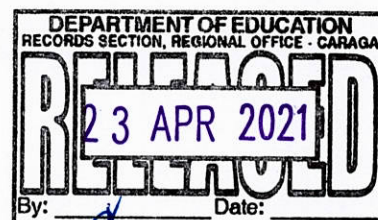




Republic of the Philippines
Department of Education
CARAGA REGION



April 20, 2021

REGIONAL MEMORANDUM

No. 243, s. 2021

To: SCHOOLS DIVISION SUPERINTENDENTS
This Region

ISSUANCE OF SUB-ALLOTMENT RELEASE ORDER (Sub-ARO) FOR DISASTER
PREPAREDNESS AND RESPONSE PROGRAM

1. This office announces the release of Sub-Allotment Release Order (Sub-ARO) to cover Program Support Funds for Regions/ Divisions for the Planning, Monitoring and Evaluation of DRRM/CCA/EiE Implementation under OSEC-13-21-0359 dated March 31, 2021.
2. Attached is the Implementing Guidelines.
3. Upon receipt of Sub-ARO, the SDOs shall immediately request for Issuance of Notice of Cash Allocation from the DBM RO XIII and disbursement of such fund shall be subject to existing government accounting and auditing rules and regulations.
4. Immediate dissemination and compliance of this memorandum is hereby directed.


EVELYN R. FETALVERO, PhD., CESO IV
Director IV
Regional Director

Encls.: as stated
Reference: FY 2021 GAA
To be indicated in the Perpetual Index
under the following subjects:

DISASTER PREPAREDNESS AND RESPONSE PROGRAM
SUB-ARO

BUD/nap
04/20/2021



Address: J.P. Rosales Avenue,
Butuan City
Trunkline No: (085) 342-8207
Telefax No: (085) 342-5969
Email: caraga@deped.gov.ph



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Republika ng Pilipinas

Kagawaran ng Edukasyon

Tanggapan ng Pangalawang Kalihim

OUA MEMO 00-0321-0088

MEMORANDUM

26 February 2021

**For: Regional Directors and BARMM Education Minister
Schools Division Superintendents
Regional and Division DRRM Coordinators**

**Subject: IMPLEMENTING GUIDELINES ON THE ALLOCATION,
UTILIZATION, DOCUMENTATION AND REPORTING OF
PROGRAM SUPPORT FUNDS FOR PLANNING, MONITORING
AND EVALUATION OF DRRM, CCA AND EIE
IMPLEMENTATION**

The Department of Education (DepEd) hereby issues the *Implementing Guidelines on the Allocation, Utilization, Documentation and Reporting of Support Funds for Planning, Monitoring and Evaluation of Disaster Risk Reduction and Management (DRRM), Climate Change Adaptation (CCA), and Education in Emergencies (EiE) Implementation*.

This document defines the processes and reportorial requirements for the said projects and aims to ensure that the 2021 Disaster Preparedness and Response Program (DPRP) fund is maximized and utilized efficiently and effectively.

In this regard, all Regional DRRM Coordinators shall observe judicious utilization of funds subject to the usual accounting and auditing rules and regulations.

For more information, all concerned may contact the Disaster Risk Reduction and Management Service (DRRMS) through email at drmo@deped.gov.ph

For immediate dissemination and strict compliance.

ALAIN DEL B. PASCUA
Undersecretary



Office of the Undersecretary for Administration (OUA)

[Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (DRRMS), Bureau of Learner Support Services (BLSS), Baguio Teachers Camp (BTC), Central Security & Safety Office (CSSO)]

Department of Education, Central Office, Meralco Avenue, Pasig City
Rm 519, Mabini Bldg; Mobile: +639260320762; Tel: (+632) 86337203, (+632) 86376207
Email: usec.admin@deped.gov.ph; Facebook/Twitter @depedtayo

IMPLEMENTING GUIDELINES ON THE ALLOCATION, UTILIZATION, DOCUMENTATION AND REPORTING OF PROGRAM SUPPORT FUNDS FOR PLANNING, AND MONITORING AND EVALUATION OF DISASTER RISK REDUCTION AND MANAGEMENT (DRRM), CLIMATE CHANGE ADAPTATION (CCA), AND EDUCATION IN EMERGENCIES (EIE) IMPLEMENTATION

1. Allocation of Fund Support

- a. The regional and division fund support allocation for FY2021 is provided as Annex A.
- b. All regions and divisions shall receive a Sub-Allotment Release Order (Sub-ARO) through the Budget Division of the Department of Education (DepEd) Central Office. The DRRMS Staff shall furnish an advanced copy of the signed Sub-ARO to the Regional/Division DRRM Coordinators/Focal Personnel.

2. Activities and Expenses

- a. These guidelines apply to funds indicated in Annex B which are provided to DepEd field offices for the planning, monitoring and evaluation of schools which includes, but are not limited to the following:

i. Allowable Activities

- (a) Implementation of DRRM Policies and Standards
- (b) Implementation of Monitoring Tools; not limited to the Comprehensive School Safety (CSS) Monitoring Tool
- (c) Region and Division DRRM midterm and year-end evaluation and planning activities
- (d) Monitoring visits, as applicable
- (e) Quarterly meetings with DRRM Coordinators

ii. Allowable Expenses

- (a) Traveling and miscellaneous expenses necessary to implement planning, monitoring and evaluation activities
- (b) Board and lodging of participants and management team, use of function room/s and other equipment subject to DepEd Order No. 02, s. 2018 titled *Amendment to DepEd Order No. 15, s. 2017 (Guidelines on the Allocation of funds for venue, meals and snacks and accommodation of official activities organized and conducted by the Department of Education)*
- (c) Contingency to cover the payment of miscellaneous expenses incidental to the conduct of activities, such as, communication expenses, gasoline, and other Maintenance and other Operating Expenses (MOOE). This is pursuant to DepEd Order No. 038, s. 2020 (*Guidelines Authorizing Payment of Communication Expenses of the Department of Education Personnel Relative to the Implementation of Alternative Work Arrangement for the Year 2020*) and DepEd Order No. 040, s. 2020 (*Implementation of Learning and Development for Non-Teaching Personnel in the Department of Education in View of the COVID-19 Pandemic*).



3. Implementation of the mentioned activities shall ensure compliance to health standards, protocols and policies set by the Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF-MEID), DepEd and COVID-19 related issuances.
4. Any savings/unobligated funds from P/A/Ps mentioned in no. 1 may also be used for the Basic Education Learning Continuity Plan (BE-LCP), provided that these P/A/Ps are prioritized and the proposed realignment corresponds to DepEd Order No. 12, s. 2020 (*Adoption of the Basic Education Learning Continuity Plan for School Year 2020-2021 in Light of the COVID-19 Public Health Emergency*) which may include but not limited to:
 - a. procurement of supplies, materials and equipment necessary to conduct the activities (e.g., Personal Protective Equipment);
 - b. activities related to protection of children, women, persons with disabilities (PWDs), Indigenous People (IP), marginalized communities, and other vulnerable groups amidst the COVID-19 pandemic;
 - c. printing services/supplies/materials;
 - d. expenses related to Mental Health and Psychosocial Support Services (MHPSS) interventions;
 - e. production and delivery of other COVID-19 Information, Education and Communication (IEC)/learning materials, especially those that strengthen inclusivity so that more women, PWDs, IP, and marginalized communities are reached;
 - f. other COVID-19 related activities prioritized by regions and divisions that are compliant to DO No.12, s. 2020;
 - g. other expenses related to the implementation and delivery of COVID-19 interventions; and
 - h. DRRM/CCA/EiE activities/initiatives.
5. DPRP funds are under MOOE allotment class. Therefore, acquisition of supplies and materials will not exceed P15,000.00 which is the threshold for individual asset recognized as plant, property and equipment as prescribed in the Government Accounting Manual (GAM) issued by the Commission on Audit.
6. Regions may download funds to divisions if doing so will make the implementation more strategic, faster and more economically advantageous. This, however, is subject to the permission or acceptance of the receiving divisions.
7. Divisions may also download funds to schools if necessary. This is subject to the capability of the school in utilizing funds and implementing the P/A/P while performing its primary responsibilities. Supervision from the SDO is also expected.
8. Regions/divisions are required to submit *Obligation Reports* from region/division budget offices to DRRMS through email at drmo@deped.gov.ph on a quarterly basis.
9. The regions and divisions are accountable for the disbursement of any realigned funds. A *Status Report of Fund Utilization* or *Statement of Expenditure* following the required accounting and auditing procedures shall be submitted by regions and divisions to the Chief of the Accounting Division at the DepEd Center.



Office (copy furnishing DRRMS). Strong coordination with regions and divisions finance officers is instructed.

10. Judicious utilization of the fund in accordance with Executive Order No. 91, s. 2019 is expected. Misuse and/or mismanagement of these funds for the purpose other than those authorized in these guidelines is strictly prohibited. Any violation committed by any individual or group will be dealt with in accordance with existing government accounting and auditing rules and regulations.
11. Funds downloaded for response interventions (e.g., Temporary Learning Spaces, Clean-up Funds, etc.) are not applicable for these guidelines. Therefore, such funds, if not obligated, may be requested for realignment by regions/divisions to the Office of the Undersecretary for Finance.
12. These guidelines shall take effect upon approval.



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Disaster Risk Reduction and Management Service (DRRMS)
FY 2021 Program Support Funds for Regions and Divisions

Planning, Monitoring and Evaluation Program Support Funds

REGION	Allocation per Region (P '000)
CAR	1,649
CARAGA	1,900
NCR	1,183
Region I	1,881
Region II	1,459
Region III	2,702
Region IV-A	2,515
Region IV-B	1,480
Region V	2,154
Region VI	2,603
Region VII	2,273
Region VIII	2,367
Region IX	1,418
Region X	1,997
Region XI	1,851
Region XII	1,391
TOTAL	30,823



Disaster Risk Reduction and Management Service (DRRMS)
FY 2021 Program Support Funds for Regions and Divisions

Planning, Monitoring and Evaluation Program Support Funds
REGION: CARAGA

OFFICE	AMOUNT (P '000)
Regional Office	205,000
Agusan del Norte	210,000 -
Agusan del Sur	210,000 -
Bayugan City	85,000 -
Bislig City	88,000 -
Butuan City	155,000 -
Cabadbaran City	52,000 -
Dinagat Island	159,000 -
Siargao	163,000 -
Surigao City	105,000 -
Surigao del Norte	210,000 -
Surigao del Sur	210,000 -
Tandag City	48,000
TOTAL	1,900,000

