



Republic of the Philippines
Department of Education
CARAGA REGION

NOVEMBER 17, 2025

REGIONAL MEMORANDUM

No. 1241, s. 2025

To: Schools Division Superintendent
All Others Concerned

SUBMISSION OF DOCUMENTS FOR QUICK RESPONSE FUND (QRF)

1. This Office directs all 12 Schools Division Offices (SDOs) to submit the documentary requirements for the Quick Response Fund (QRF) in accordance with the agreed timelines, not later than December 10, 2025. These documents include:

- a. Rapid Damage Assessment Report (RADAR) for losses resulting from typhoons and earthquakes
- b. Post-Disaster Needs Assessment (PDNA)
- c. Program of Works (POW)

Batch of Documents	Date of Submission
QRF Batch 1	November 12, 2025
QRF Batch 2	November 20, 2025
QRF Batch 3	November 27, 2025
QRF Batch 4	December 4, 2025
QRF Batch 5	December 9, 2025

2. The purpose of this submission is to ensure compliance with **DepEd Memorandum No. 104, s. 2011**, which mandates that requests for QRF assistance, together with supporting documents, be submitted to the Education Facilities Division (EFD) through the Regional Office – ESSD and endorsed by the Schools Division Superintendent (SDS) no later than sixty (60) days after the occurrence of a disaster or calamity. The Quick Response Fund serves as a stand-by fund for the repair, rehabilitation, reconstruction, or replacement of school buildings and facilities affected by calamities, with the goal of normalizing the situation as quickly as possible.

3. The SDO DRRM Coordinators and SDO Engineers shall prioritize the validated number of academic classrooms that were **totally damaged**, sustained **major damage**, or incurred **minor damage** due to the various natural calamities experienced in the Caraga Region, specifically in October (earthquake) and November (typhoons Tino and Uwan). These prioritized classrooms will be considered for funding under the Quick Response Fund.

4. All submissions must be uploaded via the designated link:
<https://tinyurl.com/7fh6t5ek>.

5. The SDO DRRM Coordinators shall refer to the FY 2025 Implementing Guidelines on the Disaster Preparedness and Response Program (DPRP) in conducting risk assessment activities in schools involving learners, including the engagement of third-party services such as structural engineers, for classrooms reported by the LGU DRRM as unsafe for classroom instruction due to damage caused by typhoons and earthquakes.

6. Immediate and wide dissemination of this memorandum is highly desired.

MARIA INES C. ASUNCION

Director IV
Regional Director

Encl.: None

Reference: DepEd Memorandum (No. 104, s. 2011)

To be indicated in the Perpetual Index
under the following subjects:

CALAMITY

FUNDS

REPAIR

REPORTS

ESSD/edm
11/11/2025