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Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

SGOD-2024-395

To : Assistant Schools Division Superintendent
Chief Education Supervisors – (CID&SGOD)
Public Schools District Supervisors
Public School Heads
All Other Concerned

Subject : PROVISION OF ONE-TIME LOAD ALLOWANCE TO THE SCHOOL
DISASTER RISK REDUCTION AND MANAGEMENT (DRRM)
COORDINATORS

Date : July 02, 2024

In reference to the Memorandum OUOPS No. 2023-04 from Undersecretary for Finance Annalyn M. Sevilla and Undersecretary for Operation Atty. Revsee A. Escobedo dated July 25, 2023 **re: Guidelines on the Utilization and Reporting of FY 2023 Disaster Preparedness and Response Program (DPRP) funds**, for information reference, and guidance of all concerned.

Particular attention is invited to Paragraph 2.h regarding the payment of One-Time load expenses for School Disaster Risk Reduction and Management Coordinators in the amount of One Thousand Pesos Only (Php 1,000.00) for one School year.

Relative to this, all SDRRM Coordinators are entitled to receive one-time load allowance not more than Php 1,000.00, provided that official receipt and/or print out from GCash or other proof of purchase of load allowance indicating their contact number must be submitted together with a Certification from the School Head that they are designated as SDRRM Coordinator and Certification of prepaid load.

Further, only official receipt and other proof of purchase of load from July 2, 2024 until July 31, 2024 will be accepted. All reimbursements will be paid after the official receipt and other documents shall be submitted to the Schools Division Office Accounting Office on or before July 31, 2024.

Immediate dissemination of this Memorandum desired.

Melame P. Estacio
MELAME P. ESTACIO

Schools Division Superintendent

Schools Division Office of Digos City

RECORDS SECTION

24-123870
DATE: JUL 04 2024 TIME: 2:25pm
BY: *[Signature]*

[Signature]
7/3/24

Enclosed: As stated.
SGOD/DRRM/jtc



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)
Telephone Nos.: (082) 553-8375; (082) 553-8396

ANNEX A: IMPLEMENTING GUIDELINES ON THE USE OF THE FY 2023 DISASTER PREPAREDNESS AND RESPONSE PROGRAM FUNDS FOR DISASTER RISK REDUCTION AND MANAGEMENT (DRRM) PROGRAMS, PROJECTS, AND ACTIVITIES (PPAs)

The FY 2023 Disaster Preparedness and Response Program (DPRP) fund is available to support the implementation of Disaster Risk Reduction and Management (DRRM) priority Programs, Projects, and Activities (PPAs) of the Implementing Units.

1. The following activities are eligible for funding under this component of the FY 2023 DPRP:
 - a. Conduct of Regional and Division DRRM Coordination Meetings;
 - b. Monitoring and evaluation visits for DRRM PPAs;
 - c. Capacity building on DRRM PPAs for skill-enhancement of DRRM Coordinators;
 - d. Development and distribution of DRRM advocacy materials (e.g., video, print, radio, television);
 - e. Conduct of Nationwide Simultaneous Earthquake Drill (NSED), based on **DepEd Order No. 53, s. 2022: Mandatory Unannounced Earthquake and Fire Drills in School**, and other multi-hazard drills **DepEd Order No. 33, s. 2021: School-Based Disaster Preparedness and Response Measures for Tropical Cyclones, Flooding, and Other Weather-Related Disturbances and Calamities**);
 - f. Monitoring and Submission of RADaR of School Disaster Risk Reduction and Management Coordinators; and
 - g. Procurement of disaster preparedness and response-related PPAs and Response Interventions.


2. Only the following expenses are allowed under this component of the FY 2023 DPRP:
 - a. Travel expenses necessary for conduct of DRRM PPAs, such as face-to-face workshops, capacity building training, monitoring and evaluation, and school visits;
 - b. Board and lodging of participants and management team, use of function rooms, and other equipment for face-to-face activities, subject to the guidelines as stipulated in **DepEd Order No. 02, s. 2018: Guidelines on the allocation of funds for venue, meals, and snacks, and room accommodation of official activities organized and conducted by the Department of Education (DepEd)**;
 - c. Honorarium of resource speakers based on the guidelines as mentioned in the **Department of Budget and Management (DBM) through Circular No. 2007-01** titled *Guidelines on the Grant of Honoraria to Lecturers, Resource Persons, Coordinators, and Facilitators*;
 - d. Payment of supplies and materials necessary for the conduct of workshops/trainings;
 - e. Payment for the production and delivery of the DRRM advocacy materials;

- f. Payment for the procurement and delivery of disaster preparedness-related PPAs and Response Interventions;
 - g. Payment of registration fees for DRRM-related local training for plantilla-DRRM Coordinators for Regional and Schools Division Offices;
 - h. Payment of One-time load expenses of the School Disaster Risk Reduction and Management Coordinator in the amount of **One Thousand Pesos (Php 1,000.00)** for one School Year; and
 - i. Renewal of radio licenses for hand-held and base radio equipment.
3. The allocated funds shall not be allowed to be used for the following:
 - a. Payment of salaries and overtime of Job Orders, Casual and Contract of Service (CoS) staff;
 - b. Purchase of equipment that may fall under Capital Outlay; and
 - c. All other expenses which are not mentioned above.
4. Region and Schools Division Offices fund allocation for FY 2023 is provided in **Enclosure 2: Breakdown of FY 2023 Disaster Preparedness and Response Program funds: Implementation of Disaster Risk Reduction and Management (DRRM) Programs, Projects, and Activities.**
5. The Regional and Division DRRM Coordinators shall furnish copies of their approved Expenditure Matrix to the DRRMS using **Enclosure 3: FY 2023 Disaster Preparedness and Response Program-Expenditure Matrix for Disaster Preparedness-related PPAs and Response Interventions.**
6. The Regional and Division DRRM Coordinators shall provide photo documentation using **Enclosure 4: FY 2023 Disaster Preparedness and Response Program: Photo Documentation on the Conduct of Disaster Preparedness-related PPAs, and Response Interventions.**
7. Regional and Division DRRM Coordinators shall submit the status of program implementation and fund utilization on a quarterly basis using **Enclosure 5: Quarterly Status of the FY 2023 Disaster Preparedness and Response Program Funds on the Implementation of Disaster Preparedness-related PPAs and Response Interventions.**
8. All forms must be prepared by the DRRM Coordinator, reviewed by the Budget Officer, and approved by the Regional Director for the Regional Office or the Schools Division Superintendent for the Division Office. All approved forms/reports shall be submitted to the DRRMS on or before the last week of every quarter.

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9. The report must be addressed to the Director IV of the DRRMS using the email: drmo@deped.gov.ph with the subject: DPRP[PSF2023] Region/Division | Report (e.g., DPRP[PSF2023] Region III Report; DPRP[PSF2023] Region III SDO Pampanga Report).

APPROVED:


ANNALYN M. SEVILLA
Undersecretary for Finance


ATTY. REVSEE A. ESCOBEDO
Undersecretary for Operations