotment Release Order
TLS	Temporary Learning Space
TOR	Terms of Reference
TWaSH	Temporary Water, Sanitation, and Hygiene
UNDRR	United Nations Office for Disaster Risk Reduction
WFP	Work and Financial Plan
WVF	West Valley Fault

V. FUNDING REQUIREMENTS

The implementation of this Policy shall be funded under the DPRP, with a total appropriation of P3,759,175,000.00 provided under Republic Act No. 12314, otherwise known as the FY 2026 General Appropriations Act (GAA). The release of funds shall be subject to the provisions of National Budget Circular (NBC) No. 599, or the Guidelines on the Release of Funds for FY 2026.

Of the total appropriation, ₱1,242,883,000.00 is charged against the Maintenance and Other Operating Expenses (MOOE) expense class, while ₱2,516,292,000.00 is charged against the Capital Outlay (CO) expense class.

A total amount of ₱2,679,820,052.52 is allocated for (a) disaster preparedness-related programs, projects, and activities (PPAs); (b) disaster response interventions; and (c) Learning Continuity Spaces (LCS) and shall be downloaded to field offices.

The allocation by component is as follows:

COMPONENT	CATEGORY	AMOUNT
Disaster Preparedness*	MOOE	₱190,859,000.00
Disaster Response	MOOE	₱516,358,996.00
Learning Continuity Spaces	MOOE	₱283,369,787.27
	Capital Outlay	₱1,689,232,269.25

*See attached **Enclosure A** for the detailed Regional and Division allocation list.

The Central Office (CO) shall download the funds to the Regional Offices (ROs) and Schools Division Offices (SDOs) through the issuance of Sub-Allotment Release Orders (Sub-AROs). If necessary, the SDOs may further release download the funds to implementing unit schools for the approved PPA or response intervention. All fund releases, downloading, obligation, disbursement, and related transactions shall comply with existing budgeting, accounting, auditing, and procurement rules and regulations.

VI. PROCEDURAL INSTRUCTIONS FOR THE RELEASE OF DPRP FUNDS

The following procedures shall guide all ROs and SDOs in requesting and securing the release of Disaster Preparedness and Response Program (DPRP) funds:

1. Preparation and Submission of Request

- a. The Regional and Division DRRM Coordinator, shall accomplish the FY 2026 DPRP Project Management System Form through: <https://bit.ly/DPRP2026ProjectManagementSystem>. The completed form shall serve as the basis for the processing and release of DPRP funds.
- b. The proposal shall specify the following:
 - i. intended outputs and targets;
 - ii. PPAs to be implemented;
 - iii. implementation period (start date and end date); and
 - iv. detailed budget requirements itemized by allowable expense category, consistent with applicable budgeting, accounting, and procurement rules and regulations.
- c. Both RO and SDO DRRM Coordinator shall complete all required data fields in the system. The system-generated DPRP Project Proposal shall be treated as the official project proposal for review and processing.
- d. The RO and SDO shall align the schedule of proposed PPAs with the DRRMS Calendar of Activities at <https://bit.ly/DRRMS2026Calendar> and reflect such alignment in the proposal.

- e. The Project Proposal shall be endorsed for approval by the appropriate approving authority, as follows:
 - i. Regional Director (RD) for ROs; and
 - ii. Schools Division Superintendent (SDS) for SDOs
 - f. Both RO and SDO shall submit the duly signed DPRP Project Proposal to the DRRMS through the official email address drarms@deped.gov.ph for review, validation, and further processing.
2. Review, Approval, and Processing of Fund Release
- a. The Project Management Team (PMT) consisting of the DRRMS and concerned Regional DRRM Coordinators shall review the submitted DPRP Project Proposal for completeness, accuracy, and compliance with the prescribed requirements.
 - b. The review shall cover: (i) alignment with DPRP objectives; (ii) eligibility of expense items and cost entries; (iii) availability of funds; and (iv) the requesting RO/SDO's implementation and fund utilization capacity.
 - c. If the submission is incomplete or requires correction, the PMT shall return the submission to the RO/SDO through the DPRP Project Management System. The return shall specify the deficiencies and required revisions, and the RO/SDO shall revise and resubmit through the same system.
 - d. If the submission is compliant, the DRRMS Project Management Team shall prepare the Complete Staff Work (CSW) and endorse the proposal to the DRRMS Office of the Director (DRRMS-OD) for approval.
 - e. Upon approval by the DRRMS-OD, the DRRMS shall prepare and submit the required documents to the Office of the Undersecretary for Finance (OUF) for the issuance of the Sub-Allotment Release Order (Sub-ARO), in accordance with applicable rules and internal processes.
 - f. After issuance, the DRRMS shall transmit the issued Sub-ARO and the approved documents to the concerned RO/SDO for reference and for the preparation of the Expenditure Matrix (EM) and Work and Financial Plan (WFP).
 - g. Both the RO and SDO shall coordinate with its budget and finance units to ensure the availability of funds to support implementation, obligation, and disbursement, in accordance with existing laws, rules, and regulations.

VII. PREPARATION OF EXPENDITURE MATRIX (EM) AND WORK AND FINANCIAL PLAN (WFP) IN THE PMIS

1. Upon receipt of DPRP funds, both the RO and SDO DRRM Coordinator shall prepare the Expenditure Matrix (EM) based on the approved proposal and the corresponding plans and priorities, covering disaster preparedness-related PPAs and, when applicable, disaster response interventions.
2. The EM shall be approved by the Regional Director (RD) for ROs or the Schools Division Superintendent (SDS) for SDOs, consistent with DepEd Order No. 17, s. 2024 on signing authorities for financial matters.

3. The RO and SDO authorized PMIS user shall upload the approved EM in the Program Management Information System (PMIS) to generate the Work and Financial Plan (WFP).
4. Both the RO and SDO DRRM Coordinator shall download the generated WFP from the PMIS, verify its consistency with the approved EM, and route the WFP for approval.
5. The WFP shall be approved by the RD for ROs or the SDS for SDOs, consistent with DepEd Order No. 17, s. 2024.
6. Upon approval of the WFP, the RO and SDO DRRM Coordinator shall prepare the Activity Request (AR) and Authority to Conduct (ATC), and other required documents for the implementation of the approved PPAs and response interventions, consistent with existing rules.
7. The RO and SDO DRRM Coordinator shall submit copies of the approved EM and WFP to the DRRMS for reference and monitoring.

VIII. UTILIZATION OF FUNDS

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

1. Disaster Preparedness-related PPAs
 - a. DPRP funds for disaster preparedness-related PPAs may be used only for the following:
 - i. Procurement, prepositioning, operation, and maintenance of disaster and emergency preparedness supplies, materials, and equipment for schools, as provided in the approved School/Division/Regional DRRM Plan, Contingency Plan (ConPlan), and Public Service Continuity Plan (PSCP);
 - ii. Program management activities directly required for DPRP-funded DRRMxCCAM PPAs, limited to: planning, coordination, implementation, monitoring, and program implementation review, aligned with the Quality Basic Education Development Plan (QBEDP), DRRMS Results Framework (2026-2028), and DepEd Comprehensive School Safety Framework (CSSF);
 - iii. DRRMxCCAM capacity-building activities for DepEd personnel and learners, including trainings, orientations, seminars, and drills with M7X, Pillar 1, and Plan Smart as the priority agenda in FY 2026 (**Annex A**);
 - iv. Development, production, printing, and distribution of DRRMxCCAM information and advocacy materials for learners and teachers, through approved digital, printed, and broadcast formats;
 - v. Rapid damage assessment and needs analysis (RDANA) in schools affected by disasters and emergencies, for preparedness planning, response planning, and required reporting;
 - vi. Incident coordination, validation, consolidation, and reporting across governance levels, including required submissions to DRRMS systems and platforms;

- vii. Site preparatory activities required for the installation of Learning Continuity Spaces (LCS), including soil testing, platform preparation, and water potability and safety checks;
 - viii. Regular DRRM coordination meetings at the regional, division, district, and school levels;
 - ix. Provision of DRRMxCCAM technical assistance to schools;
 - x. Conduct of Nationwide Simultaneous Earthquake Drill (NSED) and other multi-hazard drills, consistent with DepEd issuances on mandatory earthquake, fire, and weather-related preparedness and response measures;
 - xi. Participation of DepEd representatives in local and regional DRRM Council activities, when directly related to DepEd DRRMxCCAM coordination and reporting requirements;
 - xii. Renewal of Contract of Service (CoS) personnel at the RO and SDO level to support DRRMxCCAM functions only, subject to **Annex B**; and
 - xiii. Communication expenses required for DRRMxCCAM functions, including emergency telecommunications and monthly load expenses (₱1,500) of the Regional and Division DRRM Coordinators. The grant and utilization of communication expenses shall be further governed by a separate set of guidelines or issuance to be released by the DRRMS.
- b. All expenditures under Item VIII.1 shall comply with applicable budgeting, accounting, auditing, and procurement rules and regulations.
 - c. Implementing Units (IUs) shall manage DPRP funds with prudence. IUs shall not incur illegal, irregular, unnecessary, excessive, extravagant, or unconscionable expenditures.
 - d. Both the RO and SDO shall obligate at least eighty percent (80%) of DPRP funds downloaded for disaster preparedness-related PPAs within six (6) months from issuance of the Sub-ARO/s. Non-compliance with the prescribed obligation rate shall warrant the issuance of a written notice by the DRRMS requiring the submission of justification and detailed catch-up plan. Failure to meet shall result in the withdrawal of the unobligated balance through the issuance of a negative Sub-ARO, subject to applicable rules.
2. Disaster Response Interventions
- a. DPRP Response Intervention funds shall be used exclusively for the following response interventions, subject to fund availability and the applicable annexes:
 - i. Clean-Up and Clearing Operations (CUCO) (**Annex C**);
 - ii. Minor Repair (**Annex D**);
 - iii. Conduct of Psychological First Aid (PFA) (**Annex E**);
 - iv. EduKahon for Learners, Teachers, and Schools (**Annex F**); and
 - v. Learning Continuity Spaces (LCS) (**Annex G**)

- b. The affected field office shall request DPRP Response Intervention funds through the IMRS. The request shall be supported by an IMR with geotagged photos of actual damages, prepared by the School DRRM Committee, and approved by the School Head. Upon receipt of a complete request, the DRRMS shall process the request and facilitate the downloading of funds through the issuance of a Sub-ARO;
- c. The recipient RO/SDO shall obligate the downloaded Response Intervention funds within thirty (30) calendar days from the receipt of Sub-ARO/s.
- d. The Regional/Division DRRM Coordinator, shall prepare the EM for Response Intervention funds consistent with the requirements under Section VII of these Guidelines.
- e. In emergencies requiring immediate provision of response interventions, the affected division may proceed with implementation. The documentary requirements under item b and the corresponding EM shall be completed and approved not later than fifteen (15) working days from the start of implementation.
- f. Response Intervention funds shall not be used for the following:
 - i. Enhancement of permanent structures;
 - ii. Capital expenditures related to the structural mitigation of permanent structures; and
 - iii. Repair and maintenance of Regional, Division, and District Offices.
- g. When the return of downloaded Response Intervention funds to the Central Office is necessary, the concerned RO/SDO shall submit a written request to the DRRMS stating the justification, amount to be returned, and the status of obligations and disbursements. The DRRMS shall assess the request and take the appropriate action, subject to applicable rules and regulations.

3. Change of Response Interventions

- a. After the downloading of DPRP Response Intervention funds to the SDO, any request to change the type of response intervention and/or reallocate amounts among response interventions for an affected school shall be allowed only when all the following conditions are met:
 - i. The funds shall remain and be used by the same affected school.
 - ii. The revised response intervention(s) shall be consistent with the verified needs reflected in the IMR submitted through the IMRS.
 - iii. The amount subject to change shall be available and unobligated.
 - iv. The proposed reallocation shall not exceed the total amount downloaded under the Sub-ARO.
- b. The Division DRRM Coordinator, with the approval of the SDS, shall submit the request for change to the DRRMS not later than five (5) calendar days from the date the funds were downloaded to the SDO/school.
- c. The request for change shall include the following documents:

- i. Written justification of the change in needs and response interventions, signed by the concerned School Head (SH);
 - ii. Updated IMR submitted through IMRS reflecting the revised needs and interventions;
 - iii. Endorsement letter signed by the SDS;
 - iv. Original copy of the Sub-ARO; and
 - v. Certification from the Budget Officer that the funds remain available and have not been obligated.
- d. The requesting office shall implement the response interventions based on the originally approved intervention set until the DRRMS issues written confirmation of the approved change, which shall be released not later than three (3) calendar days from receipt of request.

IX. PROCUREMENT

1. All procurement and contracting charged to DPRP funds shall comply with Republic Act (RA) No. 12009 or the New Government Procurement Act, and its Implementing Rules and Regulations (IRR).
2. The Procuring Entity shall be where the funds are released, as follows:
 - a. If the funds are released to an Implementing Unit (IU) school, it shall act as the Procuring Entity and procure directly, through its authorized procurement and property committees, in accordance with existing rules.
 - b. If the school is not an IU, the SDO shall act as the Procuring Entity and procure centrally or through a duly authorized cash advance arrangement, subject to existing accounting, budgeting, and auditing rules and regulations, including COA Circular No. 97-002 and COA Circular No. 2012-004.
3. Procurement for disaster response interventions shall be limited to items and services that are:
 - a. allowable under these Guidelines and attached annexes; and
 - b. reflected in the approved EM and WFP, and in the DepEd Annual Procurement Plan (APP) and Project Procurement Management Plan (PPMP), as applicable. The Procuring Entity shall not procure goods or services outside the approved EM/WFP and APP/PPMP.
4. The Procuring Entity shall select the appropriate procurement modality based on the legal conditions and thresholds under RA 12009 and its IRR. The Procuring Entity shall prepare and keep complete procurement records for every transaction, including, as applicable: market survey or cost estimates, request for quotations, abstract of quotations or bids, BAC resolutions, Notice of Award, purchase order or contract, inspection and acceptance report, delivery receipts, and other supporting documents required for liquidation and audit.
5. The Procuring Entity shall not split contracts or divide procurement requirements to evade procurement rules, thresholds, or approval requirements.

- Pursuant to DepEd Order No. 31, s. 2019 (The Department of Education Service Marks and Visual Identity Manual) and Memorandum Circular No. 24, 2023 (Launching the *Bagong Pilipinas* Campaign as the Administration's Brand of Governance and Leadership), DepEd and *Bagong Pilipinas* branding shall be applied to semi-expendable and durable goods procured using DPRP funds. Branding shall not be required for consumables such as water, food, medicines, and hygiene supplies.

X. USE OF BALANCES

- Any remaining balance of DPRP funds whether excess, unutilized, or unexpended, and regardless of component, shall be utilized only for other eligible DPRP PPAs and response interventions under these Guidelines, subject to fund availability and compliance with existing budgeting, accounting, auditing, and procurement rules and regulations.
- Utilization of balances shall be allowed only when all the following conditions are met:
 - The balance is unobligated and available.
 - The proposed use is allowable under these Guidelines and, when applicable, consistent with the corresponding annex.
 - The implementing office prepares an updated EM and WFP reflecting the proposed utilization of balances.
 - The updated EM and WFP are approved by the appropriate approving authority.
 - The implementing office updates the PMIS and submits the updated EM and WFP to the DRRMS for monitoring.
- Balances downloaded to schools may be utilized only for eligible DPRP purposes and only upon approval under Item 2 of this Section.

XI. MONITORING AND EVALUATION

- Both the RO and SDO shall maintain complete, accurate, and updated records of DPRP fund releases, Sub-AROs, EM and WFP approvals, obligations, disbursements, procurement documents, and activity implementation documents, in accordance with applicable budgeting, accounting, auditing, and procurement rules and regulations.
- Both the RO and SDO shall monitor DPRP-funded PPAs and response interventions to confirm that implementation and expenditures are consistent with the approved EM and WFP, the applicable annexes, and the approved deliverables and timelines.
- The Regional and Division DRRM Coordinators shall encode and update both physical and financial accomplishments in the DPRP Monitoring Tool (<https://bit.ly/DPRPFundMonitoringTracker>) on a monthly basis, not later than the 5th of the succeeding month. Entries shall be consistent with the approved EM and WFP and the official financial records of the RO and SDO.
- Monitoring submissions shall not include sensitive personal information of learners. Reporting shall use aggregated counts and non-identifying descriptions.

5. The DRRMS shall consolidate monitoring submissions for monitoring, evaluation, accountability, and learning (MEAL), issue advisories to address implementation issues and delays, publish periodic utilization summaries in its official online portal, and convene monthly virtual coordination meetings with focal persons of all ROs and SDOs to track utilization, resolve issues, and monitor timelines.

XII. SANCTIONS

1. Any violation of these Guidelines, including the misuse, misapplication, or irregular utilization of DPRP funds, shall subject the responsible officials and employees to applicable administrative, civil, and/or criminal liabilities, without prejudice to the recovery of government funds.
2. Without prejudice to other remedies, the DRRMS may impose the following program-level actions on the IUs concerned, as applicable:
 - a. issuance of a Written Notice to Explain (NTE) prior to the issuance of notice to comply, requiring the concerned office or personnel to submit corrective action plan within a prescribed period;
 - b. suspension of processing of subsequent DPRP requests until compliance with reporting, monitoring, and documentary requirements;
 - c. recommendation for withdrawal of unobligated balances through the issuance of a negative Sub-ARO or other fund adjustment mechanisms, subject to applicable rules; and
 - d. referral of possible violations to appropriate DepEd offices for fact-finding, investigation, and administrative case processing.
3. Any procurement-funded transaction that violates Republic Act No. 12009 and its IRR, including prohibited acts such as splitting of government contracts and other procurement offenses, shall be dealt with in accordance with the administrative, civil, and criminal sanctions provided under procurement laws and rules, including blacklisting and contract remedies, as applicable.
4. Acts or omissions such as gross neglect of duty, simple or serious misconduct, dishonesty, falsification, or other administrative offenses committed in the implementation of DPRP-funded PPAs and response interventions shall be subject to administrative proceedings under Civil Service rules, including the 2025 Rules on Administrative Cases in the Civil Service (RACCS), and applicable DepEd disciplinary processes.
5. Any act that constitutes graft, corrupt practices, conflict of interest, or prohibited transactions in connection with DPRP funds shall be dealt with under applicable laws, including but not limited to, Republic Act No. 3019 or the Anti-Graft and Corrupt Practices Act, Republic Act No. 6713 or the Code of Conduct and Ethical Standards for Public Officials and Employees, and Title VII or the Crimes Committed by Public Officers under Act No. 3815 or the Revised Penal Code.
6. Any unauthorized collection, disclosure, or processing of personal data in DPRP reports and monitoring submissions shall be dealt with in accordance

with Republic Act No. 10173 (Data Privacy Act of 2012) and its IRR, and applicable DepEd data governance protocols.

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XIV. REPEALING CLAUSE

All prior DepEd issuances or parts thereof that are inconsistent with the provisions of these Guidelines are hereby repealed, rescinded, or modified accordingly.

XV. EFFECTIVITY

These Guidelines shall take effect immediately upon issuance and shall remain in force for the duration of Fiscal Year (FY) 2026, unless amended or repealed by a subsequent issuance.

ANNEX A. SPECIFIC GUIDELINES FOR THE IMPLEMENTATION OF THE PRIORITY AGENDA ON CAPACITY BUILDING ACTIVITIES

I. M7X READY PROGRAM ORIENTATION

- A. The DPRP funds support capacity building that strengthens school earthquake readiness. A major earthquake scenario along the West Valley Fault remains a high-impact risk for the Greater Metro Manila Area (GMMA). The Metro Manila Earthquake Impact Reduction Study (MMEIRS) projected severe casualties and widespread infrastructure damage in this scenario, with public schools exposed to structural and non-structural risks. To address this, the Department of Education (DepEd), through the Disaster Risk Reduction and Management Service (DRRMS), launched the M7X Ready Program as a sector-wide earthquake preparedness initiative for public schools.
- B. The M7X Ready Program aims to strengthen the resilience of the basic education sector against earthquake impacts through a school readiness certification process. DepEd-DRRMS leads the program with the Educational Facilities Division (EFD) and education partners. Pilot areas cover schools along and near the West Valley Fault corridor in the GMMA (Metro Manila, Bulacan, Rizal, Cavite, and Laguna). Schools that meet the Readiness Index criteria shall receive the M7X Ready Seal.
- C. The Readiness Index covers two components:
 1. Structural Readiness. Includes infrastructure audit for seismic and fire safety compliance (update the Fire Code citation to RA 9514, not RA 9154), and safer learning facility actions guided by the CSSF Pillar 1 Guidebook.
 2. Non-Structural Readiness. Includes family preparedness planning, contingency planning through PlanSmart for Safe Schools, drills and exercises (e.g., NSED), and IEC & advocacy activities.
- D. All regions and divisions shall roll out the M7X Ready Program in FY 2026 through a one-day orientation, delivered face-to-face or online. DepEd-DRRMS shall provide the orientation materials. Each school shall send one participant, preferably the designated School DRRM Coordinator. SDOs are expected to conduct the one-day orientation within May 2026.
- E. Each participating school shall produce an M7X Action Plan after the orientation. Schools shall implement the identified actions within FY 2026 to FY 2028. For schools located within the GMMA pilot coverage, schools shall implement the M7X Action Plan activities and comply with the Readiness Index requirements within FY 2026, given the higher-risk context.
- F. Expenses shall be charged for conducting the orientation to the Preparedness Program under the FY 2026 DPRP funds. Allowable expenses for the SDO-organized orientation include the following:

1. Venue rental and related services, including sound system, sized to the participant count
 2. Meals and snacks for participants
 3. Honorarium may be granted to invited resource speakers who are non-DepEd personnel with technical expertise on earthquake resilience, subject to existing government rules and regulations. DepEd personnel who serve as resource persons may be provided with a token of appreciation only, in lieu of honorarium
 4. Supplies and materials required for the orientation
 5. Transportation expenses of participants shall be charged to the schools' local funds or MOOE.
- G. Participating schools shall submit their M7X Action Plans to the Schools Division Office (SDO) DRRM Coordinator not later than the first week of June 2026. The SDO, through the Division DRRM Coordinator, shall consolidate and transmit the division-level accomplishment report to the Regional DRRM Coordinator, who shall submit the regional consolidated report to the DepEd Central Office through the DRRMS not later than the second week of June 2026.
- H. The DRRMS shall lead the monitoring and evaluation of implementation using the approved M7X Ready Readiness Index as the standard validation tool, which shall serve as the sole basis for assessing compliance, tracking progress, and determining eligibility for the conferment of the M7X Ready Seal.

II. PLANSMART FOR SAFE SCHOOLS APP TRAINING

- A. The PlanSmart for Safe Schools (PSSS) Project is a web-based tool developed by government agencies and the World Bank to support school preparedness, response, and recovery from natural hazards through hazard data, risk assessment, and planning tools aligned with DepEd guidance.
- B. Starting School Year (SY) 2026, the PlanSmart for Safe Schools (PSSS) application shall support the development and updating of school-based contingency plans (ConPlans). Schools are advised to utilize the application in the development, enhancement, and updating of their contingency plans as part of DRRM preparedness and readiness planning.
- C. This activity aims to capacitate schools on the use of the PSSS application and standardize the development of quality, hazard-specific Contingency Plans. ConPlans developed through the PSSS shall serve as the basis for preparedness and response actions for specific hazards, and shall support school-level decision-making, resource planning, and coordination before, during, and after emergencies.
- D. All Regional Offices (ROs), Schools Division Offices (SDOs), and public elementary and secondary schools covered by FY 2026 DPRP

preparedness PPAs shall be covered by the rollout of the PSSS application.

- E. The rollout of the PlanSmart for Safe Schools (PSSS) application shall be conducted by the Schools Division Offices (SDOs) through a three (3)-day training activity to be completed within May 2026.
- F. The rollout shall utilize only the official training materials issued by the DepEd Central Office through the Disaster Risk Reduction and Management Service (DRRMS).
- G. Participation shall be limited to one (1) representative per school, preferably the designated School DRRM Coordinator. The activity shall include guided, hands-on sessions on the use of the PSSS application for hazard assessment and the development of school-based contingency plans relevant to the local risk context.
- H. Each participating school shall produce a school-level contingency plan generated through the PSSS application upon completion of the training. The contingency plan shall serve as the official reference for hazard-specific preparedness and response actions of the school and shall be aligned with existing DepEd DRRM mechanisms.
- I. Schools located within the Greater Metro Manila Area (GMMMA) shall specifically prepare and submit a contingency plan addressing The Big One or West Valley Fault scenario. All required outputs shall be submitted to the Schools Division Office through the Division DRRM Coordinator within the prescribed timelines for consolidation and reporting.
- J. Expenses relative to the conduct of the three (3)-day rollout shall be charged under the Preparedness Program of the FY 2026 DPRP funds. Allowable expense items for this activity include the following:
 - 1. Rental Services for Venue, including sound system, subject to capacity requirements of the SDO.
 - 2. Meals and snacks for participants.
- K. Transportation and other related expenses of participants shall be charged under local funds/MOOE of schools, as applicable.
- L. The DepEd Central Office through the DRRMS shall provide the official training materials for the PSSS rollout and shall oversee the overall monitoring of implementation.
- M. The Regional DRRM Coordinators shall ensure division compliance within their respective regions and shall consolidate and submit regional accomplishment reports to the DRRMS within the prescribed deadlines.
- N. The Division DRRM Coordinators shall organize the rollout at the division level, receive and consolidate school-level contingency plans, and transmit the required reports to the Regional Office.
- O. School Heads, through their designated School DRRM Coordinators, shall ensure active participation in the training, completion of the PSSS-based contingency plan, and timely submission of all required outputs.

- P. For all regions, schools shall submit their PSSS-based contingency plans to the Division DRRM Coordinator within the 1st week of June 2026, and the Regional DRRM Coordinator shall submit the consolidated accomplishment report to DepEd DRRMS within the 2nd week of June 2026, using the prescribed templates.
- Q. For Regions III, IV-A, and NCR, divisions shall submit the consolidated report on the submission of contingency plans within the 1st week of June 2026, and the Regional DRRM Coordinator shall submit the regional consolidated report to DepEd DRRMS within the 2nd week of June 2026. DepEd Central Office through DRRMS shall monitor the implementation of these activities under the PSSS program.

III. ROLL-OUT OF PILLAR 1 GUIDEBOOK ORIENTATION

- A. The Pillar 1 Guidebook of the Comprehensive School Safety Framework (CSSF) provides operational guidance on safer learning facilities, focusing on risk-informed planning, basic infrastructure safety actions, and non-structural risk reduction measures at the school level.
- B. Consistent with DepEd’s mandate to ensure safe and resilient learning environments, the orientation on the Pillar 1 Guidebook shall strengthen the capacity of schools to identify priority actions for reducing disaster risks related to school facilities and to integrate these actions into school-level planning and implementation.
- C. This activity aims to orient schools on the application of the Pillar 1 Guidebook to support the identification, prioritization, and implementation of actions related to safer learning facilities, consistent with the Comprehensive School Safety Framework and DepEd DRRM policies.
- D. All Regions and Schools Division Offices (SDOs) covered under the FY 2026 Disaster Preparedness and Response Program (DPRP) shall implement the Pillar 1 Guidebook orientation. Each public school shall be represented by one (1) participant, preferably the designated School DRRM Coordinator, to ensure accountability and continuity in school-level implementation.
- E. The Schools Division Offices shall conduct a one (1)-day Pillar 1 Guidebook orientation within May 2026, using the official orientation materials issued by the DRRMS. The orientation shall focus on the practical application of the Pillar 1 Guidebook, including identification of priority actions for safer learning facilities and alignment with existing school plans and DRRM mechanisms.
- F. Each participating school shall prepare a school-level action plan on safer learning facilities based on the Pillar 1 Guidebook. The action plan shall identify priority non-structural and basic facility-related safety actions and shall serve as a reference for school-level implementation within existing planning and budgeting processes. Schools shall submit the action plan to the Schools Division Office through the Division DRRM Coordinator within the prescribed reporting timelines.

- G. Expenses directly related to the conduct of the Pillar 1 Guidebook orientation shall be charged to the Preparedness Program under the FY 2026 DPRP funds, subject to existing budgeting, accounting, auditing, and procurement rules and regulations. Allowable expense items are limited to the following:
1. Rental of venue and necessary facilities, including sound system, appropriate to the number of participants;
 2. Meals and snacks for participants, limited to breakfast, AM snacks, and lunch; and
 3. Supplies and materials required for the conduct of the orientation.
- H. Transportation and related expenses of participants shall not be charged to DPRP funds and shall be borne by the schools using their respective local funds or MOOE, subject to existing rules.
- I. School DRRM Coordinators shall submit their Pillar 1 Guidebook action plans to the Division DRRM Coordinator not later than the first week of June 2026.
- J. The Division DRRM Coordinator shall consolidate submissions and prepare a division-level accomplishment report on the conduct of the orientation for submission to the Regional DRRM Coordinator.
- K. The Regional DRRM Coordinator shall submit the regional consolidated report to the DepEd Central Office through the DRRMS not later than the second week of June 2026, using the prescribed templates. The DRRMS shall monitor compliance and implementation progress based on submitted reports and other prescribed validation mechanisms.

ANNEX B. SPECIFIC GUIDELINES ON THE RENEWAL OF CONTRACT OF SERVICE (CoS) UNDER THE DISASTER PREPAREDNESS AND RESPONSE PROGRAM (DPRP) IN THE REGIONAL OFFICES (ROs) AND SCHOOLS DIVISION OFFICES (SDOs)

1. Pursuant to the Civil Service Commission (CSC)-Commission on Audit (COA)-Department of Budget and Management (DBM) Joint Circular (JC) No. 1, s. 2025 on the *Revised Rules and Regulations on the Engagement of Contract of Service and Job Order Workers in the Government*, this Annex prescribes the rules on the renewal of Contract of Service (CoS) funded through the DPRP.
2. Transitory Limitations and Eligibility for Renewal
 - a. Agencies shall not increase the number of CoS and Job Order (JO) workers beyond the current number. Only CoS personnel whose contracts remain valid until 31 December 2025 shall be eligible for renewal under this Annex.
 - b. The service agreement for renewed CoS personnel shall be effective for one (1) year or twelve (12) months, from 01 January 2026 to 31 December 2026, when the CoS personnel has rendered at least three (3) months of continuous service. Otherwise, the service agreement shall be effective for six (6) months, from 01 January 2026 to 30 June 2026.
 - c. The salary rates of CoS for FY 2026 shall follow the approved salary rates for CoS personnel effective 01 January 2026 pursuant to Section 10.1 of the CSC-COA-DBM JC No. 1, s. 2025, which provides that CoS personnel shall be compensated either at the prevailing market rate or at the salary of comparable positions in the government. Accordingly, the adjusted compensation rate for Administrative Support II (AS II) shall be ₱22,000.00, plus premium in accordance with Section 10.2 of the CSC-COA-DBM JC No. 1, s. 2025.
 - d. The concerned RO/SDO shall pay the salary and premium of the CoS personnel subject to the submission and review of the required performance and attendance documents.
 - i. The CoS personnel shall prepare and submit the Accomplishment Report (AR) and Daily Time Record (DTR).
 - ii. The RO/SDO shall review the AR and DTR. Upon satisfactory review, the RO/SDO shall pay the salary of the CoS personnel.
 - e. All ROs and SDOs shall pay the premium in tranches based on the monthly rate, as follows:

PREMIUM PAYMENT	PAYMENT SCHEDULE
January to June	July
July to November	December
December	January (following year)

- f. Premium computation shall be based on the monthly rate. If the contract ends prior to June or December, the RO/SDO shall pay the prorated premium upon the end of the contract.

- g. Overtime pay for services rendered beyond official working hours or on rest days, holidays, or non-working days may be granted, subject to the rules and regulations under CSC-DBM Joint Circular No. 2, s. 2015 titled Policies and Guidelines on Overtime Services and Overtime Pay for Government Employees. Payment for such overtime services shall be charged against the downloaded DPRP funds, subject to the availability of funds.
- h. The RO/SDO may renew the CoS provided that:
 - i. the RO/SDO has a need for the continuity of services rendered due to continued programs and deliverables of the requesting office; and
 - ii. the CoS personnel has at least a Very Satisfactory rating in the performance of work deliverables specified in the TOR of the existing contract, as reflected in the IPCRF.

3. Operating Requirements

- a. The RO/SDO shall charge the procurement and purchase of furniture, fixtures, supplies, materials, and semi-expendable equipment required for the day-to-day office operations of CoS personnel to local funds of the RO/SDO.
- b. For equipment and gadgets, including laptops, the Regional or Division DRRM Coordinator shall coordinate with the Information Technology Officer for allocation and/or procurement, subject to applicable rules and funding source restrictions under this Annex. Available units from the Asset Management Division or its equivalent office shall be utilized prior to the procurement of new equipment, provided that such units are in good working condition and meet the functional specifications and performance requirements of the tasks to be performed.
- c. The RO/SDO shall assign CoS personnel only functions and deliverables that directly support DPRP implementation within the RO/SDO, consistent with the approved Terms of Reference (TOR) and the approved work plan.
- d. For ROs/SDOs that have charged FY 2026 salaries of renewed CoS personnel to remaining FY 2025 DPRP funds, the RO/SDO may use the FY 2026 salary allocation reflected in the Work and Financial Plan (WFP) to cover other eligible DPRP PPAs.
- e. Non-working days, regular holidays, and work suspensions declared by appropriate and authorized agency such as the Office of the President, Office of the Executive Secretary, the Department of the Interior and Local Government, and the Local Government Unit (LGU) shall be paid.
- f. The CoS personnel shall report to the RO-ESSD or SDO-SGOD and shall work closely with the designated permanent Regional or Division DRRM Coordinator. The Chief of ESSD shall supervise CoS assigned in ROs, and the Chief of SGOD shall supervise CoS assigned in SDOs.
- g. Attached as **Enclosure B** is the prescribed Service Agreement (SA) for CoS personnel. The RO/SDO may modify the same, as deemed

necessary, provided that such modifications remain consistent with the provisions of this Annex.

4. Participation in Activities and Official Local Travel

- a. Participation of CoS personnel in DepEd-funded trainings, seminars, conferences, and similar activities shall be governed by existing rules and regulations. CoS personnel may be allowed official local travel only when:
 - i. the official activities cannot be performed by or assigned to any permanent employee of the RO/SDO; and
 - ii. the travel is necessary to fulfil the obligations under the service agreement or contract.
- b. Claims for travelling expenses shall be supported by a justification or certification from the authorized approving official stating that: (i) the official activities cannot be performed by or assigned to any other permanent employee; and (ii) the travel is necessary to fulfil the obligations under the contract.

5. Benefits and Gratuity Pay

- a. CoS engagement is governed by applicable COA and DBM rules. CoS services are not credited as government service, and CoS personnel are not entitled to benefits exclusive to regular government employees. CoS personnel may receive benefits authorized for CoS personnel by the Office of the President and other competent authorities, subject to applicable rules.
- b. Subject to yearly authority on gratuity pay for CoS workers, the RO/SDO shall grant the one-time gratuity pay of eligible DPRP CoS personnel, chargeable to unobligated balance of allotment and/or local funds, subject to applicable accounting and auditing rules.

6. Renewal Process and Documentary Requirements

- a. The RO/SDO Human Resource Management Office (HRMO) shall conduct an inventory of CoS personnel to assess renewals vis-a-vis office mandate, staffing complement, continued program deliverables, unfilled permanent positions, and other criteria the RO/SDO deems necessary.
- b. The Head of Office shall assign staff to prepare and submit to the RO/SDO Personnel Section the following:
 - i. Authority to Renew signed by the Head of Office;
 - ii. Updated Office Functions and Mandates;
 - iii. Organizational Chart of the Office; and
 - iv. Accomplished TOR
- c. The CoS personnel for renewal shall submit the following documents for endorsement by ESSD/SGOD to the Personnel Section:
 - i. signed Service Agreement/Contract;
 - ii. IPCRF from the previous rating period;
 - iii. copy of the previous service agreement/contract;
 - iv. updated and notarized Personal Data Sheet (CSC Form No. 212, Revised 2017); and

- v. updated Curriculum Vitae
 - d. The RO/SDO Personnel Section shall review completeness and accuracy of documents and forward the renewal request to the RD/SDS for approval.
 - e. The RD/SDS shall evaluate and sign the Service Agreement. The CoS personnel shall arrange notarization of the approved Service Agreement.
7. Replacement and Hiring Process
- a. In case of resignation of existing CoS personnel, the RO/SDO shall process replacement following the hiring process stated in this Annex. The RO/SDO HRMO shall post the vacancy for not more than ten (10) calendar days.
 - b. Where the hiring process applies, the Head of Office shall assign staff to prepare and submit to the RO/SDO Personnel Section:
 - i. Authority to Hire signed by the Head of Office;
 - ii. Updated Office Functions and Mandates;
 - iii. Organizational Chart of the Office; and
 - iv. Accomplished TOR.
 - c. The CoS applicant shall submit the documentary requirements listed under this Annex for endorsement by ESSD/SGOD to the Personnel Section, including the signed Service Agreement/Contract and the required personal, eligibility, and clearance documents.
 - d. The RO/SDO Personnel Section shall review completeness and accuracy and forward to the RD/SDS for approval. The RD/SDS shall evaluate and sign the Service Agreement, and the CoS personnel shall arrange notarization.
8. Change of Work Category (AS II to TA I)
- a. The change of work category of the CoS personnel shall be held in abeyance pending the issuance of specific guidelines governing this matter.

PROHIBITIONS AND LIMITATIONS

1. CoS personnel shall not perform functions that form part of the job description of regular employees, except when temporary engagement is justified by workload requirements consistent with applicable COA and DBM rules.
2. No CoS worker shall be hired or renewed to fill performance gaps of underperforming regular employees, except when temporary engagement is justified by workload requirements consistent with applicable COA and DBM rules.
3. CoS workers shall not be designated to positions exercising control or supervision over regular/career employees. CoS workers shall not be designated as members of the BAC, consistent with procurement rules.
4. Replacement of a CoS worker due to change in work category, appointment to a regular position, or contract termination shall require a separate Authority to Hire.

5. Funding for hiring of CoS personnel under this Annex shall come only from DPRP funds released to the RO/SDO. The RO/SDO shall not use DPRP funds released to another office.
6. The fund source for the hiring of CoS workers shall be from the DPRP funds released to the respective RO/SDO. Offices should not use the funds from other offices.
7. CoS personnel shall not report for work without an approved Authority to Hire and an executed Service Agreement. When the Head of Office allows work without these, the Head of Office shall bear salary payment, subject to applicable rules.
8. Individuals previously dismissed from service or terminated due to administrative or criminal offense shall not be hired or renewed as CoS personnel.
9. The RO/SDO shall not hire CoS personnel who are relatives within the third degree of consanguinity or affinity of the appointing authority, recommending official, Head of Office, or the immediate supervisor of the CoS personnel, except when hired in a confidential capacity, subject to applicable rules.

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

1. This Annex provides the rules for releasing and using Clean-Up and Clearing Operations (CUCO) Funds to support rapid clean-up, clearing, sanitation, and basic restoration of school premises after a disaster or emergency, to help resume classes as soon as conditions allow.
2. All schools affected by disasters or emergencies reported in the IMRS shall be eligible for CUCO funds, subject to the corresponding amounts per affected school, as follows:

SCHOOL SIZE	AMOUNT
Small Schools	₱20,000.00
Medium Schools	₱30,000.00
Large Schools	₱40,000.00
Very Large Schools	₱49,000.00

3. The classification of schools into Small, Medium, Large, and Very Large shall be based on the number of learners enrolled, as specified below:

TYPOLOGIES	ELEMENTARY SCHOOL	JUNIOR HIGH SCHOOL
Small	less than or equal to 580	less than or equal to 550
Medium	581-1170	551-1130
Large	1171-2020	1131-2140
Very Large	2021 and above	2141 and above

4. Schools shall conduct clean-up and clearing immediately after the disaster or emergency *once safety conditions permit*. CUCO activities must be time-bound and focused on the rapid restoration of safe and functional facilities within school premises.
5. CUCO Funds shall be used exclusively for expenses directly necessary and incidental to clean-up and clearing operations within school premises. Allowable expenses include, but are not limited to:
 - a. Supplies, materials, tools, and equipment needed for debris removal, sanitation, and safer facility restoration.
 - b. Labor costs for non-DepEd personnel, including Cash-for-Work (CFW) through community participation, subject to existing government rules and regulations, approved and applicable wage rates, or the prevailing regional daily minimum wage in the respective area, complete documentation, and accounting and auditing standards.
 - c. Meals for volunteers, both DepEd and non-DepEd, who rendered actual services during CUCO, up to ₱250.00 per person per day.
 - d. Other reasonable and necessary expenses directly related to CUCO, that are properly justified and documented, including:

- i. mobilization expenses;
 - ii. hauling, transport, and disposal expenses;
 - iii. rental of tools, equipment, and machinery;
 - iv. fuel, oil, and consumables for CUCO equipment;
 - v. basic PPE such as gloves, boots, face masks, hard hats, goggles, rain gear, and reflective vests;
 - vi. temporary water supply necessary for cleaning and sanitation;
 - vii. warning signs, barrier tapes, ropes, or temporary fencing to secure hazardous areas; and
 - viii. disinfectants, pest control materials, or limited sanitation services for post-flood/contamination health risks.
6. Clean-up and clearing operations, including minor repairs incidental to CUCO, shall follow minimum safety, sanitation, and risk reduction standards under the Pillar 1: Safer Learning Facilities Guidebook available via the DRRMS Virtual OpCen. (<https://sites.google.com/deped.gov.ph/drrms>).
7. All tools, equipment, and durable items procured using the CUCO Funds shall be:
 - a. Properly inventoried and recorded in the school's property records;
 - b. Regularly maintained to ensure serviceability; and
 - c. Safely stored within the school premises for future use in preparedness, response, and recovery activities.
8. The School Head is the overall responsible authority for planning, implementing, and supervising CUCO activities, while the School DRRM Coordinator, with the School DRRM Team, shall align operations with hazards, safety protocols, and approved work plans.
9. Schools should coordinate with LGUs, PTAs, barangay officials, and community volunteers to maximize resources and promote shared responsibility. Volunteerism and Cash for Work must be conducted in a transparent and inclusive manner.
10. CUCO activities should include preventive measures (e.g., debris disposal, clearing drainage, correcting minor hazards) to reduce recurrence and support a "build back better" approach.
11. All CUCO activities shall be properly documented, including:
 - a. Work plans and activity logs;
 - b. Attendance sheets of workers and volunteers;
 - c. Photo documentation (before, during, and after CUCO); and
 - d. Financial records and supporting documents.
12. Schools shall submit a CUCO Accomplishment and Financial Report to the Schools Division Office (SDO) within the prescribed period.
13. Liquidation and reporting must comply with existing DepEd, DBM, and COA rules. Any unutilized balance must be reported and treated under prevailing financial management policies.
14. The SDO DRRM focal persons shall monitor implementation and may conduct post-activity assessments or spot checks to confirm compliance, effectiveness, and proper fund use. Lessons learned shall be documented to improve future CUCO implementation.

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

1. Minor Repair refers to 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.
2. The Minor Repair Funds shall support the immediate restoration of safety, functionality, and usability of school facilities affected by disasters, emergencies, or hazard events through small-scale repair works that do not require detailed engineering design or major construction.
3. All schools affected by disasters or emergencies reported in the IMRS shall be eligible to receive Minor Repair Funds at a uniform rate of ₱49,000.00 per damaged classroom or facility, subject to availability of funds and approval of the appropriate authority.
4. Minor Repair Funds shall be used only for non-structural or light structural interventions necessary to remove immediate hazards and restore basic school operations. These may include, but are not limited to, the following:
 - a. Repair or replacement of damaged doors, windows, locks, hinges, and doorknobs;
 - b. Patching of minor roof leaks, replacement of selected roofing sheets, gutters, and downspouts;
 - c. Repair of damaged ceilings, wall partitions, and minor wall cracks;
 - d. Repair or replacement of damaged electrical fixtures, switches, lighting, and outlets, subject to safety inspection;
 - e. Repair of plumbing fixtures, including toilets, faucets, pipes, and drainage lines;
 - f. Repair or repainting of classrooms and learning spaces affected by flooding, mud, or debris; and
 - g. Other similar small-scale repairs necessary to make learning spaces safe and functional.
5. Minor Repair Funds may be utilized for the following:
 - a. Procurement of construction materials, supplies, and equipment necessary for minor repairs;
 - b. Payment for skilled and unskilled labor, including carpenters, electricians, plumbers, and painters, subject to existing government rules and approved wage rates;
 - c. Rental of basic tools and equipment required for minor repair works, when not available in the school;
 - d. Meals for volunteers who rendered actual services during minor repair works, subject to a maximum amount of Two Hundred Fifty Pesos (₱250.00) per person per day, for both DepEd and non-DepEd volunteers; and
 - e. Other directly related expenses necessary for the completion of minor repairs, provided these are justified, documented, and compliant with applicable rules. These expenses include, but are not limited to the following:

- i. Hauling of damaged materials, debris, and replaced fixtures generated as a result of minor repair works;
 - ii. Payment of disposal or tipping fees at authorized disposal or materials recovery facilities;
 - iii. Delivery or freight costs for construction materials, supplies, and fixtures procured for minor repairs, when not included in the purchase price;
 - iv. Nails, screws, bolts, sealants, adhesives, welding rods, tapes, sandpaper, electrical tapes, and similar consumable items essential to minor repair works;
 - v. Basic PPE such as gloves, masks, safety shoes, goggles, and helmets required to ensure safe conduct of repair activities;
 - vi. Barrier tapes, warning signs, cones, ropes, or temporary barricades to secure repair areas and prevent accidents during repair works;
 - vii. Minor testing or inspection activities necessary to ensure safety after repairs (e.g., electrical testing, water leak testing), provided these do not involve professional engineering services;
 - viii. Fuel, oil, or electricity expenses directly related to the operation of tools, equipment, or generators used for minor repair works; and
 - ix. Cleaning materials and services necessary to clear dust, debris, and residues after the completion of minor repairs to restore learning spaces to usable condition.
6. All minor repair works shall:
- a. Comply with the minimum safety standards under Pillar 1: Safer Learning Facilities, as provided in the CSS Pillar 1 Guidebook developed by DRRMS and accessible through the DRRMS Virtual OpCen; (<https://sites.google.com/depd.gov.ph/drrms>)
 - b. Be undertaken only after the area has been declared safe for repair activities; and
 - c. Avoid any intervention that may compromise the structural integrity of buildings.
7. The School Head, with the support of the School DRRM Team, shall oversee the implementation of minor repair works. Technical guidance may be sought from the Division Engineer or Physical Facilities focal person, when necessary.
8. Schools shall ensure proper documentation of all minor repair activities, including:
- a. Approved scope of work and cost estimates;
 - b. Receipts, payrolls, and supporting financial documents;
 - c. Photo documentation (before, during, and after repairs); and
 - d. Accomplishment reports.
9. Liquidation of Minor Repair Funds shall comply with DepEd, DBM, and COA rules and regulations.
10. The SDO shall monitor the implementation of minor repair works to confirm compliance with safety standards, quality of workmanship, and proper

utilization of funds. Findings and lessons learned shall be documented to inform future recovery interventions.

ANNEX E. SPECIFIC GUIDELINES FOR THE CONDUCT OF PSYCHOLOGICAL FIRST AID (PFA)

1. This Annex prescribes the requirements for the use of DPRP funds for the conduct of Psychological First Aid (PFA) for affected learners and DepEd personnel following a disaster or emergency.
2. PFA under these Guidelines refers to immediate, practical, and non-clinical psychosocial support. PFA does not include diagnosis, psychotherapy, or medical treatment.
3. The SDS shall request PFA funds from the DRRMS. Upon receipt of the request, the DRRMS shall download PFA funds to the concerned SDO through the issuance of an approved Sub-ARO, subject to fund availability and completeness of requirements.
4. The School Head shall submit the following:
 - a. PFA Needs Assessment Report, narrating the need for PFA, supported by an incident report in the IMRS; and
 - b. Approved Budget Estimates, reflecting at minimum:
 - i. number of participants (affected learners and/or personnel);
 - ii. number of PFA providers and organizers;
 - iii. costs for board and lodging (if applicable), meals and snacks, transportation, supplies and materials, printing, and other allowable expenses; and
 - iv. contingencies directly related to the conduct of PFA, duly signed by the school head and approved by the SDS.
5. The school head shall conduct PFA only through identified PFA providers, either a DepEd personnel or external resource persons, assigned to deliver PFA sessions. PFA sessions for learners shall be delivered in safe, accessible spaces and in a manner appropriate to age, disability status, and learning needs.
6. All Regional Offices (ROs) and Schools Division Offices (SDOs) are hereby required to:
 - a. Conduct and regularly update an inventory of available PFA providers within their jurisdiction, including:
 - i. Licensed Guidance Counselors;
 - ii. Registered Psychologists (if available);
 - iii. School Counselor Associates;
 - iv. School Health Personnel;
 - v. Teachers and staff with certified PFA training; and
 - vi. Accredited external resource persons or partner organizations.
 - b. Establish and maintain a Division/Regional PFA Roster indicating:
 - i. Name and designation;
 - ii. Training credentials;
 - iii. Date of last PFA training;
 - iv. Area of assignment; and
 - v. Availability status.
 - c. The inventory shall be updated at least annually and immediately after major training activities to ensure the availability of a ready pool of

- deployable PFA providers for immediate response during disasters and emergencies.
- d. To ensure quality, safety, and consistency in PFA delivery, the following minimum standards shall apply:
 - i. DepEd Personnel authorized to deliver PFA must:
 - a. Have completed a recognized PFA training program conducted or endorsed by DRRMS, BLSS-SHD, or other DepEd-recognized institutions;
 - b. Demonstrate understanding of basic psychosocial support principles, child protection and safeguarding protocols, referral pathways for mental health concerns, ethical standards and data privacy compliance; and
 - c. Be capable of distinguishing PFA (non-clinical support) from structured counseling or therapy.
 - e. PFA providers are not required to be licensed mental health professionals, but must be properly trained and designated by the School Head or SDS.
 - f. For external PFA providers, the SDO shall:
 - i. Require submission of:
 - a. Curriculum Vitae;
 - b. Proof of PFA training certification;
 - c. Relevant licenses (if applicable); and
 - d. Endorsement or accreditation from a recognized institution or organization;
 - ii. Verify that the external provider adheres to:
 - a. DepEd Child Protection;
 - b. Data Privacy Act requirements; and
 - c. Approved PFA protocols.
 - g. The SDS shall approve engagement only after validation of qualifications and relevance to the specific context.
 7. Cases requiring specialized mental health support shall be referred through existing DepEd and local referral pathways. PFA documentation shall not include clinical labels.
 8. Allowable expenses for the conduct of PFA may include only the following, as applicable and as reflected in the approved budget:
 - a. Board and lodging for PFA organizers, providers, and DepEd personnel, if live-in or conducted outside schools;
 - b. Meals and snacks for PFA organizers, providers, and participants;
 - c. Art and workshop materials for PFA sessions;
 - d. Play Kits (PK) for learners, only when the school has no available materials needed for PFA sessions;
 - e. Printing of reference materials and learner materials for PFA;
 - f. Transportation expenses for PFA organizers and providers;
 - g. Transportation for DepEd personnel participants only, if live-out and conducted in schools;

- h. Surgical masks and alcohol or sanitizer during outbreaks of communicable disease; and
 - i. Honorarium of external resource person/s, subject to existing DBM guidelines.
9. Budgeting for venue, meals and snacks, and room accommodation for PFA activities requiring board and lodging shall follow DepEd Order No. 02, s. 2018, and applicable accounting and auditing rules.
10. The PK to be provided per 40 learners or per classroom, with a maximum allowable cost of Six Thousand Pesos (P6,000.00), shall be utilized on the conduct of the PFA sessions inside their respective classroom. The kits may include, but are not limited to the following items:

NO.	ITEM	UNIT	QTY
1	Stress ball, 7cm diameter	Pc	10
2	Ready Kid Stuffed Toy or Storybook for Elementary; Coloring Book for Secondary	Pc	1
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			

Note: The illustrative Play Kit items are selected to support emotional expression, stress reduction, social interaction, and age-appropriate coping. The selection follows established emergency psychosocial support standards that emphasize safety, simplicity, cultural appropriateness, accessibility, and inclusivity. All materials are non-clinical, low-risk, classroom-safe, easy to transport and store, and suitable for group activities. Cost-effectiveness, local availability, and ease of replenishment were also considered. The list is flexible and may be adapted based on age group, cultural context, and material availability, subject to existing procurement and auditing rules.

11. The school head, through the School DRRM Team and preferably upon the recommendation of the School Health Section, shall determine the specific items to procure. The school shall procure only items needed by affected learners.
12. 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.

13. The approving authority shall approve the PK request only upon validation that the incident qualifies, the affected population is identified, the plan, budget, and staffing are complete, and the request is encoded in IMRS with supporting documents.
14. PFA planning and implementation shall apply inclusive participation measures, including:
 - a. accessible venue arrangements;
 - b. appropriate facilitation for learners with disabilities and SPED needs;
 - c. non-discrimination in access to PFA support.
15. Reports and supporting documents shall avoid personally identifying psychosocial details of learners and personnel. Photos, when required for documentation, shall avoid showing learner faces unless supported by documented consent and applicable child protection and data privacy rules.
16. The SDO shall submit an accomplishment report and liquidation documents consistent with DepEd, DBM, and COA rules and with the documentary standards under these Guidelines.

ANNEX F. SPECIFIC GUIDELINES FOR THE PROVISION OF EDUKAHON FOR LEARNERS, TEACHERS, AND SCHOOLS

1. EduKahon Funds shall be provided to public schools and Community Learning Centers (CLCs) affected by disasters and emergencies to support the deployment of EduKahon packages for learning continuity, learner protection, and instructional support aligned with DepEd Learning Continuity and Academic Recovery strategies.
2. This Annex shall be implemented in conjunction with DepEd Memorandum No. 086, s. 2025 (Adoption and Deployment of EduKahon), including its enclosures on EduKahon types, configurations, and risk-specific packages. Provisions not expressly covered in this Annex shall be governed by the said Memorandum and related DepEd issuances.
3. The provision of EduKahon Funds shall be need-based and cost-informed. Release and amount shall be subject to fund availability and written approval of the DRRMS.
4. The requesting SDO shall determine the required amount based on validated need and shall consider all of the following:
 - a. Package type and configuration to be deployed (Basic or Risk-Specific), as provided in DepEd Memorandum No. 086, s. 2025;
 - b. Number of packages to be deployed based on the severity of impact, validated number of affected schools/CLCs, learners, and teachers, and available funds; and
 - c. Direct deployment costs that are allowable under Item 7 of this Annex.
5. The SDO request shall include a detailed cost breakdown or budget proposal showing, at minimum:
 - a. package type or configuration;
 - b. quantity per package type;
 - c. unit cost per item (or per package if package-based costing is used in the approved enclosure);
 - d. delivery or logistics cost assumptions and computation; and
 - e. total requested amount.
6. EduKahon Funds shall follow the standard package type and standard amounts below. The SDO shall treat these as budget ceilings per package type unless DRRMS provides written approval for a variance supported by documented market price justification:

PACKAGE TYPE	STANDARD AMOUNT (BASIC PACKAGE)
EduKahon for Schools	₱2,625.00
EduKahon for Teachers	₱1,109.00
EduKahon for Learners	₱780.00
Risk-Specific EduKahon (Flood)	₱4,815.00
Risk-Specific EduKahon (Earthquake and Volcanic Eruption)	₱3,965.00

7. Allowable expenses shall include, but shall not be limited to:
 - a. Procurement of items included in the approved EduKahon configurations (Basic or Risk-Specific) under DepEd Memorandum No. 086, s. 2025 and its enclosures;
 - b. Deployment logistics required for delivery to affected schools/CLCs, evacuation centers, or temporary learning spaces, including hauling, freight, fuel, and delivery costs; and
 - c. Provision of ready-to-eat food items to be included in the EduKahon, as the need arises, subject to a maximum allocation of Five Hundred Pesos (₱500.00) per EduKahon. These shall consist of Department of Science and Technology-Food and Nutrition Research Institute (DOST-FNRI) approved ready-to-eat healthy food.
8. Utilization and liquidation of EduKahon Funds shall comply with DepEd, DBM, and COA rules and regulations. The RO/SDO shall report EduKahon physical and financial accomplishments through the DPRP Monitoring Tool in accordance with the reporting frequency and deadlines under the main Guidelines.
9. The DRRMS, in coordination with concerned bureaus, ROs, and SDOs, shall oversee the utilization of EduKahon Funds consistent with the deployment and coordination arrangements under DepEd Memorandum No. 086, s. 2025. Monitoring and evaluation of EduKahon Fund utilization shall form part of the overall EduKahon deployment monitoring mechanism for program and policy improvement.

ANNEX G. SPECIFIC GUIDELINES ON THE PROCUREMENT AND IMPLEMENTATION OF THE LEARNING CONTINUITY SPACES, PREVIOUSLY KNOWN AS THE UPGRADED TEMPORARY LEARNING SPACE

1. The Learning Continuity Spaces (LCS) shall cover activities required to establish safe and continuous learning in disaster-affected or high-risk schools. The LCS shall be deployed to public schools that sustained damage to, or loss of, education facilities due to natural or human-induced hazards, or to schools pre-identified as high-risk based on regional and division assessments.
2. The implementation of LCS interventions funded under the DPRP for Fiscal Years 2025 and 2026 shall be governed by and implemented strictly in accordance with these guidelines.
3. The LCS shall rely on validated incident reports submitted through the Incident Management Reporting System (IMRS), certified by the concerned DRRM Coordinator and approved by the Schools Division Superintendent (SDS).
4. The LCS shall consist only of brand new, durable, prefabricated, and modular components that comply with the approved Detailed Architectural and Engineering Designs (DAED) and Bill of Materials (BOM), attached as **Enclosures C and D** of these guidelines. The LCS shall remain suitable for redeployment, storage, and re-use to support multiple emergency situations.
5. The LCS shall be provided to public schools that meet the following eligibility criteria:
 - a. High risk exposure of schools
 - i. A school qualifies when it meets any of the following conditions:
 1. The school has been directly affected by natural or human-induced hazards resulting in damage to, or loss of, education facilities, supported by a validated Incident Management Report (IMR) logged through the IMRS of the DRRMS.
 2. The school has been identified as high-risk or hazard-exposed in regional risk assessments certified by science-based agencies (e.g., DOST, MGB).
 3. The school has been included in the multi-hazard risk assessment of the DRRMS through the IMRS, duly certified by the DRRMS.
 - b. Availability of safe buildable space
 - i. A school qualifies when it meets any of the following conditions:
 1. The school has at least 13 m x 9 m safe buildable space within school premises.
 2. When no suitable space exists due to disaster impact, the school, through the SDO, has coordinated with the Local Government Unit (LGU) for the provision of temporary and safe buildable space within the community.
 6. The LCS shall consist of the following core components, consistent with the approved Minimum Performance Standards and Specifications:

- a. Temporary Learning Space (TLS) units as modular, prefabricated classroom units compliant with DepEd issuances cited in the DAED and applicable accessibility standards.
 - b. Temporary Water, Sanitation, and Hygiene (TWaSH) facilities including portable sanitation systems, rainwater harvesting features, FRP septic tanks, and PWD-accessible toilets.
 - c. Emergency power station as a solar-powered electrical system with battery storage for basic lighting and device charging.
 - d. Telecommunication systems using Low Earth Orbit (LEO) satellite service for internet connectivity.
7. All TLS units and TWaSH facilities shall strictly conform to the approved DAED, including structural loads, materials, and layout configurations. The implementing offices shall apply the following standards:
- a. All facilities shall comply with Batas Pambansa Blg. 344 and its applicable implementing rules to provide accessibility for learners with disabilities.
 - b. TLS units shall use modular, weather-resistant materials with adequate ventilation, insulation, roofing, and anchoring to prevent movement or toppling.
 - c. TWaSH units shall include separate male and female toilets, PWD-accessible facilities, proper septic systems, and rainwater harvesting or water storage facilities, as specified in the DAED/BOM.
 - d. Solar-powered energy systems shall provide basic lighting and device-charging capacity. Connectivity shall use LEO satellite service to support access in remote or disaster-affected areas.
 - e. All components shall be brand new, prefabricated, durable, and modular to allow assembly, disassembly, and redeployment. Packaging and labeling shall support safe storage, efficient transport, and rapid installation.
 - f. Suppliers shall conduct pre-delivery testing and quality checks to confirm structural integrity, safety compliance, and completeness prior to turnover.
8. The SDO shall manage LCS logistics to support orderly deployment and protect assets. The following rules shall apply:
- a. The SDO shall schedule deliveries to avoid disruption of classes and shall designate delivery windows and safe access routes.
 - b. The SDO/school shall store delivered components in a secure and weather-protected area to prevent theft, damage, and exposure prior to installation.
 - c. The SDO shall designate a focal person or team for coordination, documentation, and adherence to the approved implementation schedule.
 - d. Suppliers shall remain liable for any loss, shortage, or damage prior to official turnover and acceptance by the SDO and recipient school.

- e. The SDO/school shall document delivery and storage through delivery receipts, inspection checklists, and photographic evidence for monitoring and audit.
9. Implementation protocols are as follows:
 - a. Deployment
 - i. The SDO shall deploy the LCS only to eligible schools based on validated need and site readiness.
 - ii. The SDO shall require proof of site readiness prior to delivery, including confirmation of buildable space and access conditions.
 - iii. The SDO shall document deliveries and assembly activities through inspection reports, photographs, and delivery receipts.
 - b. Installation
 - i. The SDO shall implement mobilization, site preparation, and installation consistent with the DAED, BOM, and applicable safety standards.
 - ii. Suppliers/service providers shall provide technical assistance and supervision during assembly and installation, as required by contract and technical specifications.
 - iii. The SDO/school shall conduct orientation sessions for school personnel on safe use, basic troubleshooting, and maintenance consistent with supplier manuals.
 10. Turnover must comply with the following:
 - a. The SDO, in coordination with the schools, shall monitor delivery, assembly, and post-installation performance to confirm compliance with DAED, BOM, and approved technical specifications.
 - b. The Division Engineer shall certify technical compliance prior to turnover.
 - c. The SDO/school shall complete turnover documentation, including inspection checklists and acceptance records, before operational use.
 11. Maintenance, Dismantling, Storage, and Redeployment of LCS must strictly adhere to the following:
 - a. The LCS shall be treated as modular and reusable assets for multi-cycle deployment.
 - b. The SDO, in coordination with recipient schools, shall implement preventive maintenance consistent with supplier manuals, turnover checklists, and technical specifications.
 - c. The Division DRRM Coordinator, in coordination with the Division Engineer, shall authorize and lead dismantling when the LCS is no longer required for instructional use.
 - d. The SDO shall conduct dismantling following safety protocols and supplier guidance to prevent loss, damage, and injury.
 - e. The SDO shall inventory, property-tag, and store dismantled components, including accessories, in a secure, dry, and weather-protected facility identified by the Division DRRM Coordinator and Engineer to enable inspection, maintenance, and future redeployment.

- f. The SDO may redeploy stored LCS units to other eligible schools, in coordination with the RO and DRRMS, subject to validated need, availability of components, and compliance with these Guidelines.
- g. The SDO may charge costs for preventive maintenance, dismantling, storage, and redeployment to the DPRP Fund, subject to fund availability and compliance with budgeting, accounting, procurement, and auditing rules.

12. Roles and Responsibilities

a. DRRMS

- i. The DRRMS shall lead in formulating policies, standards, and guidelines for LCS implementation.
- ii. The DRRMS shall consolidate requests from ROs/SDOs, validate recommendations for allocation, and coordinate with partner agencies and suppliers for procurement, delivery, and technical support.
- iii. The DRRMS shall monitor national implementation, consolidate reports, and provide technical feedback to DepEd leadership.

b. Regional Offices (ROs)

- i. The Regional Director (RD) shall provide oversight and accountability for LCS implementation within the region.
- ii. The Regional DRRM Coordinator shall validate and endorse consolidated requests and documentation from SDOs to the DRRMS.
- iii. The Regional Engineer shall conduct technical validation of site assessments, structural compliance, and installation standards.
- iv. The RO shall submit consolidated regional monitoring and accomplishment reports to the DRRMS.

c. Schools Division Offices (SDOs)

- i. The SDS shall supervise and ensure accountability for LCS deployment within the division.
- ii. The Division DRRM Coordinator shall lead coordination, validation, and site readiness assessments of identified schools.
- iii. The Division Engineer shall conduct site inspections and oversee technical compliance during site preparation, delivery, installation, dismantling, and redeployment.
- iv. The SDO Property Custodian shall ensure inventory and property tagging of LCS units and components and shall retain custody of dismantled components, including records of maintenance status, storage location, and redeployment history.
- v. The SDO shall designate a focal team for logistics, documentation, monitoring, and reporting and shall manage the LCS lifecycle (maintenance, dismantling, storage, redeployment).

d. Schools

- i. The School Head/Principal shall oversee receipt, assembly, installation, use, and maintenance at school level.

- ii. The School DRRM Coordinator shall facilitate orientations, documentation, and community coordination.
- iii. The School Property Custodian shall safeguard delivered components and maintain updated inventory records.
- e. Suppliers/Service Providers
 - i. Suppliers/service providers shall deliver LCS packages consistent with approved specifications, timelines, and DAED.
 - ii. Suppliers/service providers shall provide technical assistance during assembly, disassembly, and installation.
 - iii. Suppliers/service providers shall provide warranty services, including repair, replacement, or troubleshooting of defective components during the coverage period, and shall provide training and manuals for operation and maintenance.
- f. School Community
 - i. Teaching and non-teaching personnel, parents, learners, and community representatives may participate in feedback activities to assess functionality, usability, and inclusivity of the LCS, as part of monitoring and evaluation.

13. The implementation of the LCS shall follow the indicative timeline below, subject to site conditions and procurement schedules:

- a. Prefabrication (15–30 days): fabricate TLS and TWaSH components consistent with the DAED/BOM; conduct testing and quality checks; conduct pre-assembly to verify system integrity; package securely for transport.
- b. Delivery (3–5 days): transport complete packages to designated sites with permits and documentation; unload all components.
- c. Assembly and installation (5–7 days): assemble TLS, TWaSH, energy, and connectivity systems; provide supplier-led technical assistance and demonstrations; conduct orientations for school personnel on safe use, storage, and maintenance.
- d. Warranty and after-sales support (minimum 1 year): implement supplier warranty coverage; provide technical assistance for redeployment, dismantling, and maintenance as required by contract; submit warranty service reports to the SDO and DRRMS.

14. Monitoring, Reporting, and Feedback Mechanism

- a. Monitoring
 - i. The SDO, in coordination with the RO and DRRMS, shall conduct systematic monitoring throughout prefabrication, delivery, assembly, and post-installation. Monitoring shall verify compliance with DAED, BOM, and safety standards, and shall extend through the warranty period to confirm operation and maintenance.
- b. Reporting
 - i. SDOs shall submit periodic progress and completion reports to the RO, consolidating updates from recipient schools.

- ii. Reports shall cover preventive maintenance activities, dismantling actions, storage status, and redeployment, supported by maintenance logs, inventory records, inspection checklists, photographs, and user feedback.
- iii. ROs shall validate and endorse consolidated reports to the DRRMS for national monitoring.
- c. Feedback mechanism
 - i. School heads, teachers, and learners shall provide feedback through surveys, interviews, or written reports to assess functionality, usability, and inclusivity of the LCS.
 - ii. The DRRMS shall analyze feedback and monitoring results to identify gaps and lessons learned. The DRRMS/RO/SDO shall evaluate supplier performance based on timeliness, compliance with specifications, after-sales support quality, and responsiveness to warranty claims.

15. Safety and Compliance

- a. The Division DRRM Coordinators and Engineers shall apply safety standards and regulatory compliance during deployment and installation.
- b. The SDO may install temporary fencing, barriers, and protective structures around installation areas to prevent unauthorized access and safeguard learners and personnel, as needed based on site risk.
- c. All installation works shall conform to applicable building codes, the Philippine Electrical Code, the Revised Fire Code of the Philippines, and relevant disaster-resilient construction and safety guidelines.
- d. The Division Engineer, assisted by the Regional Engineer and the DRRMS Technical Team, shall certify compliance with safety and quality standards prior to turnover. The SDO shall document inspections and assessments for monitoring and audit.

16. To protect the temporary, modular, and reusable nature of the LCS and to prevent audit disallowances, the following prohibitions shall apply:

- a. Implementing units shall not procure secondhand, refurbished, reconditioned, or non-compliant LCS components.
- b. Implementing units shall not use LCS funds to construct, retrofit, upgrade, or enhance permanent structures, including works that convert the LCS into a permanent building or permanently alters school buildings as a primary output.
- c. Implementing units shall not procure components, quantities, specifications, or brands that deviate from the approved DAED/BOM and Minimum Performance Standards and Specifications, unless the DRRMS issues written approval for the deviation based on validated operational necessity.
- d. Implementing units shall not release, transfer, or deploy LCS components to non-eligible recipients or non-DepEd uses.

- e. Implementing units shall not accept deliveries without inspection, completeness verification, and documented acceptance by the SDO and recipient school.

ENCLOSURE A: REGIONAL AND DIVISION ALLOCATION FOR THE IMPLEMENTATION OF DISASTER PREPAREDNESS-RELATED PROGRAMS, PROJECTS, AND ACTIVITIES (PPAs)

REGION	OFFICE	TOTAL ALLOCATION (PHP)
CAR	<i>Regional Office</i>	530,000.00
CAR	Abra	1,232,000.00
CAR	Apayao	619,000.00
CAR	Baguio City	530,000.00
CAR	Benguet	1,634,000.00
CAR	Ifugao	1,006,000.00
CAR	Kalinga	530,000.00
CAR	Mt. Province	1,035,000.00
CAR	Tabuk City	530,000.00
Sub-Total	— CAR Sub-Total —	7,846,000.00
CARAGA	<i>Regional Office</i>	530,000.00
CARAGA	Agusan del Norte	530,000.00
CARAGA	Agusan del Sur	1,159,000.00
CARAGA	Bayugan City	530,000.00
CARAGA	Bislig City	530,000.00
CARAGA	Butuan City	530,000.00
CARAGA	Cabadbaran City	530,000.00
CARAGA	Dinagat Island	530,000.00
CARAGA	Siargao	530,000.00
CARAGA	Surigao City	530,000.00
CARAGA	Surigao del Norte	530,000.00
CARAGA	Surigao del Sur	1,330,000.00
CARAGA	Tandag City	530,000.00
Sub-Total	— CARAGA Sub-Total —	8,319,000.00
NCR	<i>Regional Office</i>	530,000.00
NCR	Calocan City	530,000.00
NCR	City of San Juan	530,000.00
NCR	Las Piñas City	530,000.00
NCR	Makati City	530,000.00
NCR	Malabon City	530,000.00
NCR	Mandaluyong City	530,000.00
NCR	Manila	530,000.00
NCR	Marikina City	530,000.00
NCR	Muntinlupa City	530,000.00
NCR	Navotas	530,000.00
NCR	Paranaque City	530,000.00
NCR	Pasay City	530,000.00
NCR	Pasig City	530,000.00
NCR	Quezon City	530,000.00
NCR	Taguig City and Pateros	530,000.00
NCR	Valenzuela City	530,000.00
Sub-Total	— NCR Sub-Total —	9,010,000.00

Region I	Regional Office	530,000.00
Region I	Alaminos City	530,000.00
Region I	Batac City	530,000.00
Region I	Candon City	530,000.00
Region I	Dagupan City	530,000.00
Region I	Ilocos Norte	835,000.00
Region I	Ilocos Sur	674,000.00
Region I	La Union	1,483,000.00
Region I	Laoag City	530,000.00
Region I	Pangasinan I, Lingayen	2,102,000.00
Region I	Pangasinan II, Binalonan	1,748,000.00
Region I	San Carlos City	530,000.00
Region I	San Fernando City	530,000.00
Region I	Urdaneta City	530,000.00
Region I	Vigan City	530,000.00
Sub-Total	— Region I Sub-Total —	12,142,000.00
Region II	Regional Office	530,000.00
Region II	Batanes	530,000.00
Region II	Cagayan	2,031,000.00
Region II	Cauayan City	530,000.00
Region II	City of Ilagan	530,000.00
Region II	Isabela	3,193,000.00
Region II	Nueva Vizcaya	1,387,000.00
Region II	Quirino	530,000.00
Region II	Santiago City	530,000.00
Region II	Tuguegarao City	530,000.00
Sub-Total	— Region II Sub-Total —	10,321,000.00
Region III	Regional Office	530,000.00
Region III	Angeles City	530,000.00
Region III	Aurora	564,000.00
Region III	Balanga City	530,000.00
Region III	Baliwag City	669,000.00
Region III	Bataan	1,507,000.00
Region III	Bulacan	530,000.00
Region III	Cabanatuan City	530,000.00
Region III	City of San Jose Del Monte	530,000.00
Region III	Gapan City	530,000.00
Region III	Mabalacat City	530,000.00
Region III	Malolos City	530,000.00
Region III	Meycauayan City	530,000.00
Region III	Nueva Ecija	2,596,000.00
Region III	Olongapo City	530,000.00
Region III	Pampanga	1,488,000.00
Region III	San Fernando City	530,000.00
Region III	San Jose City	530,000.00
Region III	Science City of Muñoz	530,000.00

Region III	Tarlac	969,000.00
Region III	Tarlac City	530,000.00
Region III	Zambales	1,135,000.00
Sub-Total	— Region III Sub-Total —	16,878,000.00
Region IV-A	Regional Office	530,000.00
Region IV-A	Antipolo City	530,000.00
Region IV-A	Bacoor City	530,000.00
Region IV-A	Batangas	1,817,000.00
Region IV-A	Batangas City	530,000.00
Region IV-A	Binan City	530,000.00
Region IV-A	Cabuyao City	530,000.00
Region IV-A	Calamba City	530,000.00
Region IV-A	Cavite	947,000.00
Region IV-A	Cavite City	530,000.00
Region IV-A	Dasmarinas City	530,000.00
Region IV-A	General Trias City	530,000.00
Region IV-A	Imus City	530,000.00
Region IV-A	Laguna	632,000.00
Region IV-A	Lipa City	530,000.00
Region IV-A	Lucena City	530,000.00
Region IV-A	Quezon	2,193,000.00
Region IV-A	Rizal	1,055,000.00
Region IV-A	San Pablo City	530,000.00
Region IV-A	San Pedro City	530,000.00
Region IV-A	Sta. Rosa City	530,000.00
Region IV-A	Sto. Tomas City	530,000.00
Region IV-A	Tanauan City	530,000.00
Region IV-A	Tayabas City	530,000.00
Sub-Total	— Region IV-A Sub-Total —	16,714,000.00
Region IV-B	Regional Office	530,000.00
Region IV-B	Calapan City	530,000.00
Region IV-B	Marinduque	530,000.00
Region IV-B	Occidental Mindoro	632,000.00
Region IV-B	Oriental Mindoro	1,361,000.00
Region IV-B	Palawan	2,156,000.00
Region IV-B	Puerto Princesa City	530,000.00
Region IV-B	Romblon	729,000.00
Sub-Total	— Region IV-B Sub-Total —	6,998,000.00
Region V	Regional Office	1,095,000.00
Region V	Albay	2,032,000.00
Region V	Camarines Norte	626,000.00
Region V	Camarines Sur	3,890,000.00
Region V	Catanduanes	808,000.00
Region V	Iriga City	530,000.00
Region V	Legaspi City	530,000.00
Region V	Ligao City	530,000.00

Region V	Masbate	530,000.00
Region V	Masbate City	530,000.00
Region V	Naga City	530,000.00
Region V	Sorsogon	1,195,000.00
Region V	Sorsogon City	530,000.00
Region V	Tabaco City	530,000.00
Sub-Total	— Region V Sub-Total —	13,886,000.00
Region VI	Regional Office	648,000.00
Region VI	Aklan	530,000.00
Region VI	Antique	2,037,000.00
Region VI	Capiz	798,000.00
Region VI	Guimaras	530,000.00
Region VI	Iloilo	2,045,000.00
Region VI	Iloilo City	530,000.00
Region VI	Passi City	530,000.00
Region VI	Roxas City	530,000.00
Sub-Total	— Region VI Sub-Total —	8,178,000.00
Region VII	Regional Office	530,000.00
Region VII	Bogo City	530,000.00
Region VII	Bohol	4,058,000.00
Region VII	Carcar City	530,000.00
Region VII	Cebu	3,287,000.00
Region VII	Cebu City	530,000.00
Region VII	City of Naga, Cebu	530,000.00
Region VII	Danao City	530,000.00
Region VII	Lapu-Lapu City	530,000.00
Region VII	Mandaue City	530,000.00
Region VII	Tagbilaran City	530,000.00
Region VII	Talisay City	530,000.00
Region VII	Toledo City	530,000.00
Sub-Total	— Region VII Sub-Total —	13,175,000.00
Region VIII	Regional Office	530,000.00
Region VIII	Baybay City	530,000.00
Region VIII	Biliran	530,000.00
Region VIII	Borongan City	530,000.00
Region VIII	Calbayog City	530,000.00
Region VIII	Catbalogan City	530,000.00
Region VIII	Eastern Samar	1,583,000.00
Region VIII	Leyte	4,676,000.00
Region VIII	Maasin City	530,000.00
Region VIII	Northern Samar	2,287,000.00
Region VIII	Ormoc City	530,000.00
Region VIII	Samar (Western Samar)	1,910,000.00
Region VIII	Southern Leyte	673,000.00
Region VIII	Tacloban City	530,000.00
Sub-Total	— Region VIII Sub-Total —	15,899,000.00

Region IX	Regional Office	530,000.00
Region IX	Dapitan City	530,000.00
Region IX	Dipolog City	530,000.00
Region IX	Isabela City	530,000.00
Region IX	Pagadian City	530,000.00
Region IX	Sulu	1,714,000.00
Region IX	Zamboanga City	530,000.00
Region IX	Zamboanga del Norte	1,937,000.00
Region IX	Zamboanga del Sur	2,078,000.00
Region IX	Zamboanga Sibugay	1,291,000.00
Sub-Total	— Region IX Sub-Total —	10,200,000.00
Region X	Regional Office	530,000.00
Region X	Bukidnon	2,318,000.00
Region X	Cagayan de Oro City	530,000.00
Region X	Camiguin	530,000.00
Region X	El Salvador	530,000.00
Region X	Gingoog City	530,000.00
Region X	Iligan City	530,000.00
Region X	Lanao del Norte	1,172,000.00
Region X	Malaybalay City	530,000.00
Region X	Misamis Occidental	997,000.00
Region X	Misamis Oriental	832,000.00
Region X	Oroquieta City	530,000.00
Region X	Ozamis City	530,000.00
Region X	Tangub City	530,000.00
Region X	Valencia City	530,000.00
Sub-Total	— Region X Sub-Total —	11,149,000.00
Region XI	Regional Office	790,000.00
Region XI	Davao City	1,273,000.00
Region XI	Davao De Oro	1,515,000.00
Region XI	Davao del Norte	530,000.00
Region XI	Davao del Sur	530,000.00
Region XI	Davao Occidental	530,000.00
Region XI	Davao Oriental	632,000.00
Region XI	Digos City	530,000.00
Region XI	Island Garden City of Samal	530,000.00
Region XI	Mati City	530,000.00
Region XI	Panabo City	530,000.00
Region XI	Tagum City	530,000.00
Sub-Total	— Region XI Sub-Total —	8,450,000.00
Region XII	Regional Office	626,000.00
Region XII	General Santos City	530,000.00
Region XII	Kidapawan City	530,000.00
Region XII	Koronadal City	530,000.00
Region XII	North Cotabato	2,538,000.00
Region XII	Sarangani	1,234,000.00

Region XII	South Cotabato	752,000.00
Region XII	Sultan Kudarat	825,000.00
Region XII	Tacurong City	530,000.00
Sub-Total	— Region XII Sub-Total —	8,095,000.00
NIR	Regional Office	838,000.00
NIR	Bacolod City	530,000.00
NIR	Bago City	530,000.00
NIR	Bais City	530,000.00
NIR	Bayawan City	530,000.00
NIR	Cadiz City	530,000.00
NIR	Canlaon City	530,000.00
NIR	Dumaguete City	530,000.00
NIR	Escalante City	530,000.00
NIR	Guihulngan City	530,000.00
NIR	Himamaylan City	530,000.00
NIR	Kabankalan City	530,000.00
NIR	La Carlota City	530,000.00
NIR	Negros Occidental	1,657,000.00
NIR	Negros Oriental	1,234,000.00
NIR	Sagay City	530,000.00
NIR	San Carlos City	530,000.00
NIR	Silay City	530,000.00
NIR	Sipalay City	530,000.00
NIR	Siquijor	530,000.00
NIR	Tanjay City	530,000.00
NIR	Victorias City	530,000.00
Sub-Total	— NIR Sub-Total —	13,799,000.00
GRAND TOTAL		190,859,000.00

**ENCLOSURE B:
PRESCRIBED SERVICE
AGREEMENT FOR CONTRACT OF
SERVICE (COS) STAFF**

SERVICE AGREEMENT

FIRST PARTY	SECOND PARTY
DEPARTMENT OF EDUCATION (DEPED)	Name
Address	TTN
Representative	Address
TERMS AND CONDITIONS	
Office/Place of Assignment	
Contract Period	Comparable Position/Position
Basic Service Fee per month	Premium Pay
GENERAL PROVISIONS	
<p>1. The PARTIES expressly agree that this Service Agreement shall be governed by and strictly comply with CSC-COA-DBM Joint Circular (JC) No. 01, Series of 2025, entitled "Guidelines on the Engagement of Contract of Service and Job Order Workers in the Government," jointly issued by the appropriate oversight agencies. The engagement of the SECOND PARTY, including but not limited to the nature of services, duration of engagement, compensation, allowable benefits, and limitations, shall at all times conform to the provisions of the said Joint Circular and other pertinent civil service, budgeting, accounting, auditing, and procurement laws, rules, and regulations.</p>	<p>9. The SECOND PARTY may be allowed to travel only if it is: a) local; and b) required in the performance of [his/her] duties, as indicated in the TOR, subject to compliance with applicable laws, rules and regulations. The SECOND PARTY cannot go on official travels abroad at the expense of the government. Similarly, The SECOND PARTY is not entitled to local and foreign training programs, seminars, conferences, and other similar gatherings that are facilitated, conducted, or sponsored at the expense of the FIRST PARTY.</p>
<p>2. The FIRST PARTY engages the services of the SECOND PARTY at the rate equivalent to Php 22,000.00 plus premium pay and is expected to perform the functions detailed in the Terms of Reference attached hereto as "Annex A", which is made an integral part hereof. This notwithstanding, the SECOND PARTY cannot perform work rendered by regular personnel of the FIRST PARTY, unless necessary in the exigency of service.</p>	<p>10. The SECOND PARTY shall NOT be entitled to the benefits granted to regular plantilla employees, such as PERA, RATA, mid-year bonus, productivity incentive, thirteenth month pay, Christmas bonus, cash gifts, and other similar benefits under pertinent CSC, DBM, and COA laws, directives, policies, circulars, rules, and regulations on the matter.</p>
<p>3. The SECOND PARTY must render work for at least five (5) days a week or whenever required to perform work. The SECOND PARTY must, twice a month, submit to the Personnel Division (PD) his/her detailed Accomplishment Report (AR) and Daily Time Record (DTR) signed by his/her immediate supervisor.</p>	<p>11. Nothing in this Agreement shall be construed as a guarantee for a permanent position or regularization of the SECOND PARTY. This notwithstanding, the SECOND PARTY may be considered for appointment to vacant plantilla positions in the FIRST PARTY's Organization Structure and Staffing Pattern, subject to existing Civil Service laws, rules and regulations.</p>
<p>4. The SECOND PARTY may be allowed to adopt Flexible Working Arrangements (FWA) subject to approval of the head of the respective functional office assigned strictly complying the Department Order (DO) No. 004 series of 2025, also known as the "Guidelines on the Adoption of the Flexible Work Arrangement in the Department of Education". Further, the same shall likewise be entitled to other benefits and privileges subject to any subsequent DepEd Order that may authorize such entitlement.</p>	<p>12. During the first six (6) months of effectivity of this Agreement, the FIRST PARTY shall evaluate the performance of the SECOND PARTY, and upon the results thereof, determine whether or not to continue engaging the services of the latter for the next six (6) months, which shall in no case go beyond the current calendar year, subject to the availability of funds and continued need for the latter's services.</p>
<p>5. The FIRST PARTY may, in its discretion, transfer the SECOND PARTY to another, or additional, place of assignment, in a temporary or permanent capacity, without any change in the emoluments and other monetary privileges, taking into consideration the latter's background and qualifications.</p>	<p>13. For the duration of this Agreement and for a period of six (6) months from its expiry or termination, the SECOND PARTY shall be prohibited from being engaged or otherwise employed by any private person or entity that has an existing contract with the FIRST PARTY.</p>
<p>6. The engagement of the SECOND PARTY shall be governed by the provisions, prohibitions, and limitations, including the qualifications and disqualifications, laid down in existing DEPED Orders, and other relevant laws, circulars, and issuances.</p>	<p>14. The FIRST PARTY may, from time to time, subject the SECOND PARTY to random tests for prohibited or regulated drugs to ensure his/her fitness for the job or work to be performed.</p>
<p>7. There shall be NO employer-employee relationship between the Parties arising from, as a result of, or in relation to this Agreement. The SECOND PARTY shall neither be covered by the Civil Service Rules and Regulations for plantilla or regular personnel, nor shall his/her services rendered be credited as government service. Nevertheless, s/he shall be covered by the CSC-COA-DBM JC No. 1 s. 2025, as amended, and other relevant and applicable laws, policies, circulars, rules and regulations.</p>	<p>15. The SECOND PARTY shall assign to the FIRST PARTY all intellectual property rights, including, but not limited to, patents, copyright, utility model, and related rights arising from the services that the former will render to the latter, in exchange for the service fee that the SECOND PARTY receives in connection with his/her duties and responsibilities under this Agreement. The SECOND PARTY shall execute all documents, and do all acts as may be deemed necessary by the FIRST PARTY, to give effect to this provision.</p>
<p>8. The SECOND PARTY warrants that s/he is of good moral standing and has not been previously dismissed by reason of any administrative or criminal case, and that s/he possesses the qualifications, education, experience, skills, or expertise required to perform the services, as indicated in Section V.I. of OO-OSEC-2023-023, as amended.</p>	<p>16. The provisions of relevant issuances, circulars, and department orders shall form an integral part hereof. In addition, all relevant laws, rules and regulations also apply and govern this Agreement.</p>

<p>SERVICE FEE, OTHER REMUNERATIONS & FUNDING</p>	<p>NON-DISCLOSURE OF CONFIDENTIAL INFORMATION</p>
<p>1. The amounts due to the SECOND PARTY as Service Fee shall be payable in two (2) equal payments, subject to the existing guidelines on payment of Contract of Service, supported by the SECOND PARTY's duly approved AR and DTR, and subject to applicable government taxes.</p> <p>2. The SECOND PARTY is entitled to be paid on work suspensions declared through supporting documentation/s and other applicable legal bases, which shall not be treated as absences and deduction/s from the Service Fee. The same shall be applied for non-working holidays provided that the SECOND PARTY shall be able to render at least eight (8) working hours on the day immediately before or after the declared non-working holiday/s. An exemption shall apply as provided on Item No. 3.</p> <p>3. The SECOND PARTY shall not be paid on work suspensions and non-working holidays WITHIN the weeks that the SECOND PARTY has been absent for AT LEAST fifteen (15) working days, except force majeure and health-related circumstances supported by pertinent documentations determined sufficient by the FIRST PARTY.</p> <p>4. The SECOND PARTY is entitled to premium pay and overtime pay, provided that the activities which may warrant the rendition of overtime services, based on the corresponding remuneration rate and its adjustment under the contract, in accordance with the existing guidelines of DepEd, and subject to availability of funds therefore, and under strict compliance with the budgeting, accounting, and auditing rules and regulations.</p> <p>5. The SECOND PARTY may be allowed to claim transportation and other related expenses incurred during official and /or project-related local travels related to SECOND PARTY's functions as may be chargeable against the applicable funds of the FIRST PARTY covering the period of this Agreement, in accordance with existing DepEd Issuances and Executive Order No. 77, s. 2019, and subject to availability of funds therefore, and under strict compliance with the budgeting, accounting, and auditing rules and regulations.</p> <p>6. This Agreement shall be funded from the General Appropriations Act (GAA 2026) Fund for the fiscal year covering the effectivity period of this Agreement.</p>	<p>1. All the information received by the SECOND PARTY in connection with the services rendered to the FIRST PARTY and marked or indicated in any way as proprietary and/or confidential shall not be disclosed or given to any third party. In case of doubt, the information shall be treated as confidential, except under the following circumstances:</p> <ol style="list-style-type: none"> Information already known or obliged by the receiving party by independent means through no breach of any obligation of confidentiality. However, when such information becomes an integral component of the DEPED on any of its undertaking, they shall be deemed as proprietary and/or confidential; Information in the public domain; Information required to be disclosed by law or pursuant to an order of the Court, or at the direction of any competent government authority; and Information that the FIRST PARTY agrees in writing that the SECOND PARTY may disclose to third parties. <p>2. The SECOND PARTY strictly observe the confidentiality of all procurement-related information and documents, including but not limited to bidding documents, supplemental bid bulletins, resolutions, position papers, and other internal communications. No said confidential information shall be disclosed, shared, or otherwise divulged, in whatever form, to any prospective bidder, supplier, contractor, consultant, or to any person – natural or judicial - who has direct or indirect interest in the project to be procured, or to any other party, prior to the official release of the said information or document to the public, except to those duly authorized by the FIRST PARTY in the official handling thereof.</p> <p>3. The foregoing obligations on confidentiality and non-disclosure of confidential information shall survive and subsist even after the expiration or termination of this Agreement. The breach or violation of the foregoing provisions shall be ground for the FIRST PARTY to exercise its rights against the SECOND PARTY, including immediate termination of the contract, without prejudice with all relevant laws, rules, regulations, and issuances, in addition to this Agreement.</p>
<p>TERMINATION OF AGREEMENT</p>	
<p>1. Either Party may pre-terminate this Agreement, by sending written notice to the other Party, at least thirty (30) days prior to the intended date of termination. The receiving Party may expressly waive the 30-day waiting period and opt for the immediate termination of this Agreement.</p>	
<p>2. The FIRST PARTY may immediately terminate this Agreement, at any period upon written notice to the SECOND PARTY, for unsatisfactory performance, conflict of interest, or for any of the grounds enumerated under Office Order OO-OSEC-2023-023 dated 13 February 2023. In addition, any violation of the warranties or provisions under this Agreement is a ground for termination.</p>	
<p>TURN OVER AND CLEARANCE REQUIREMENTS</p>	<p>DISPUTE RESOLUTION</p>
<p>1. The SECOND PARTY shall, within thirty (30) days after either the expiration or the notice of termination of this Agreement, and without need of any demand:</p> <ol style="list-style-type: none"> Turn over to the FIRST PARTY all files, records, programs, reports, official documents, codes, security keys, and other departmental equipment, items, and assets that are in his possession and custody. Secure the Clearance from All Accountabilities duly approved by the FIRST PARTY. 	<p>1. The Agreement shall be construed, interpreted, and governed by the laws of the Philippines. Any conflict or dispute arising out of this Agreement or the interpretation of any provision hereof shall be settled amicably, through the authorized representatives of the Parties, within thirty (30) days from written notice of either Party, specifying the alleged dispute, and the proposed schedule for the resolution thereof, which must be finalized within five (5) days from issuance of the aforementioned written notice.</p>
<p>2. The SECOND PARTY shall submit the duly approved Clearance from All Accountabilities as a condition precedent to the release of his/her final Service Fee payment.</p>	<p>2. If the Parties fail to settle their conflict or dispute amicably, either Party may initiate to settle any conflict or dispute through alternative dispute resolution mechanisms in DepEd.</p>
	<p>3. In case of failure to settle any conflict or dispute through alternative dispute resolution mechanisms in DepEd, suits for any breach of this Agreement shall only be instituted in the court of competent jurisdiction in Pasig City, to the exclusion of all other courts.</p>
<p>IN WITNESS WHEREOF, the Parties have hereunto set their hands this ____ day of ____ 20__ at ____ City, Philippines.</p>	

Regional Director/Schools Division Superintendent

ACKNOWLEDGEMENT

Republic of the Philippines)
) S.S.

Before me, a Notary Public for and in _____ City, on the date and at the place first above written, personally appeared the following:

Name	Gov't Issued ID	Place Issued	Date Issued
1st Party			
2nd Party			

Known to me and to me known to be the same persons who executed the foregoing **Service Agreement** consisting of two (2) pages including this page on which the Acknowledgement is written, and they acknowledged to be the same is their free and voluntary act and deed as well as the free and voluntary act and deed of the organizations herein represented.

IN WITNESS WHEREOF, I have hereunto set my hand and seal on the date above written.

NOTARY PUBLIC

Doc. No. _____;
Page No. _____;
Book No. _____;
Series of 20____.

**ENCLOSURE C:
DETAILED ARCHITECTURAL AND
ENGINEERING DESIGN (DAED)**



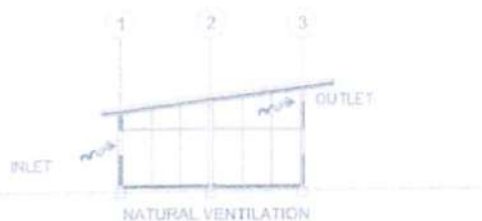
1 PERSPECTIVE
A-1 SCALE NTS

GENERAL NOTES

- DISASTER RESPONSE SYSTEM FOR LEARNING CONTINUITY (DRSLC) A PRE-POSITIONED MODULAR AND PREFABRICATED PACKAGE TO SUPPORT SCHOOL DURING DISASTERS. THE SYSTEM SHOULD BE EASY TO ASSEMBLE AND DISASSEMBLE, ALLOWING FOR RAPID DEPLOYMENT AND RELOCATION AS NEEDED.
- THE DISASTER RESPONSE SYSTEM FOR LEARNING CONTINUITY (DRSLC) CORE COMPONENTS:
 - TEMPORARY LEARNING SPACES - PREFABRICATED COMPONENTS FOR ROOFING, WALLS, AND STUDS THAT ARE MODULAR, AND DURABLE LEARNING AREAS THAT ARE EASILY DEPLOYABLE AND REUSABLE.
 - TEMPORARY WASH FACILITIES (TWF) - PORTABLE SANITATION UNITS, INCLUDING TOILETS (SEX-SEGREGATED AND PWD-ACCESSIBLE), HANDWASHING STATIONS, RAINWATER HARVESTING OR WATER CONNECTION SYSTEMS, AND PORTABLE SEPTIC TANKS.
 - EMERGENCY POWER STATION - PORTABLE SOLAR-POWERED GENERATORS TO SUPPORT AC/DC LIGHTING AND CHARGING NEEDS.
 - TELECOMMUNICATION SYSTEMS - CONNECTIVITY SOLUTIONS SUPPORTING DISTANCE LEARNING AND COORDINATION, INCLUDING EMERGENCY LOW EARTH ORBIT SATELLITE INTERNET SERVICE.
 - LEARNING CONTINUITY KITS - INSTRUCTIONAL MATERIALS, EMERGENCY KITS, AND SCHOOL SUPPLIES FOR LEARNERS AND TEACHERS.
 - PORTABLE SCHOOL FURNITURE AND BOARDS - FOLDABLE/DESIGNED DESKS, CHAIRS, BLACK/WHITEBOARDS SUITABLE FOR EMERGENCY SETUPS.
- THE DRSLC SHOULD BE INSTALLED IN AN AREA THAT IS FLOOD-FREE AND SITUATED ON A FLAT OR COMPACTED SURFACE. IF FLOODING IS UNAVOIDABLE, ADJUSTMENTS TO THE CONCRETE PEDESTALS SHOULD BE MADE TO ENSURE STABILITY. SCHOOL HEADS, IN COORDINATION WITH THEIR REGIONAL/DIVISION ENGINEERS OR ARCHITECTS, ARE ENCOURAGED TO IDENTIFY A SUITABLE LOCATION FOR THE DRSLC.
- THE DRSLC IS DESIGNED TO MAXIMIZE NATURAL VENTILATION. IT IS RECOMMENDED THAT PROPER SITE PLACEMENT BE CONSIDERED, FOLLOWING THE STANDARDS OUTLINED IN THE EFD MANUAL (2010), TO MINIMIZE SOLAR HEAT LOADS. SCHOOL BUILDINGS SHOULD IDEALLY BE ORIENTED WITH THEIR SHORTER ENDS FACING APPROXIMATELY EAST-WEST AND THEIR LONGER SIDES ALIGNED NORTH-SOUTH, AS SUGGESTED IN THE EFD MANUAL 2010, (P. 33).
- THE CURRENT DESIGN AND SPECIFICATIONS OF THE DRSLC ARE SUBJECT TO CONTINUOUS IMPROVEMENT. CONCERNS, FEEDBACK, AND SUGGESTIONS ARE HIGHLY ENCOURAGED AND SHOULD BE COURSED THROUGH THE REGIONAL/DIVISION ENGINEERS, ARCHITECTS, AND DRRM COORDINATORS. CONSOLIDATED FEEDBACK WILL BE FORWARDED TO DRRMS AND EFD FOR REVIEW AND POTENTIAL ENHANCEMENT OF THE DRSLC DESIGN.



PROPER SITE ORIENTATION



GENERAL DESIGN PRINCIPLE

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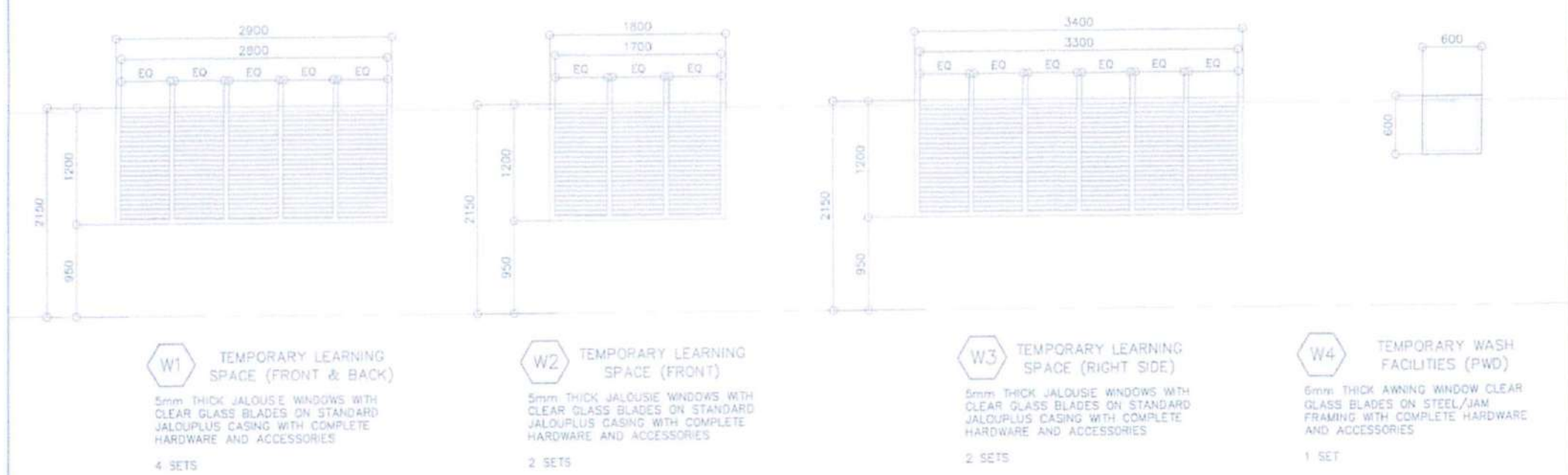
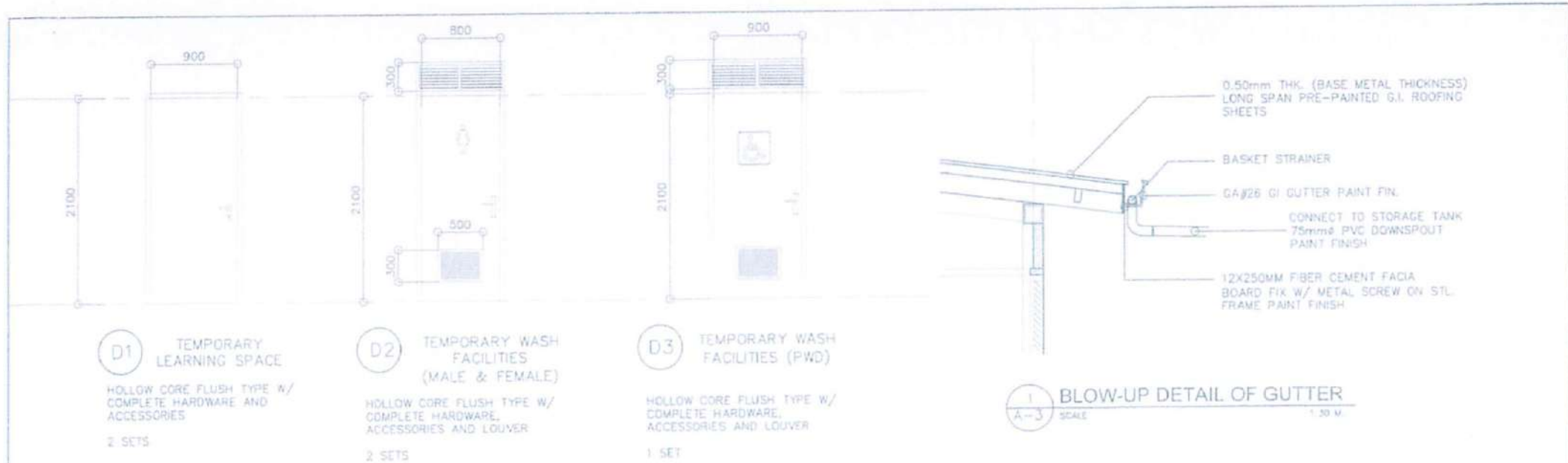
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WATERLINE LAYOUT
SANITARY LINE LAYOUT
GENERAL NOTES
LEGEND
STORAGE TANK PEDESTAL DETAIL

P-2
DRAINAGE LINE LAYOUT
ISOMETRIC DIAGRAM WATER LINE,
SANITARY & DRAINAGE LINE
LAYOUT
RAIN WATER HARVESTING
SYSTEM DIAGRAM

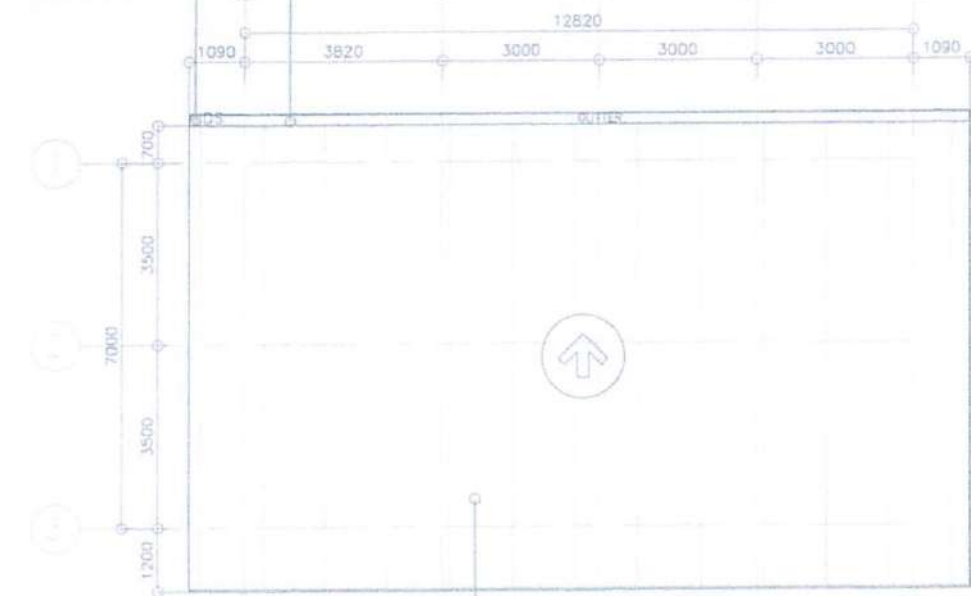


2 SCHEDULE OF DOORS AND WINDOWS
SCALE 1:40 M.

	DESIGNER PROJECT MANAGER CHECKED BY APPROVED BY	ARCHITECT PROJECT MANAGER CHECKED BY APPROVED BY	STRUCTURAL ENGINEER PROJECT MANAGER CHECKED BY APPROVED BY	MECHANICAL ENGINEER PROJECT MANAGER CHECKED BY APPROVED BY	ELECTRICAL ENGINEER PROJECT MANAGER CHECKED BY APPROVED BY	CIVIL ENGINEER PROJECT MANAGER CHECKED BY APPROVED BY	ENVIRONMENTAL ENGINEER PROJECT MANAGER CHECKED BY APPROVED BY	SAFETY ENGINEER PROJECT MANAGER CHECKED BY APPROVED BY	QUALITY CONTROL PROJECT MANAGER CHECKED BY APPROVED BY	PROJECT MANAGER PROJECT MANAGER CHECKED BY APPROVED BY	PROJECT MANAGER PROJECT MANAGER CHECKED BY APPROVED BY	PROJECT MANAGER PROJECT MANAGER CHECKED BY APPROVED BY

ALL DIMENSIONS ARE IN METERS UNLESS OTHERWISE SPECIFIED.
 ALL DIMENSIONS ARE IN METERS UNLESS OTHERWISE SPECIFIED.
 ALL DIMENSIONS ARE IN METERS UNLESS OTHERWISE SPECIFIED.

GA#26 GI GUTTER
PAINT FIN.
CONNECT TO
STORAGE TANK

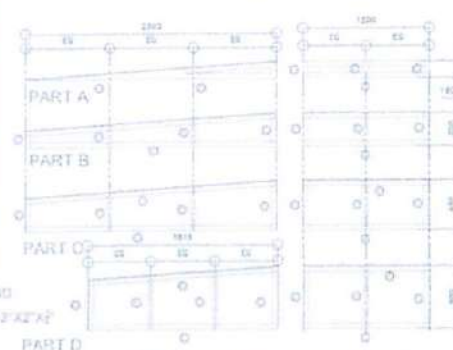


0.50mm THK. (BASE METAL THICKNESS)
LONG SPAN PRE-PAINTED G.I. ROOFING
SHEETS

ADDITIONAL DOUBLE BUBBLE, DOUBLED
FOILED ROOFING INSULATION

1 ROOF PLAN
SCALE 1:100 M.

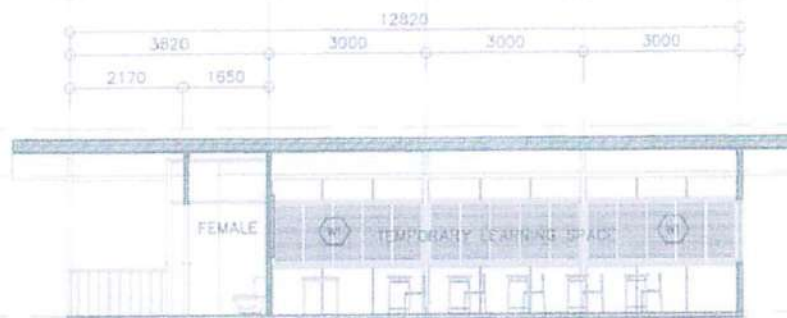
LEGEND
⊙ 1-2" X 2" X 1/4"



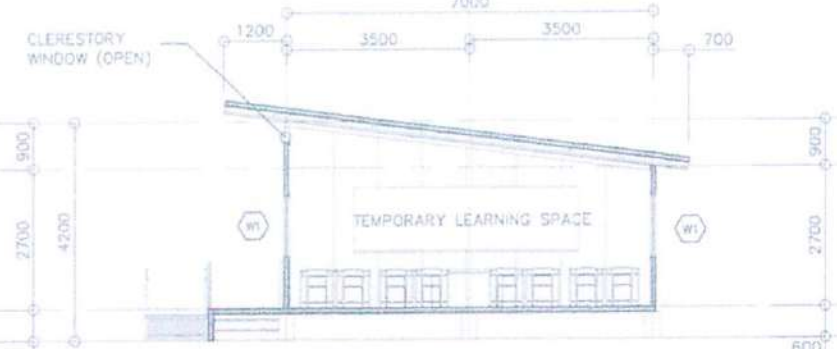
2 DETAIL OF RAMP
SCALE 1:50 M.

3 DETAIL OF STAIR AND HAND RAIL
SCALE 1:50 M.

TOP OF UPPER BEAM
TOP OF LOWER BEAM
FINISH FLOOR LINE
NATURAL GRADE LINE



4 LONGITUDINAL SECTION
SCALE 1:100 M.

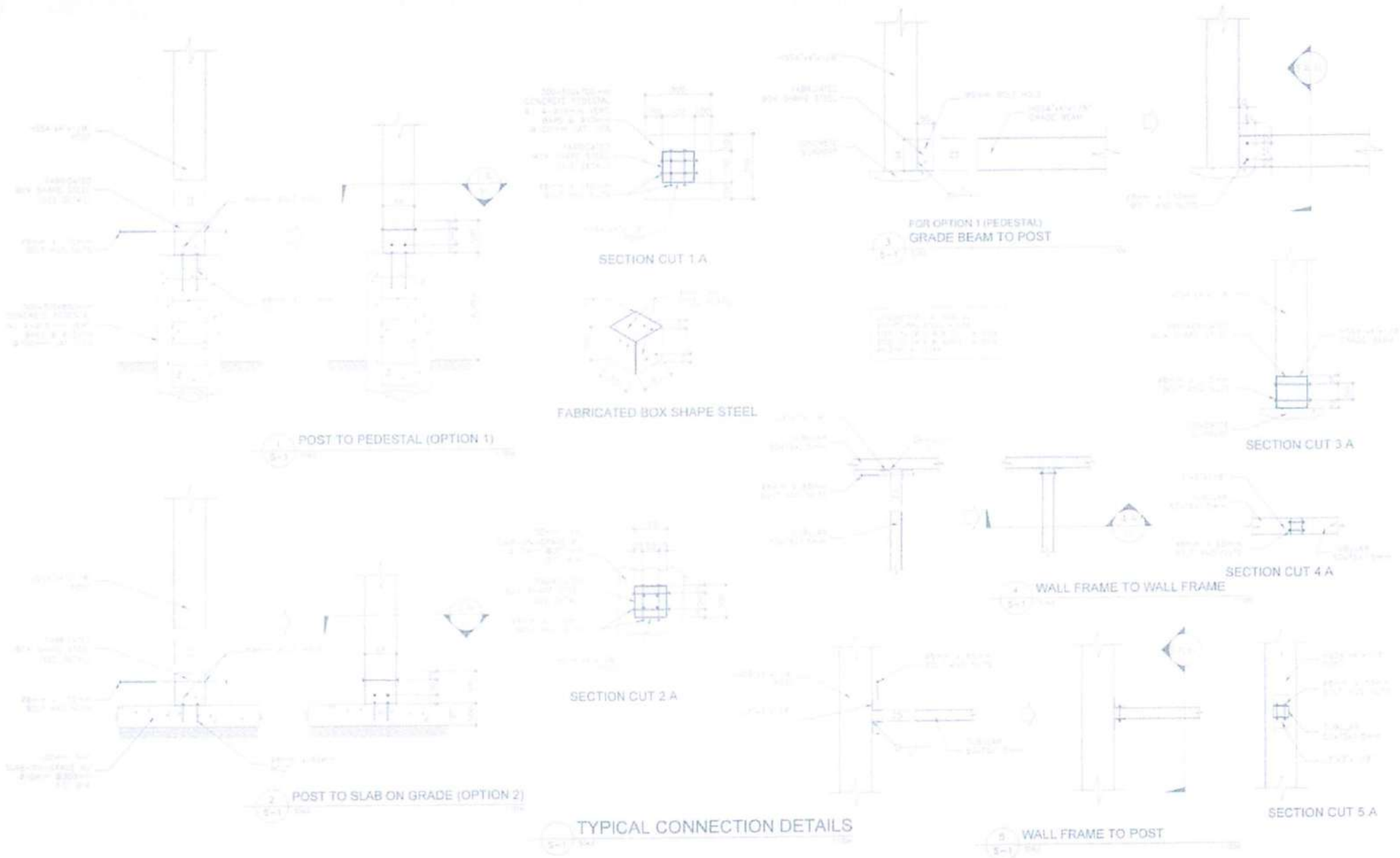


5 CROSS SECTION
SCALE 1:100 M.



PROJECT NO. 2023-0112 PROJECT DEVELOPER: DEPARTMENT OF EDUCATION - CAGAYAN PROJECT MANAGER: [Signature] PROJECT ENGINEER: [Signature]	ARCHITECT: [Signature] ARCHITECT FIRM: [Signature] ARCHITECT: [Signature] ARCHITECT FIRM: [Signature]	STRUCTURAL ENGINEER: [Signature] STRUCTURAL ENGINEERING FIRM: [Signature]	ELECTRICAL ENGINEER: [Signature] ELECTRICAL ENGINEERING FIRM: [Signature]	MECHANICAL ENGINEER: [Signature] MECHANICAL ENGINEERING FIRM: [Signature]	CIVIL ENGINEER: [Signature] CIVIL ENGINEERING FIRM: [Signature]	ENVIRONMENTAL ENGINEER: [Signature] ENVIRONMENTAL ENGINEERING FIRM: [Signature]	SAFETY ENGINEER: [Signature] SAFETY ENGINEERING FIRM: [Signature]	PROJECT MANAGER: [Signature] PROJECT MANAGER FIRM: [Signature]
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PROJECT TITLE: PROPOSED DISASTER RESPONSE SYSTEM FOR LEARNING CONTINUITY (DRSC)	DEPARTMENT OF EDUCATION DISTRICT OFFICE - CAGAYAN	DRAWING NO.: DRSC-2023-0112-01	DATE: 2023-01-12	PROJECT NO.: 2023-0112	PROJECT NAME: PROPOSED DISASTER RESPONSE SYSTEM FOR LEARNING CONTINUITY (DRSC)	PROJECT LOCATION: DISTRICT OFFICE - CAGAYAN	PROJECT OWNER: DEPARTMENT OF EDUCATION	PROJECT MANAGER: [Signature]	PROJECT ENGINEER: [Signature]	PROJECT ARCHITECT: [Signature]	PROJECT STRUCTURAL ENGINEER: [Signature]	PROJECT ELECTRICAL ENGINEER: [Signature]	PROJECT MECHANICAL ENGINEER: [Signature]	PROJECT SAFETY ENGINEER: [Signature]	PROJECT CIVIL ENGINEER: [Signature]	PROJECT ENVIRONMENTAL ENGINEER: [Signature]
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TYPICAL CONNECTION DETAILS



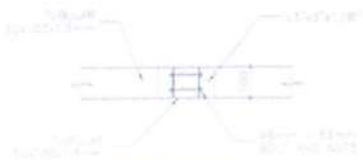
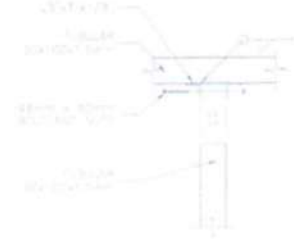
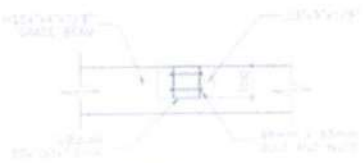
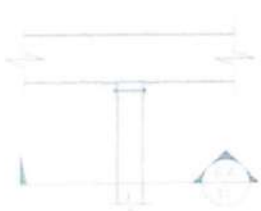
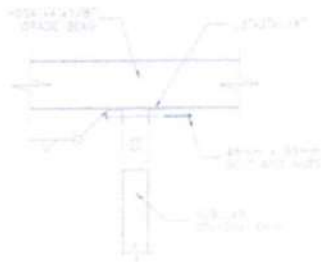
 PROJECT ENGINEER OFFICE OF THE SUPERVISOR OF TECHNICAL EDUCATION DIVISION OFFICE - CALABARZON	 ARCHITECT OFFICE OF THE ARCHITECT DEPARTMENT OF EDUCATION DIVISION OFFICE - CALABARZON	 STRUCTURAL ENGINEER OFFICE OF THE STRUCTURAL ENGINEER DEPARTMENT OF EDUCATION DIVISION OFFICE - CALABARZON	 MECHANICAL ENGINEER OFFICE OF THE MECHANICAL ENGINEER DEPARTMENT OF EDUCATION DIVISION OFFICE - CALABARZON	 ELECTRICAL ENGINEER OFFICE OF THE ELECTRICAL ENGINEER DEPARTMENT OF EDUCATION DIVISION OFFICE - CALABARZON	 CIVIL ENGINEER OFFICE OF THE CIVIL ENGINEER DEPARTMENT OF EDUCATION DIVISION OFFICE - CALABARZON
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PROPOSED DISASTER RESPONSE SYSTEM FOR LEARNING CENTRALITY (DRS-CLC)
 BUREAU OF TECHNICAL EDUCATION

DEPARTMENT OF EDUCATION
 DIVISION OFFICE - CALABARZON
 DIVISION OFFICE - CALABARZON

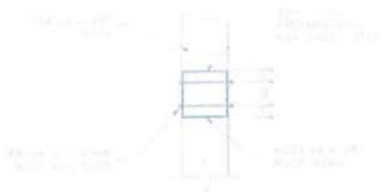
PROJECT NO. 1 SHEET NO. 1 DATE: 2023-08-01	DRAWN BY: [Name] CHECKED BY: [Name] APPROVED BY: [Name]
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NOTES: 1. ALL DIMENSIONS ARE IN METERS UNLESS OTHERWISE SPECIFIED. 2. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE SPECIFIED. 3. ALL DIMENSIONS ARE TO CENTERLINE UNLESS OTHERWISE SPECIFIED. 4. ALL DIMENSIONS ARE TO CENTERLINE UNLESS OTHERWISE SPECIFIED.



FOR OPTION 1 (PEDESTAL)
FLOOR JOIST TO GRADE BEAM

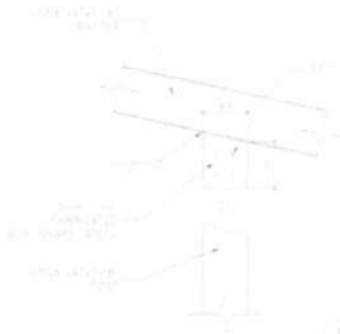
FOR OPTION 1 (PEDESTAL)
FLOOR JOIST TO FLOOR JOIST



ROOF BEAM TO POST

SECTION CUT 8 A

SECTION



SECTION CUT 9 A

NOTE: HEIGHT OF THE PEDESTAL FROM
FINISH GRADE TO TOP OF GRADE BEAM SHALL BE
CALCULATED CONSIDERING WINDSPEED
EXCEEDED AT JOIST IN THE JOISTS



PLAN

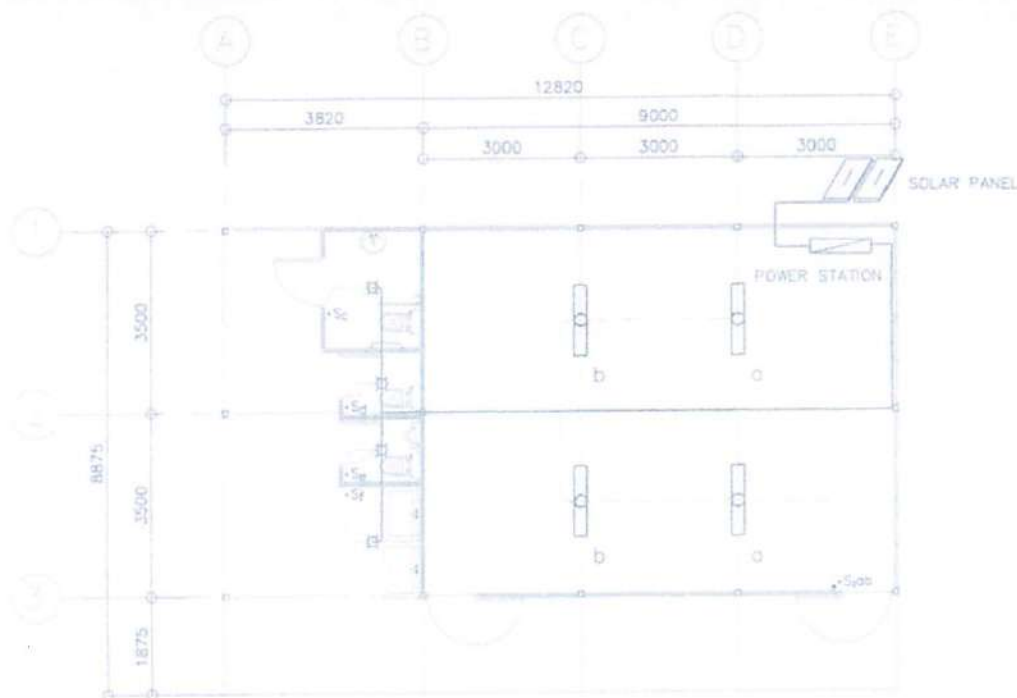
RAFTER TO POST

PEDESTAL DETAIL

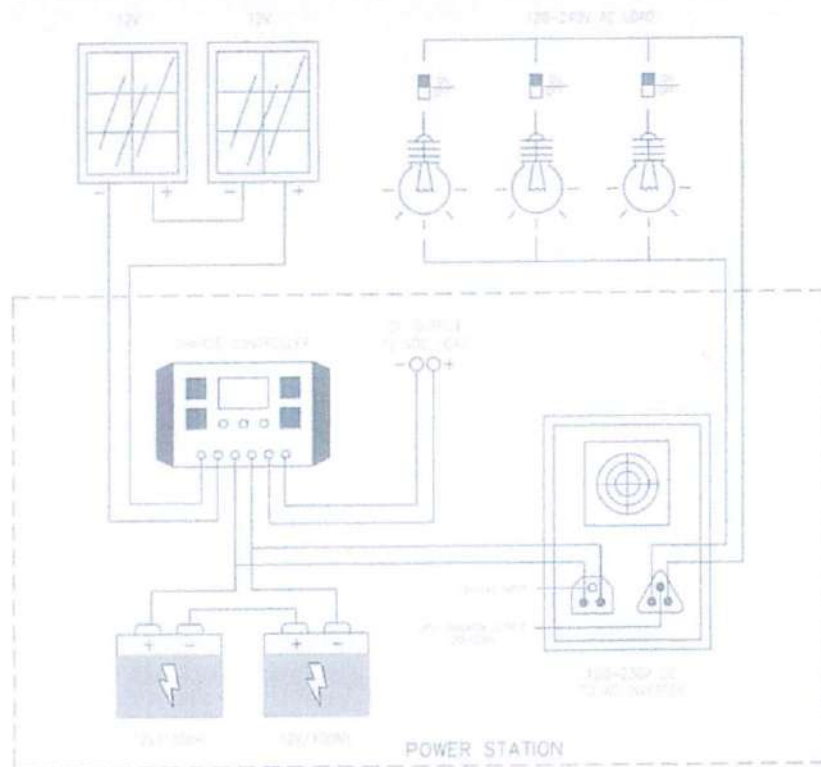
TYPICAL CONNECTION DETAILS

	DESIGNER	CHECKER	ENGINEER	ARCHITECT	CONSULTANT	CLIENT	APPROVER	APPROVER	APPROVER
PROPOSED DISASTER RESPONSE SYSTEM FOR LEARNING CONTINUITY (DRS-C)						DEPARTMENT OF EDUCATION - DORDE		TYPICAL CONNECTION DETAIL	

1. All drawings are prepared in metric units unless otherwise specified. Dimensions in millimeters shall be rounded off to the nearest millimeter. Dimensions in meters shall be rounded off to the nearest two decimal places.



1 LIGHTING LAYOUT
SCALE: 1:100 M.



2 SINGLE LINE DIAGRAM
SCALE: NTS

GENERAL NOTES

- ALL ELECTRICAL WORKS SHALL COMPLY WITH THESE PLANS AND SPECIFICATIONS, AS WELL AS THE APPLICABLE PROVISIONS OF THE LATEST EDITION OF THE PHILIPPINE ELECTRICAL CODE (PEC).
- THE WIRING METHOD SHALL UTILIZE RIGID STEEL CONDUIT (RSC) FOR LIGHTING, POWER RECEPTACLES, BRANCH CIRCUITS, AND AUXILIARY SYSTEMS.
- ALL MATERIALS USED SHALL BE BRAND-NEW, OF APPROVED TYPE, AND SUITABLE FOR THE SPECIFIC LOCATION AND INTENDED PURPOSE.
- ALL ELECTRICAL WORKS SHALL BE EXECUTED WITH THE HIGHEST LEVEL OF WORKMANSHIP AND PROPERLY INSTALLED IN ACCORDANCE WITH INDUSTRY STANDARDS.
- THE POWER STATION SPECIFICATIONS SHALL ENSURE THE HIGHEST STANDARDS AND OPTIMAL PERFORMANCE FOR SUPPLYING LIGHTING IN THE DISASTER RESPONSE SYSTEM FOR LEARNING CONTINUITY (DRSLC), WHILE ALSO PROVIDING OUTLETS FOR CHARGING AND OTHER MINOR POWER REQUIREMENTS.
- THE POWER STATION, POWERED BY SOLAR PANELS, SHALL SERVE AS THE PRIMARY SOURCE OF ELECTRICITY FOR THE DRSLC. PROPER UTILIZATION OF THE POWER STATION MUST BE STRICTLY OBSERVED TO MAXIMIZE EFFICIENCY.
- THE POWER STATION MUST BE INSTALLED IN A DRY, WELL-VENTILATED AREA, FREE FROM ANY EXPOSURE TO WATER, AND POSITIONED TO PREVENT DIRECT CONTACT BY LEARNERS FOR SAFETY PURPOSES.

LEGEND

	1 X 18W COMPACT FLOURESCENT LAMP WITH MEDIUM BASE, KEYLESS TYPE PORCELAIN RECEPTACLE
	2 X 40W FLOURESCENT LAMP, T5
	ONE GANG DEVICE SWITCH
	TWO GANG DEVICE SWITCH
	POWER STATION
	SOLAR PANEL

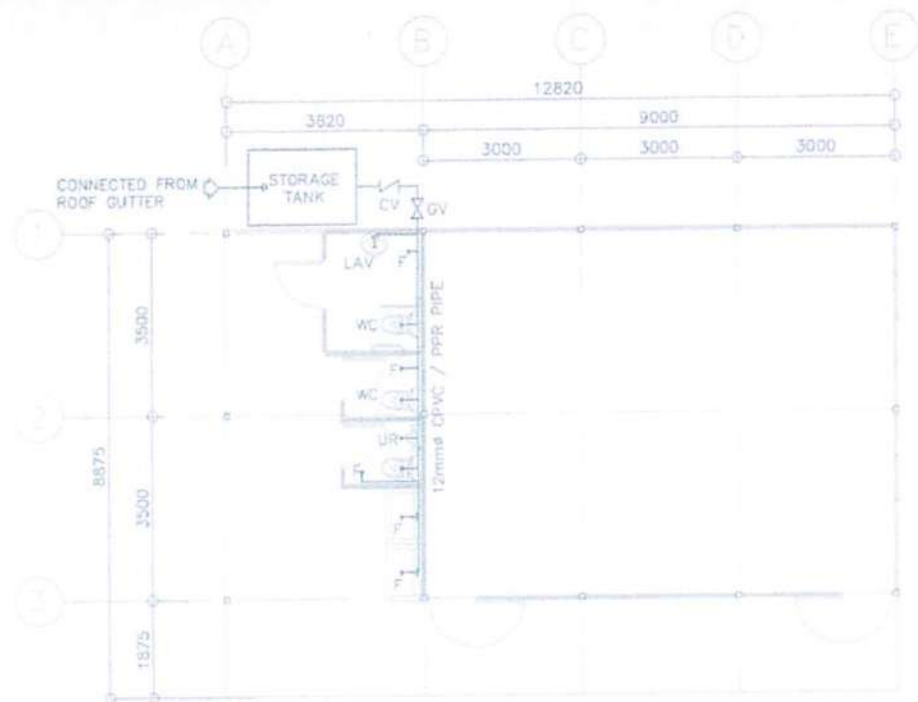
LOAD SCHEDULE

CMT. NO.	DESCRIPTION	V/A LOAD	AMPS	CIRCUIT BREAKER			WIRE & CONDUIT SIZE
				VOLT	POLE	A T A P	
1	LIGHT OUTLET • 4 - 18W COMPACT FLOURESCENT LAMP • 2 - 40W T5	360	1.70	230	2	15 30	2 - 2.0 mm ² THHN IN 20mm Ø RSC OR EMBEDDED IN THE POWER STATION
TOTAL		362 VA					
I _L = $\frac{362 \text{ VA}}{230 \text{ V}}$ = 1.70 A		FEEDER : 2 - 14mm ² THHN + 1 - 5.5 mm ² TW (G) @ 25mm Ø RSC					PROTECTION : 15A/50AF, 2P, 230V, 15-40C, SOLT-CH (POWER STATION)

POWER STATION SPECIFICATIONS:

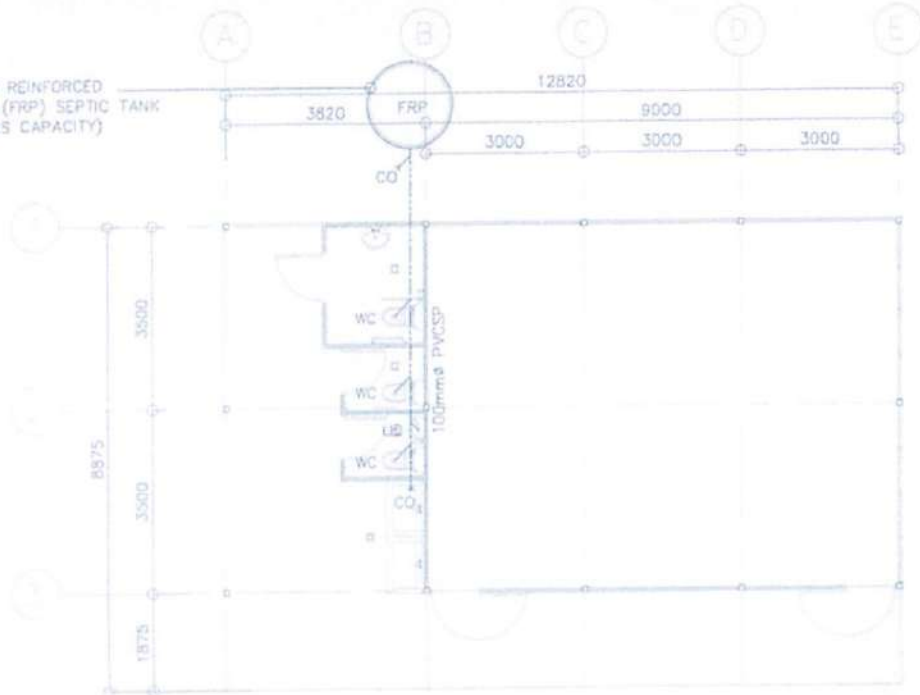
- 2048Wh 2400W BATTERY 220-240V 60Hz
- SOLAR GENERATOR

 DEPARTMENT OF EDUCATION REGIONAL OFFICE - CALABARZON DIVISION OFFICE - BATAVIA	 DIVISION OFFICE ENGINEER ELECTRICAL ENGINEERING	 PROJECT ENGINEER ELECTRICAL ENGINEERING	 DESIGNER ELECTRICAL ENGINEERING	 CHECKER ELECTRICAL ENGINEERING	 APPROVER ELECTRICAL ENGINEERING	PROPOSED DISASTER RESPONSE SYSTEM FOR LEARNING CONTINUITY (DRSLC)	DEPARTMENT OF EDUCATION DIVISION OFFICE - BATAVIA	DATE SUBMITTED: 04/11/2024 PREPARED BY: [Name] CHECKED BY: [Name] APPROVED BY: [Name]
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1 WATER LINE LAYOUT
SCALE 1:100 M.

FIBERGLASS REINFORCED POLYESTER (FRP) SEPTIC TANK (1000 LITERS CAPACITY)

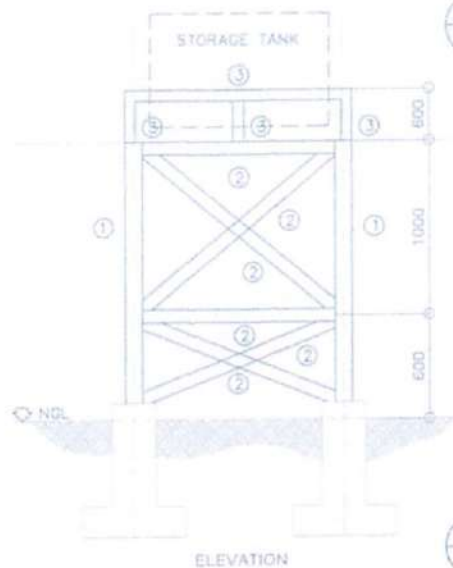


2 SANITARY LINE LAYOUT
SCALE 1:100 M.

GENERAL NOTES

1. THE GRADES OF HORIZONTAL PIPINGS RUN ALL HORIZONTAL PIPINGS IN PERFECT ALIGNMENT AND AT A FORM GRADE NOT LESS THAN TWO PERCENT (2%)
2. CHANGE IN DIRECTION ALL CHANGE IN DIRECTION SHALL BE MADE BY APPROPRIATE USE OF FORTY-FIVE DEGREES (45) WYES, LONG SWEEP QUARTER BEND, SIXTH-EIGHT OR SIXTEENTH BEND. WHEN THE CHANGE OF FLOW IS FROM HORIZONTAL TO VERTICAL A SINGLE 1/8 BEND COMBINATION MAYBE USED ON VERTICAL STACKS AND SHORT QUARTER BENDS MAYBE USED ON WASTE LINE, TEE AND CROSSES MAYBE USED IN BENT PIPES.
3. PROHIBITED FITTINGS: NO DOUBLE HUB OR TEE BRANCH SHALL BE USED ON HORIZONTAL SOIL AND WASTE LINES, THE DRILLINGS AND TAPPING OF HOUSE DRAIN, WASTE OR VENT PIPES AND USED OF SADDLE HUB AND BEND ARE PROHIBITED.
4. PIPE CLEAN-OUTS CLEAN-OUTS ARE REQUIRED UNDER THE FOLLOWING CONDITIONS:
 - A. EVERY CHANGE OF HORIZONTAL DIRECTION EXCEEDING TWENTY TWO AND ONE-HALF DEGREES (22 1/2).
 - B. ONE AND ONE-HALF METERS (1.50m) INSIDE THE PROPERTY LINES BEFORE THE HOUSE DRAINAGE CONNECTION.
 - C. EVERY FIFTEEN METERS (15.00m) IN HORIZONTAL RUN OF PIPES.
 - D. AT THE END OF ANY HORIZONTAL PIPE LINES.
5. ALL PLUMBING WORKS SHALL BE EXECUTED WITH THE HIGHEST WORKMANSHIP AND PROPERLY INSTALLED.
6. PLUMBING COMPONENTS THAT CAN'T BE DISASSEMBLED OR REUSED SHOULD BE REPLACED ONCE THE DISASTER RESPONSE SYSTEM FOR LEARNING CONTINUITY (DRSLC) IS RELOCATED.

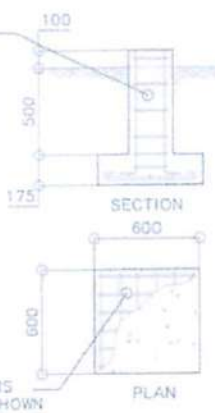
LEGEND	
CO	CLEAN OUT
CV	SHUT VALVE
F	FAUCET
FD	FLOOR DRAIN
CWL	COLD WATER LINE (SCH 40)
DV	DRIVE VALVE
MH	MANHOLE
UD	URINAL DRAIN
WC	WATER CLOSET
LAV	LAUNDRY
CS	COUNTER SINK



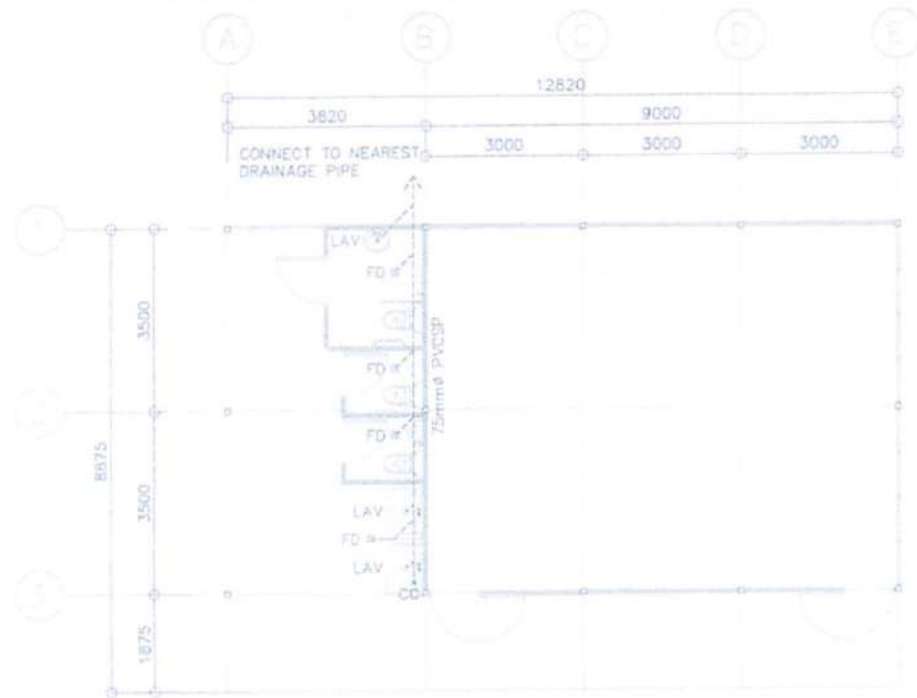
3 STORAGE TANK DETAIL
SCALE 1:30 M.

250MMX250MM CONCRETE PEDESTAL W/ 4-12MM# MAIN BARS & LAT. TIES 10MM# - 1050, 20100, REST @ 200MM

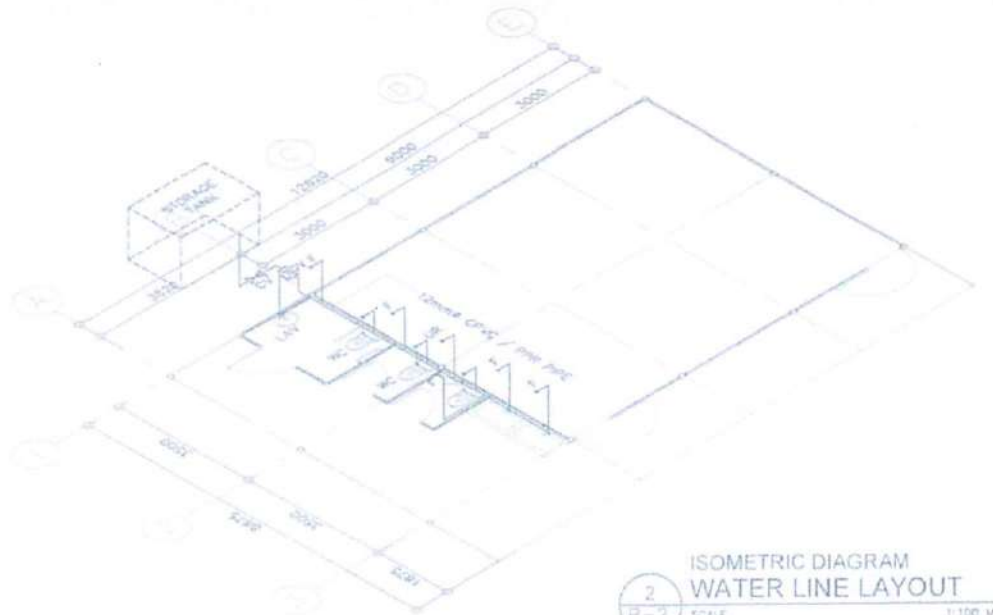
STORAGE TANK LEGEND:
 ① L 4" X 4" X 1"
 ② L 3" X 3" X 1"
 ③ L 2 1/2" X 2 1/2" X 1"



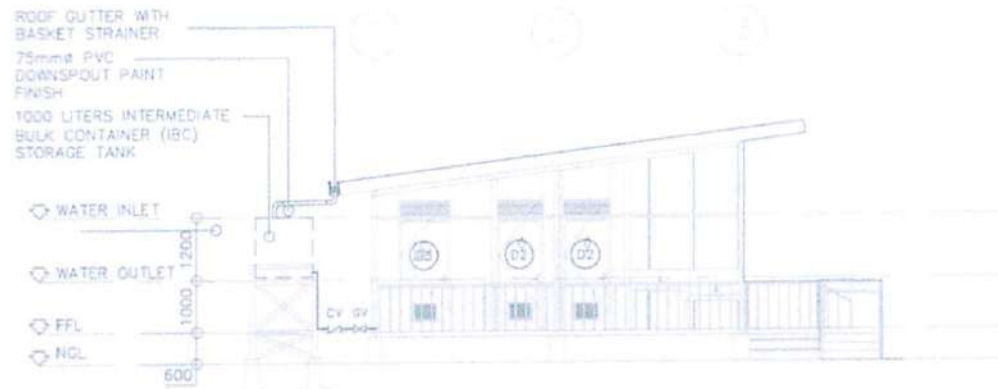
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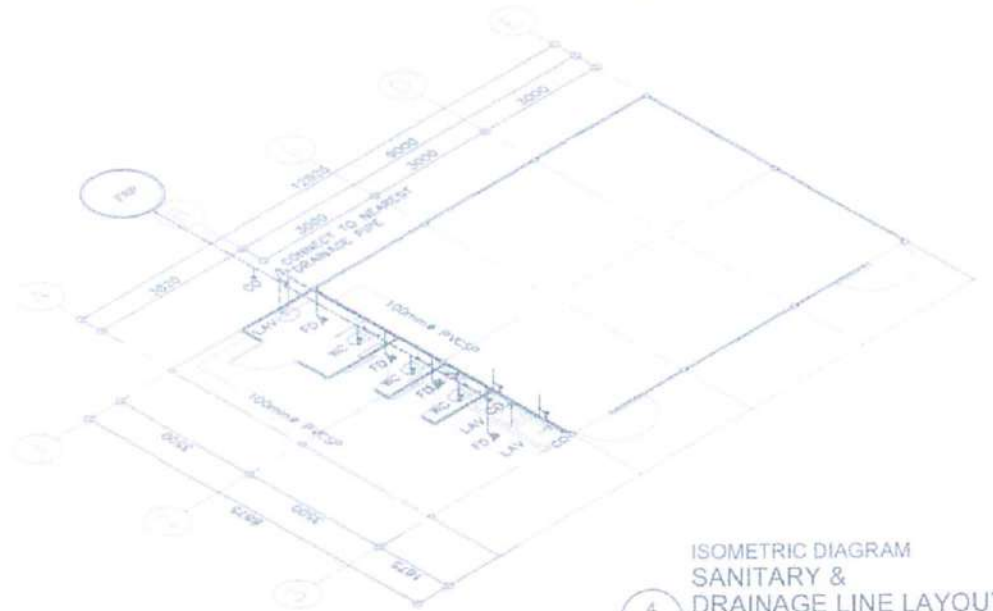
1 DRAINAGE LINE LAYOUT
SCALE 1:100 M.



2 ISOMETRIC DIAGRAM WATER LINE LAYOUT
SCALE 1:100 M.



3 RAIN WATER HARVESTING SYSTEM DIAGRAM
SCALE 1:100 M.



4 ISOMETRIC DIAGRAM SANITARY & DRAINAGE LINE LAYOUT
SCALE 1:100 M.

	DESIGNED BY: [Signature] CHECKED BY: [Signature] APPROVED BY: [Signature] PROJECT TITLE: [Text] PROJECT LOCATION: [Text]	DRAWN BY: [Signature] CHECKED BY: [Signature] APPROVED BY: [Signature] PROJECT TITLE: [Text] PROJECT LOCATION: [Text]	PROJECT TITLE: [Text] PROJECT LOCATION: [Text]	PROJECT TITLE: [Text] PROJECT LOCATION: [Text]	PROJECT TITLE: [Text] PROJECT LOCATION: [Text]	PROJECT TITLE: [Text] PROJECT LOCATION: [Text]	PROJECT TITLE: [Text] PROJECT LOCATION: [Text]	PROJECT TITLE: [Text] PROJECT LOCATION: [Text]	PROJECT TITLE: [Text] PROJECT LOCATION: [Text]
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NOT TO BE USED IN ANY OTHER PROJECT OR FOR ANY OTHER PURPOSE WITHOUT THE WRITTEN PERMISSION OF THE ENGINEER. DATE: 01/11/2023



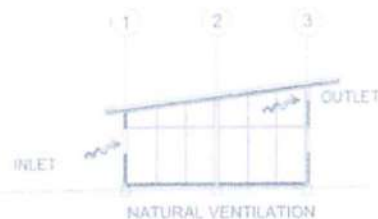
1 PERSPECTIVE
A-1 SCALE NTS

GENERAL NOTES

- DISASTER RESPONSE SYSTEM FOR LEARNING CONTINUITY (DRSLC) A PRE-POSITIONED MODULAR AND PREFABRICATED PACKAGE TO SUPPORT SCHOOL DURING DISASTERS. THE SYSTEM SHOULD BE EASY TO ASSEMBLE AND DISASSEMBLE, ALLOWING FOR RAPID DEPLOYMENT AND RELOCATION AS NEEDED.
- THE DISASTER RESPONSE SYSTEM FOR LEARNING CONTINUITY (DRSLC) CORE COMPONENTS:
 - TEMPORARY LEARNING SPACES – PREFABRICATED COMPONENTS FOR ROOFING, WALLS, AND STUDS THAT ARE MODULAR, AND DURABLE LEARNING AREAS THAT ARE EASILY DEPLOYABLE AND REUSABLE.
 - TEMPORARY WASH FACILITIES (TWF) – PORTABLE SANITATION UNITS, INCLUDING TOILETS (SEX-SEGREGATED AND PWD-ACCESSIBLE), HANDWASHING STATIONS, RAINWATER HARVESTING OR WATER CONNECTION SYSTEMS, AND PORTABLE SEPTIC TANKS.
 - EMERGENCY POWER STATION – PORTABLE SOLAR-POWERED GENERATORS TO SUPPORT AC/DC LIGHTING AND CHARGING NEEDS.
 - TELECOMMUNICATION SYSTEMS – CONNECTIVITY SOLUTIONS SUPPORTING DISTANCE LEARNING AND COORDINATION, INCLUDING EMERGENCY LOW EARTH ORBIT SATELLITE INTERNET SERVICE.
 - LEARNING CONTINUITY KITS – INSTRUCTIONAL MATERIALS, EMERGENCY KITS, AND SCHOOL SUPPLIES FOR LEARNERS AND TEACHERS.
 - PORTABLE SCHOOL FURNITURE AND BOARDS – FOLDABLE/DESIGNED DESKS, CHAIRS, BLACK/WHITEBOARDS SUITABLE FOR EMERGENCY SETUPS.
- THE DRSLC SHOULD BE INSTALLED IN AN AREA THAT IS FLOOD-FREE AND SITUATED ON A FLAT OR COMPACTED SURFACE. IF FLOODING IS UNAVOIDABLE, ADJUSTMENTS TO THE CONCRETE PEDESTALS SHOULD BE MADE TO ENSURE STABILITY. SCHOOL HEADS, IN COORDINATION WITH THEIR REGIONAL/DIVISION ENGINEERS OR ARCHITECTS, ARE ENCOURAGED TO IDENTIFY A SUITABLE LOCATION FOR THE DRSLC.
- THE DRSLC IS DESIGNED TO MAXIMIZE NATURAL VENTILATION. IT IS RECOMMENDED THAT PROPER SITE PLACEMENT BE CONSIDERED, FOLLOWING THE STANDARDS OUTLINED IN THE EFD MANUAL (2010), TO MINIMIZE SOLAR HEAT LOADS. SCHOOL BUILDINGS SHOULD IDEALLY BE ORIENTED WITH THEIR SHORTER ENDS FACING APPROXIMATELY EAST-WEST AND THEIR LONGER SIDES ALIGNED NORTH-SOUTH, AS SUGGESTED IN THE EFD MANUAL 2010, (P. 33).
- THE CURRENT DESIGN AND SPECIFICATIONS OF THE DRSLC ARE SUBJECT TO CONTINUOUS IMPROVEMENT. CONCERNS, FEEDBACK, AND SUGGESTIONS ARE HIGHLY ENCOURAGED AND SHOULD BE COURSED THROUGH THE REGIONAL/DIVISION ENGINEERS, ARCHITECTS, AND DRRM COORDINATORS. CONSOLIDATED FEEDBACK WILL BE FORWARDED TO DRRMS AND EFD FOR REVIEW AND POTENTIAL ENHANCEMENT OF THE DRSLC DESIGN.



PROPER SITE ORIENTATION



GENERAL DESIGN PRINCIPLE

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LEFT SIDE ELEVATION

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WINDOWS
BLOW-UP DETAIL OF
GUTTER

A-4
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LONGITUDINAL SECTION
CROSS SECTION
DETAIL OF RAMP

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S-3
TYPICAL CONNECTION DETAILS

S-4
TYPICAL CONNECTION DETAILS

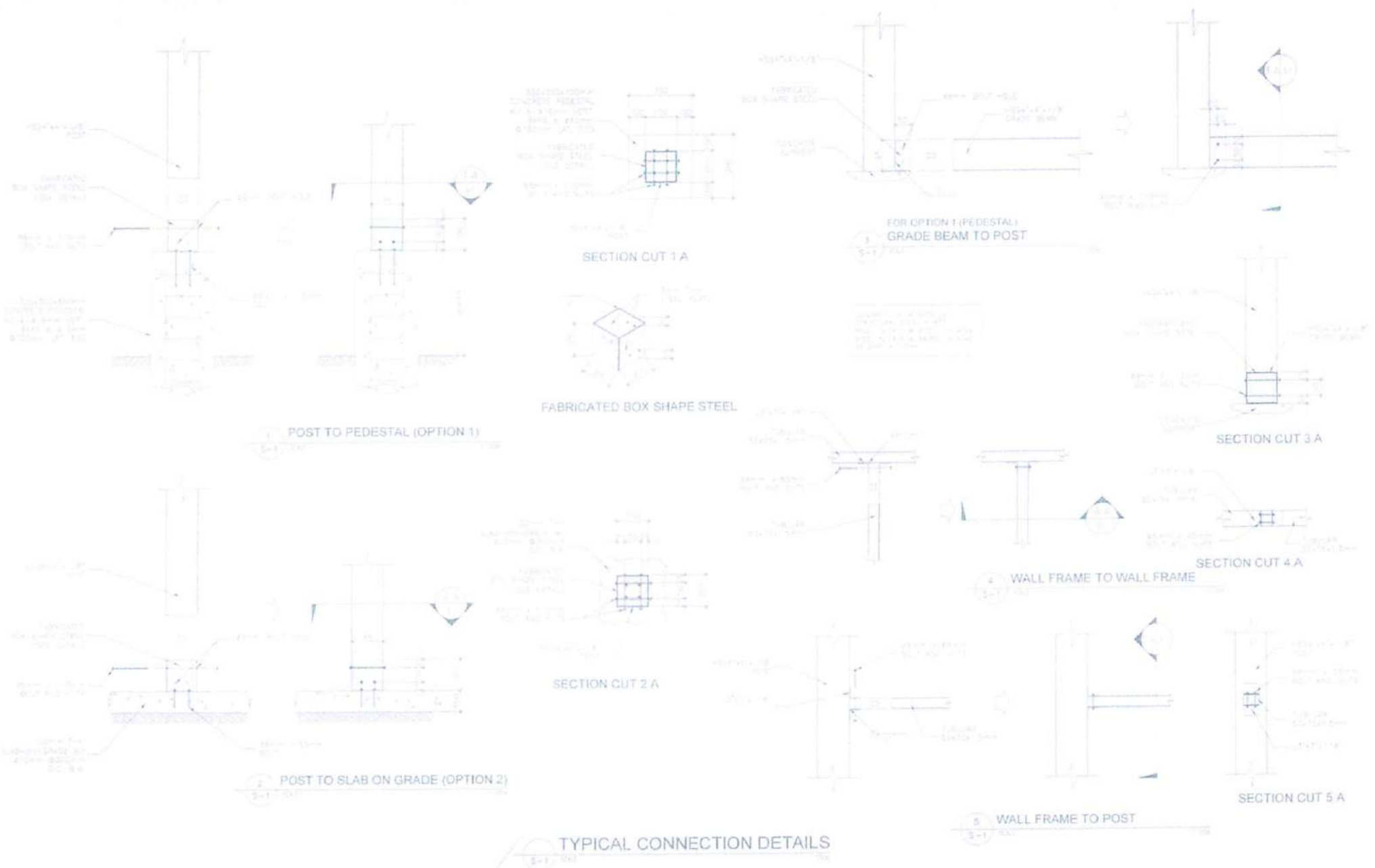
ELECTRICAL PLANS

E-1
LIGHTING LAYOUT
SINGLE LINE DIAGRAM
GENERAL NOTES
LEGEND
LOAD SCHEDULE

PLUMBING PLANS

P-1
WATERLINE LAYOUT
SANITARY LINE LAYOUT
GENERAL NOTES
LEGEND
STORAGE TANK PEDESTAL DETAIL

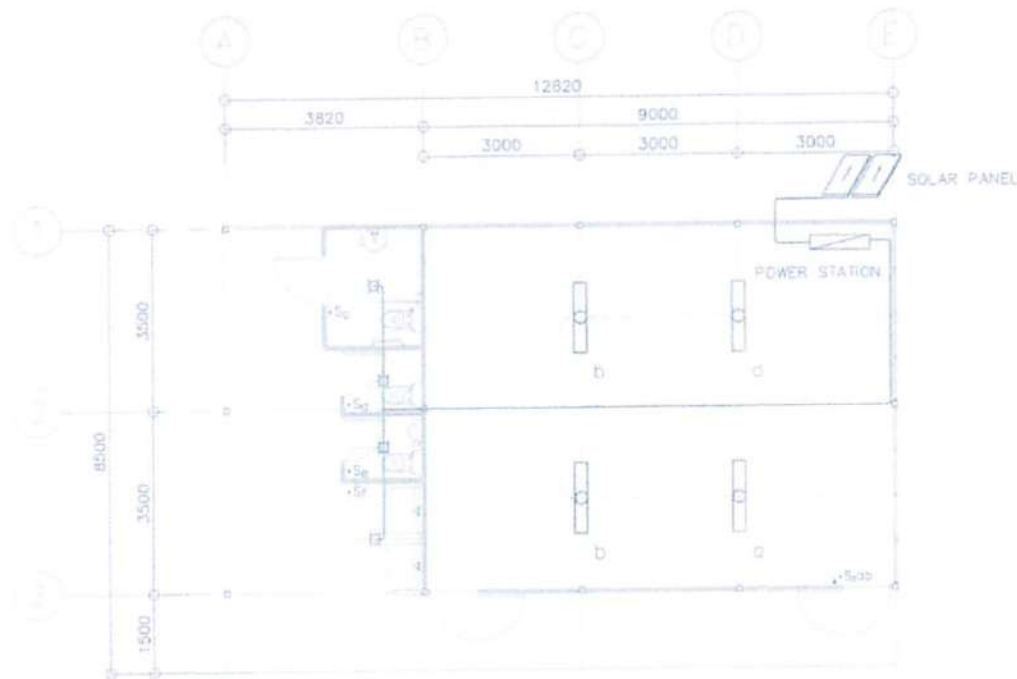
P-2
DRAINAGE LINE LAYOUT
(ISOMETRIC DIAGRAM WATER LINE,
SANITARY & DRAINAGE LINE
LAYOUT
RAIN WATER HARVESTING
SYSTEM DIAGRAM



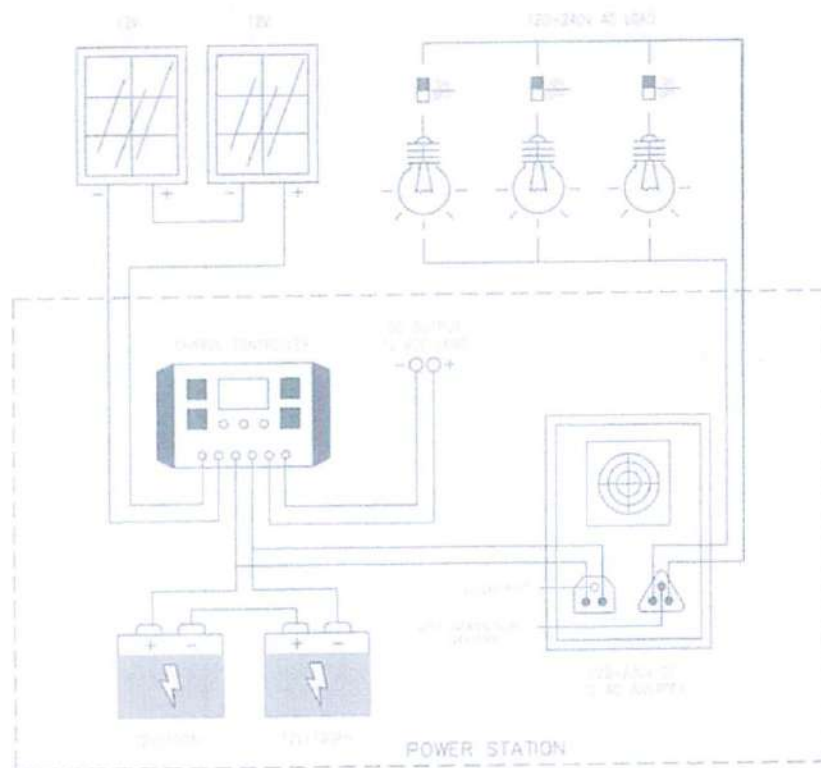
TYPICAL CONNECTION DETAILS

	<p>DESIGNED BY: [Signature]</p>	<p>DESIGNED BY: [Signature]</p>	<p>DESIGNED BY: [Signature]</p>	<p>DESIGNED BY: [Signature]</p>	<p>DESIGNED BY: [Signature]</p>	<p>DESIGNED BY: [Signature]</p>	<p>PROPOSED DISASTER RESPONSE SYSTEM FOR LEARNING CENTER (GRS-C)</p>	<p>DEPARTMENT OF EDUCATION Dept 8</p>	<p>TYPICAL CONNECTIONS</p>	<p>PROJECT NUMBER: 14-01001 DRAWING NUMBER: 14-01001-01 DATE: 01/14/15</p>
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THIS DRAWING IS THE PROPERTY OF THE STATE OF ILLINOIS. IT IS TO BE USED ONLY FOR THE PROJECT AND SITE SPECIFICALLY IDENTIFIED HEREON. IT IS NOT TO BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM, WITHOUT PERMISSION IN WRITING FROM THE STATE OF ILLINOIS.



1 LIGHTING LAYOUT
E-1 SCALE 1:100 M



2 SINGLE LINE DIAGRAM
E-1 SCALE HTS

GENERAL NOTES

- ALL ELECTRICAL WORKS SHALL COMPLY WITH THESE PLANS AND SPECIFICATIONS, AS WELL AS THE APPLICABLE PROVISIONS OF THE LATEST EDITION OF THE PHILIPPINE ELECTRICAL CODE (PEC).
- THE WIRING METHOD SHALL UTILIZE RIGID STEEL CONDUIT (RSC) FOR LIGHTING, POWER RECEPTACLES, BRANCH CIRCUITS, AND AUXILIARY SYSTEMS. ALL MATERIALS USED SHALL BE BRAND-NEW, OF APPROVED TYPE, AND SUITABLE FOR THE SPECIFIC LOCATION AND INTENDED PURPOSE.
- ALL ELECTRICAL WORKS SHALL BE EXECUTED WITH THE HIGHEST LEVEL OF WORKMANSHIP AND PROPERLY INSTALLED IN ACCORDANCE WITH INDUSTRY STANDARDS.
- THE POWER STATION SPECIFICATIONS SHALL ENSURE THE HIGHEST STANDARDS AND OPTIMAL PERFORMANCE FOR SUPPLYING LIGHTING IN THE DISASTER RESPONSE SYSTEM FOR LEARNING CONTINUITY (DRSLC), WHILE ALSO PROVIDING OUTLETS FOR CHARGING AND OTHER MINOR POWER REQUIREMENTS.
- THE POWER STATION, POWERED BY SOLAR PANELS, SHALL SERVE AS THE PRIMARY SOURCE OF ELECTRICITY FOR THE DRSLC. PROPER UTILIZATION OF THE POWER STATION MUST BE STRICTLY OBSERVED TO MAXIMIZE EFFICIENCY.
- THE POWER STATION MUST BE INSTALLED IN A DRY, WELL-VENTILATED AREA, FREE FROM ANY EXPOSURE TO WATER, AND POSITIONED TO PREVENT DIRECT CONTACT BY LEARNERS FOR SAFETY PURPOSES.

LEGEND

	1 X 18W COMPACT FLOURESCENT LAMP WITH MEDIUM BASE, KEYLESS TYPE PORCELAIN RECEPTACLE
	2 X 40W FLOURESCENT LAMP, T5
	ONE GANG DEVICE SWITCH
	TWO GANG DEVICE SWITCH
	POWER STATION
	SOLAR PANEL

LOAD SCHEDULE

DIT. NO.	DESCRIPTION	VA LOAD	AMPS	CIRCUIT BREAKER			WIRE & CONDUIT SIZE	
				VOLT	POLE	A.T		A.F
1	LIGHT OUTLET • 1 - 18W COMPACT FLOURESCENT LAMP • 1 - 2340W T5	392	1.70	230	2	15	50	2 - 2.0 mm ² TRICK IN 20mm # RSC
TOTAL		392 VA						
I = $\frac{392 \text{ VA}}{230 \text{ V}} = 1.70 \text{ A}$		FEEDER : 2 - 14mm ² THHN + 1 - 5.5 mm ² TW (G) IN 25mm # RSC PROTECTION : 15AT/50AF, 2P, 230V, 15KAC, BOLT-ON (POWER STATION)						

POWER STATION SPECIFICATIONS:

- 2048Wh 2400W BATTERY 220-240V 60Hz
- SOLAR GENERATOR

ENCLOSURE D: BILL OF MATERIALS FOR LEARNING CONTINUITY SPACES (LCS)

Components	LCS SOG Mk2-DRRMS	LCS SOG Mk4-DRRMS
Bill of Materials		
Slab on Grade	P120,704.54	P120,704.54
Structural Mainframe	P191,352.32	P375,169.51
Wall Panel	P45,856.02	P95,137.56
Roofing	P184,939.18	P98,775.75
Ceiling	P0.00	P0.00
Doors and Windows	P194,496.08	P194,496.08
Sanitary and Plumbing	P99,253.30	P99,253.30
Electrical	P10,560.40	P10,560.40
Solar Power System	P73,425.33	P73,425.33
Painting Works	P0.00	P0.00
Misc.	P0.00	P0.00
<i>Total BOM</i>	<i>P920,587.17</i>	<i>P1,067,522.47</i>
Services/Labor		
Cost of Labor LCS	P140,000.00	P70,000.00
Cost of Labor SOG+Site Prep	P50,000.00	P50,000.00
Internet Service	P57,200.00	P57,200.00
Delivery Cost	P120,000.00	P120,000.00
<i>Total Services/Labor</i>	<i>P367,200.00</i>	<i>297,200.00</i>
Total	P1,287,787.17	P1,364,722.47
(+18% Cost Adj due to OPI)	P1,519,588.86	P1,610,372.51
(+20% Max Profit Margin)	P1,823,506.63	P1,932,447.02

SERVICE AGREEMENT	
FIRST PARTY	SECOND PARTY
DEPARTMENT OF EDUCATION (DEPED)	Name
Address	TIN
Representative	Address
TERMS AND CONDITIONS	
Office/Place of Assignment	
Contract Period	Comparable Position/Position
Basic Service Fee per month	Premium Pay
GENERAL PROVISIONS	
<p>1. The PARTIES expressly agree that this Service Agreement shall be governed by and strictly comply with CSC-COA-DBM Joint Circular (JC) No. 01, Series of 2025, entitled "Guidelines on the Engagement of Contract of Service and Job Order Workers in the Government," jointly issued by the appropriate oversight agencies. The engagement of the SECOND PARTY, including but not limited to the nature of services, duration of engagement, compensation, allowable benefits, and limitations, shall at all times conform to the provisions of the said Joint Circular and other pertinent civil service, budgeting, accounting, auditing, and procurement laws, rules, and regulations.</p>	<p>9. The SECOND PARTY may be allowed to travel only if it is: a) local; and b) required in the performance of [his/her] duties, as indicated in the TOR, subject to compliance with applicable laws, rules and regulations. The SECOND PARTY cannot go on official travels abroad at the expense of the government. Similarly, The SECOND PARTY is not entitled to local and foreign training programs, seminars, conferences, and other similar gatherings that are facilitated, conducted, or sponsored at the expense of the FIRST PARTY.</p>
<p>2. The FIRST PARTY engages the services of the SECOND PARTY at the rate equivalent to Php 22,000.00 plus premium pay and is expected to perform the functions detailed in the Terms of Reference attached hereto as "Annex A", which is made an integral part hereof. This notwithstanding, the SECOND PARTY cannot perform work rendered by regular personnel of the FIRST PARTY, unless necessary in the exigency of service.</p>	<p>10. The SECOND PARTY shall NOT be entitled to the benefits granted to regular plantilla employees, such as PERA, RATA, mid-year bonus, productivity incentive, thirteenth month pay, Christmas bonus, cash gifts, and other similar benefits under pertinent CSC, DBM, and COA laws, directives, policies, circulars, rules, and regulations on the matter.</p>
<p>3. The SECOND PARTY must render work for at least five (5) days a week or whenever required to perform work. The SECOND PARTY must, twice a month, submit to the Personnel Division (PD) his/her detailed Accomplishment Report (AR) and Daily Time Record (DTR) signed by his/her immediate supervisor.</p>	<p>11. Nothing in this Agreement shall be construed as a guarantee for a permanent position or regularization of the SECOND PARTY. This notwithstanding, the SECOND PARTY may be considered for appointment to vacant plantilla positions in the FIRST PARTY's Organization Structure and Staffing Pattern, subject to existing Civil Service laws, rules and regulations.</p>
<p>4. The SECOND PARTY may be allowed to adopt Flexible Working Arrangements (FWA) subject to approval of the head of the respective functional office assigned strictly complying the Department Order (DO) No. 004 series of 2025, also known as the "Guidelines on the Adoption of the Flexible Work Arrangement in the Department of Education". Further, the same shall likewise be entitled to other benefits and privileges subject to any subsequent DepEd Order that may authorize such entitlement.</p>	<p>12. During the first six (6) months of effectivity of this Agreement, the FIRST PARTY shall evaluate the performance of the SECOND PARTY, and upon the results thereof, determine whether or not to continue engaging the services of the latter for the next six (6) months, which shall in no case go beyond the current calendar year, subject to the availability of funds and continued need for the latter's services.</p>
<p>5. The FIRST PARTY may, in its discretion, transfer the SECOND PARTY to another, or additional, place of assignment, in a temporary or permanent capacity, without any change in the emoluments and other monetary privileges, taking into consideration the latter's background and qualifications.</p>	<p>13. For the duration of this Agreement and for a period of six (6) months from its expiry or termination, the SECOND PARTY shall be prohibited from being engaged or otherwise employed by any private person or entity that has an existing contract with the FIRST PARTY.</p>
<p>6. The engagement of the SECOND PARTY shall be governed by the provisions, prohibitions, and limitations, including the qualifications and disqualifications, laid down in existing DEPED Orders, and other relevant laws, circulars, and issuances.</p>	<p>14. The FIRST PARTY may, from time to time, subject the SECOND PARTY to random tests for prohibited or regulated drugs to ensure his/her fitness for the job or work to be performed.</p>
<p>7. There shall be NO employer-employee relationship between the Parties arising from, as a result of, or in relation to this Agreement. The SECOND PARTY shall neither be covered by the Civil Service Rules and Regulations for plantilla or regular personnel, nor shall his/her services rendered be credited as government service. Nevertheless, s/he shall be covered by the CSC-COA-DBM JC No. 1 s. 2025, as amended, and other relevant and applicable laws, policies, circulars, rules and regulations.</p>	<p>15. The SECOND PARTY shall assign to the FIRST PARTY all intellectual property rights, including, but not limited to, patents, copyright, utility model, and related rights arising from the services that the former will render to the latter, in exchange for the service fee that the SECOND PARTY receives in connection with his/her duties and responsibilities under this Agreement. The SECOND PARTY shall execute all documents, and do all acts as may be deemed necessary by the FIRST PARTY, to give effect to this provision.</p>

<p>8. The SECOND PARTY warrants that s/he is of good moral standing and has not been previously dismissed by reason of any administrative or criminal case, and that s/he possesses the qualifications, education, experience, skills, or expertise required to perform the services, as indicated in Section V.1. of OO-OSEC-2023-023, as amended.</p>	<p>16. The provisions of relevant issuances, circulars, and department orders shall form an integral part hereof. In addition, all relevant laws, rules and regulations also apply and govern this Agreement.</p>
<p>SERVICE FEE, OTHER REMUNERATIONS & FUNDING</p>	<p>NON-DISCLOSURE OF CONFIDENTIAL INFORMATION</p>
<p>1. The amounts due to the SECOND PARTY as Service Fee shall be payable in two (2) equal payments, subject to the existing guidelines on payment of Contract of Service, supported by the SECOND PARTY's duly approved AR and DTR, and subject to applicable government taxes.</p> <p>2. The SECOND PARTY is entitled to be paid on work suspensions declared through supporting documentation/s and other applicable legal bases, which shall not be treated as absences and deduction/s from the Service Fee. The same shall be applied for non-working holidays provided that the SECOND PARTY shall be able to render at least eight (8) working hours on the day immediately before or after the declared non-working holiday/s. An exemption shall apply as provided on Item No. 3.</p> <p>3. The SECOND PARTY shall not be paid on work suspensions and non-working holidays WITHIN the weeks that the SECOND PARTY has been absent for AT LEAST fifteen (15) working days, except force majeure and health-related circumstances supported by pertinent documentations determined sufficient by the FIRST PARTY.</p> <p>4. The SECOND PARTY is entitled to premium pay and overtime pay, provided that the activities which may warrant the rendition of overtime services, based on the corresponding remuneration rate and its adjustment under the contract, in accordance with the existing guidelines of DepEd, and subject to availability of funds therefore, and under strict compliance with the budgeting, accounting, and auditing rules and regulations.</p> <p>5. The SECOND PARTY may be allowed to claim transportation and other related expenses incurred during official and /or project-related local travels related to SECOND PARTY's functions as may be chargeable against the applicable funds of the FIRST PARTY covering the period of this Agreement, in accordance with existing DepEd Issuances and Executive Order No. 77, s. 2019, and subject to availability of funds therefore, and under strict compliance with the budgeting, accounting, and auditing rules and regulations.</p> <p>6. This Agreement shall be funded from the General Appropriations Act (GAA 2026) Fund for the fiscal year covering the effectivity period of this Agreement.</p>	<p>1. All the information received by the SECOND PARTY in connection with the services rendered to the FIRST PARTY and marked or indicated in any way as proprietary and/or confidential shall not be disclosed or given to any third party. In case of doubt, the information shall be treated as confidential, except under the following circumstances:</p> <p>a. Information already known or obliged by the receiving party by independent means through no breach of any obligation of confidentiality. However, when such information becomes an integral component of the DEPED on any of its undertaking, they shall be deemed as proprietary and/or confidential;</p> <p>b. Information in the public domain;</p> <p>c. Information required to be disclosed by law or pursuant to an order of the Court, or at the direction of any competent government authority; and</p> <p>d. Information that the FIRST PARTY agrees in writing that the SECOND PARTY may disclose to third parties.</p> <p>2. The SECOND PARTY strictly observe the confidentiality of all procurement-related information and documents, including but not limited to bidding documents, supplemental bid bulletins, resolutions, position papers, and other internal communications. No said confidential information shall be disclosed, shared, or otherwise divulged, in whatever form, to any prospective bidder, supplier, contractor, consultant, or to any person – natural or judicial - who has direct or indirect interest in the project to be procured, or to any other party, prior to the official release of the said information or document to the public, except to those duly authorized by the FIRST PARTY in the official handling thereof.</p> <p>3. The foregoing obligations on confidentiality and non-disclosure of confidential information shall survive and subsist even after the expiration or termination of this Agreement. The breach or violation of the foregoing provisions shall be ground for the FIRST PARTY to exercise its rights against the SECOND PARTY, including immediate termination of the contract, without prejudice with all relevant laws, rules, regulations, and issuances, in addition to this Agreement.</p>
<p>TERMINATION OF AGREEMENT</p>	
<p>1. Either Party may pre-terminate this Agreement, by sending written notice to the other Party, at least thirty (30) days prior to the intended date of termination. The receiving Party may expressly waive the 30-day waiting period and opt for the immediate termination of this Agreement.</p>	
<p>2. The FIRST PARTY may immediately terminate this Agreement, at any period upon written notice to the SECOND PARTY, for unsatisfactory performance, conflict of interest, or for any of the grounds enumerated under Office Order OO-OSEC-2023-023 dated 13 February 2023. In addition, any violation of the warranties or provisions under this Agreement is a ground for termination.</p>	
<p>TURN OVER AND CLEARANCE REQUIREMENTS</p>	<p>DISPUTE RESOLUTION</p>
<p>1. The SECOND PARTY shall, within thirty (30) days after either the expiration or the notice of termination of this Agreement, and without</p>	<p>1. The Agreement shall be construed, interpreted, and governed by the laws of the Philippines. Any conflict or dispute arising out</p>

<p style="text-align: center;">need of any demand:</p> <p>a) Turn over to the FIRST PARTY all files, records, programs, reports, official documents, codes, security keys, and other departmental equipment, items, and assets that are in his possession and custody.</p> <p>b) Secure the Clearance from All Accountabilities duly approved by the FIRST PARTY.</p>	<p>of this Agreement or the interpretation of any provision hereof shall be settled amicably, through the authorized representatives of the Parties, within thirty (30) days from written notice of either Party, specifying the alleged dispute, and the proposed schedule for the resolution thereof, which must be finalized within five (5) days from issuance of the aforementioned written notice.</p>
<p>2. The SECOND PARTY shall submit the duly approved Clearance from All Accountabilities as a condition precedent to the release of his/her final Service Fee payment.</p>	<p>2. If the Parties fail to settle their conflict or dispute amicably, either Party may initiate to settle any conflict or dispute through alternative dispute resolution mechanisms in DepEd.</p>
	<p>3. In case of failure to settle any conflict or dispute through alternative dispute resolution mechanisms in DepEd, suits for any breach of this Agreement shall only be instituted in the court of competent jurisdiction in Pasig City, to the exclusion of all other courts.</p>
<p style="text-align: center;">IN WITNESS WHEREOF, the Parties have hereunto set their hands this _____ day of _____ 20____ at _____ City, Philippines.</p>	
<p style="text-align: center;">Regional Director/Schools Division Superintendent</p>	

ACKNOWLEDGEMENT

Republic of the Philippines)
) S.S.

Before me, a Notary Public for and in _____ City, on the date and at the place first above written, personally appeared the following:

Name	Gov't Issued ID	Place Issued	Date Issued
1st Party			
2nd Party			

Known to me and to me known to be the same persons who executed the foregoing **Service Agreement** consisting of two (2) pages including this page on which the Acknowledgement is written, and they acknowledged to be the same is their free and voluntary act and deed as well as the free and voluntary act and deed of the organizations herein represented.

IN WITNESS WHEREOF, I have hereunto set my hand and seal on the date above written.

NOTARY PUBLIC

Doc. No. _____;
Page No. _____;
Book No. _____;
Series of 20____.

KEY CONTENTS

(List each component of the proposed Programs, Projects, and Activities (PPAs) to be implemented. The DRRM Coordinator may add tables depending on the number of PPAs proposed.)

Item of Expenditures	Unit Cost	No. of Item/Pax	Frequency (No. of Days)	Sub-Total
B&L	2,000	30	3	180,000
Supps and Mats	300	30	1	9,000
TEV	2,900	5	1	14,500
Contingency Fund	50	30	1	1,500
Total				205,000

Item of Expenditures	Unit Cost	No. of Item/Pax	Frequency (No. of Months)	Sub-Total
Basic Salary (AS II)	22,000	1	12	264,000
Premium @ 20%	4,400	1	12	52,800
Total				316,800

Note: Entries in red font are sample details provided for guidance and reference.