



Republika ng Pilipinas

Kagawaran ng Edukasyon

Tanggapan ng Pangalawang Kalihim

OUA MEMO 00-1021-0263

MEMORANDUM

26 October 2021

For: **Regional Directors
Schools Division Superintendents
Regional and Division DRRM Coordinators**

Subject: **CORRIGENDUM TO OUA MEMO 00-0321-0088
RE: 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 updated *Implementing Guidelines on the Allocation, Utilization, Documentation and Reporting of Support Funds for Planning, Implementation and Monitoring of Disaster Risk Reduction and Management (DRRM) Programs, Projects and Activities (PPAs)*.

This document ensures that the 2021 Disaster Preparedness and Response Program (DPRP) fund is maximized and utilized efficiently and effectively based on 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*) and DepEd Memorandum No. 71, s. 2021 (*Preparation for the Pilot Face-to-Face, Expansion and Transitioning to New Normal*).

In this regard, all Regional and Division 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 compliance.

ALAIN DEL B. PASCUA
Undersecretary



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[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 @depeditayo

**IMPLEMENTING GUIDELINES ON THE ALLOCATION, UTILIZATION,
DOCUMENTATION AND REPORTING OF PROGRAM SUPPORT FUNDS
FOR PLANNING, IMPLEMENTATION AND MONITORING OF
DISASTER RISK REDUCTION AND MANAGEMENT (DRRM)
PROGRAMS, PROJECTS AND ACTIVITIES (PPAs)**

I. Allocation of Fund Support

1. The regional and division fund support allocation for FY2021 is provided in **Annex A**.
2. All regions and divisions received a Sub-Allotment Release Order (Sub-ARO) through the Budget Division of the Department of Education (DepEd) Central Office. The Disaster Risk Reduction and Management Service (DRRMS) Staff furnished an advanced copy of the signed Sub-ARO to the Regional/Division DRRM Coordinators.

II. Activities and Expenses

1. These guidelines apply to funds indicated in **Annex B** which are provided to DepEd field offices for the planning, implementation and monitoring of DRRM PPAs which include, but are not limited to the following:

a. Allowable PPAs

- i. Mental Health and Psychosocial Support Services (MHPSS)
- ii. Purchase of PPEs and COVID-19 supplies (**Annex C**)
- iii. Printing and delivery of MHPSS and COVID-19 related IEC materials
 - (1) For pilot implementation of limited face-to-face learning modality:
 - (a) Psychosocial Activity Pack (PsAP)
 - (b) MHPSS Guide for Parents
 - (c) Guide on Step-by-Step Daily Routine for Learners, Parents/Guardians and Teachers for Limited Face-to-Face
 - (d) COVID-19 IEC materials
 - (2) For schools implementing distance learning:
 - (a) Remote psychosocial support through play for elementary learners
 - (b) Learners' Playbook
 - (c) COVID-19 Comics
 - (d) 2020 SEES Online and Self-Guided Modules
- iv. PPAs related to protection of children, women, persons with disabilities (PWDs), Indigenous People (IP), marginalized communities, and other vulnerable groups amidst the COVID-19 pandemic
- v. Region and Division DRRM midterm and year-end evaluation and planning activities
- vi. Monitoring visits, as applicable
- vii. Quarterly meetings with DRRM Coordinators



b. Allowable Expenses

- i. Honorarium of Resource Persons
- ii. Payment for specialized mental health services (Psychologist/ Psychiatrist) using the DepEd referral system for learners, for a maximum of three (3) sessions (DM-OUCI-2021-055: *Guidelines on the Counseling and Referral System of Learners for S.Y. 2020-2021*)
- iii. Travel and miscellaneous expenses necessary to plan, implement and monitor DRRM PPAs
- iv. 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 or the Guidelines on the Allocation of funds for venue, meals and snacks and accommodation of official activities organized and conducted by the Department of Education*
- v. Contingency to cover the payment of miscellaneous expenses incidental to the conduct of activities, such as papers, inks/toners, gasoline, Maintenance and other Operating Expenses (MOOE), and communication expense except for those covered by DepEd Order No. 035, s. 2021, Amendment 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*)

- III.** The implementation of the abovementioned 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 issuances related to COVID-19.
- IV.** 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 (COA).
- V.** Regions may download their allocation 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.
- VI.** Divisions may also download funds to schools if necessary. This is subject to the capability of the school in utilizing funds and implementing the PPAs while performing its primary responsibilities. Supervision from the SDO is required.
- VII.** Regions/divisions are required to submit Obligation Reports from region/division budget offices to DRRMS through email at drmo@deped.gov.ph by 15 December 2021.



- VIII.** 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 Central Office (copy furnishing DRRMS). Strong coordination with regions and divisions finance officers is instructed.
- IX.** Judicious utilization of the funds in accordance with Executive Order No. 91, s. 2019 is required. 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.
- X.** 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.
- XI.** These guidelines shall take effect upon approval.



Annex A

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

Planning, Implementation and Monitoring of Program Support Funds

Region	Allocation per Region (P)
CAR	1,649,000.00
CARAGA	1,900,000.00
NCR	1,183,000.00
Region I	1,881,000.00
Region II	1,459,000.00
Region III	2,702,000.00
Region IV-A	2,515,000.00
Region IV-B	1,480,000.00
Region V	2,154,000.00
Region VI	2,603,000.00
Region VII	2,273,000.00
Region VIII	2,367,000.00
Region IX	1,418,000.00
Region X	1,997,000.00
Region XI	1,851,000.00
Region XII	1,391,000.00
Total	30,823,000.00



Annex B

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

Planning, Implementation and Monitoring of Program Support Funds CAR

Office	Amount (P)
Regional Office	184,000.00
Abra	210,000.00
Apayao	210,000.00
Baguio City	86,000.00
Benguet	210,000.00
Ifugao	210,000.00
Kalinga	210,000.00
Mt. Province	210,000.00
Tabuk City	119,000.00
Total	1,649,000.00

CARAGA

Office	Amount (P)
Regional Office	205,000.00
Agusan del Norte	210,000.00
Agusan del Sur	210,000.00
Bayugan City	85,000.00
Bislig City	88,000.00
Butuan City	155,000.00
Cabadbaran City	52,000.00
Dinagat Island	159,000.00
Siargao	163,000.00
Surigao City	105,000.00
Surigao del Norte	210,000.00
Surigao del Sur	210,000.00
Tandag City	48,000.00
Total	1,900,000.00



NCR

Office	Amount (P)
Regional Office	82,000.00
Caloocan City	106,000.00
City of San Juan	30,000.00
Las Piñas City	57,000.00
Makati City	55,000.00
Malabon City	60,000.00
Mandaluyong City	41,000.00
Manila	123,000.00
Marikina City	50,000.00
Muntinlupa City	45,000.00
Navotas	43,000.00
Paranaque City	54,000.00
Pasay City	49,000.00
Pasig City	61,000.00
Quezon City	174,000.00
Taguig	66,000.00
Valenzuela City	87,000.00
Total	1,183,000.00

Region I

Office	Amount (P)
Regional Office	286,000.00
Alaminos City	64,000.00
Batac City	51,000.00
Candon City	52,000.00
Dagupan City	57,000.00
Ilocos Norte	210,000.00
Ilocos Sur	210,000.00
La Union	210,000.00
Laoag City	57,000.00
Pangasinan I, Lingayen	210,000.00
Pangasinan II, Binalonan	210,000.00
San Carlos City	93,000.00
San Fernando City	51,000.00
Urdaneta City	81,000.00
Vigan City	39,000.00
Total	1,881,000.00



Region II

Office	Amount (P)
Regional Office	253,000.00
Batanes	45,000.00
Cagayan	210,000.00
Cauayan City	97,000.00
City of Ilagan	116,000.00
Isabela	210,000.00
Nueva Vizcaya	210,000.00
Quirino	205,000.00
Santiago City	60,000.00
Tuguegarao City	53,000.00
Total	1,459,000.00

Region III

Office	Amount (P)
Regional Office	366,000.00
Angeles City	71,000.00
Aurora	192,000.00
Balanga City	39,000.00
Bataan	210,000.00
Bulacan	210,000.00
Cabanatuan City	83,000.00
Gapan City	59,000.00
Mabalacat City	73,000.00
Malolos City	74,000.00
Meycauayan City	48,000.00
Munoz Science City	54,000.00
Nueva Ecija	210,000.00
Olongapo City	57,000.00
Pampanga	210,000.00
San Fernando City	64,000.00
San Jose City	73,000.00
San Jose del Monte City	73,000.00
Tarlac	210,000.00
Tarlac City	116,000.00
Zambales	210,000.00
Total	2,702,000.00



Region IV-A

Office	Amount (P)
Regional Office	354,000.00
Antipolo City	85,000.00
Bacoor City	61,000.00
Batangas	210,000.00
Batangas City	124,000.00
Binan City	55,000.00
Cabuyao City	46,000.00
Calamba City	91,000.00
Cavite	210,000.00
Cavite City	32,000.00
Dasmaringas City	61,000.00
General Trias City	54,000.00
Imus City	53,000.00
Laguna	210,000.00
Lipa City	103,000.00
Lucena City	71,000.00
Quezon	210,000.00
Rizal	210,000.00
San Pablo City	98,000.00
Sta. Rosa City	46,000.00
Tanauan City	77,000.00
Tayabas City	54,000.00
Total	2,515,000.00

Region: IV-B

Office	Amount (P)
Regional Office	235,000.00
Calapan City	76,000.00
Marinduque	210,000.00
Occidental Mindoro	210,000.00
Oriental Mindoro	210,000.00
Palawan	210,000.00
Puerto Princesa City	119,000.00
Romblon	210,000.00
Total	1,480,000.00



Region: V

Office	Amount (P)
Regional Office	382,000.00
Albay	210,000.00
Camarines Norte	210,000.00
Camarines Sur	210,000.00
Catanduanes	210,000.00
Iriga City	68,000.00
Legaspi City	74,000.00
Ligao City	85,000.00
Masbate	210,000.00
Masbate City	61,000.00
Naga City	56,000.00
Sorsogon	210,000.00
Sorsogon City	101,000.00
Tabaco City	67,000.00
Total	2,154,000.00

Region: VI

Office	Amount (P)
Regional Office	403,000.00
Aklan	210,000.00
Antique	210,000.00
Bacolod City	86,000.00
Bago City	63,000.00
Cadiz City	86,000.00
Capiz	210,000.00
Escalante City	59,000.00
Guimaras	132,000.00
Himamaylan City	72,000.00
Iloilo	210,000.00
Iloilo City	83,000.00
Kabankalan City	106,000.00
La Carlota City	46,000.00
Negros Occidental	210,000.00
Passi City	62,000.00
Roxas City	68,000.00
Sagay City	83,000.00
San Carlos City	82,000.00
Silay City	57,000.00
Sipalay City	65,000.00
Total	2,603,000.00



Region: VII

Office	Amount (P)
Regional Office	373,000.00
Bais City	77,000.00
Bayawan City	111,000.00
Bogo City	55,000.00
Bohol	210,000.00
Carcar City	65,000.00
Cebu	210,000.00
Cebu City	125,000.00
City of Naga, Cebu	64,000.00
Danao City	77,000.00
Dumaguete City	43,000.00
Guihulngan City	114,000.00
Lapu-Lapu City	88,000.00
Mandaue City	63,000.00
Negros Oriental	210,000.00
Siquijor	96,000.00
Tagbilaran City	42,000.00
Talisay City	62,000.00
Tanjay City	108,000.00
Toledo City	80,000.00
Total	2,273,000.00

Region: VIII

Office	Amount (P)
Regional Office	418,000.00
Baybay City	100,000.00
Biliran	161,000.00
Borongan City	76,000.00
Calbayog City	192,000.00
Catbalogan City	76,000.00
Eastern Samar	210,000.00
Leyte	210,000.00
Maasin City	97,000.00
Northern Samar	210,000.00
Ormoc City	117,000.00
Samar (Western Samar)	210,000.00
Southern Leyte	210,000.00
Tacloban City	80,000.00



Total	2,367,000.00
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Region: IX

Office	Amount (P)
Regional Office	253,000.00
Dapitan City	77,000.00
Dipolog City	66,000.00
Isabela City	82,000.00
Pagadian City	100,000.00
Zamboanga City	210,000.00
Zamboanga del Norte	210,000.00
Zamboanga del Sur	210,000.00
Zamboanga Sibugay	210,000.00
Total	1,418,000.00

Region: X

Office	Amount (P)
Regional Office	251,000.00
Bukidnon	210,000.00
Cagayan de Oro City	125,000.00
Camiguin	84,000.00
El Salvador	41,000.00
Gingoog City	113,000.00
Iligan City	130,000.00
Lanao del Norte	210,000.00
Malaybalay City	103,000.00
Misamis Occidental	210,000.00
Misamis Oriental	210,000.00
Oroquieta City	70,000.00
Ozamis City	76,000.00
Tangub City	83,000.00
Valencia City	81,000.00
Total	1,997,000.00



Region: XI

Office	Amount (P)
Regional Office	214,000.00
Compostela Valley	210,000.00
Davao City	210,000.00
Davao del Norte	210,000.00
Davao del Sur	210,000.00
Davao Occidental	210,000.00
Davao Oriental	210,000.00
Digos City	64,000.00
Island Garden City of Samal	90,000.00
Mati City	89,000.00
Panabo City	78,000.00
Tagum City	56,000.00
Total	1,851,000.00

Region: XII

Office	Amount (P)
Regional Office	220,000.00
General Santos City	118,000.00
Kidapawan City	92,000.00
Koronadal City	72,000.00
North Cotabato	210,000.00
Sarangani	210,000.00
South Cotabato	210,000.00
Sultan Kudarat	210,000.00
Tacurong City	49,000.00
Total	1,391,000.00



Annex C

Personal Protective Equipment (PPE) and COVID-19 Supplies

1. Personal Protective Equipment (PPE)

- a. Face mask
- b. Face shield
- c. Gloves
- d. Gowns

2. COVID-19 Supplies

- a. Antibacterial soap
- b. 70% Isopropyl/Ethyl Alcohol
- c. Toothbrush
- d. Toothpaste
- e. Medical Mask
- f. Respirator (N95 or FFP2)
- g. Thermal scanner
- h. Multivitamins
- i. Disinfectant



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