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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](mailto:drmo@deped.gov.ph)

For immediate dissemination and strict compliance.

**ALAIN DEL B. PASCUA**

Undersecretary



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### 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](mailto: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 expense/allowance, 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](mailto: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 Central



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**

<b>REGION</b>	<b>Allocation per Region (P '000)</b>
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
<b>TOTAL</b>	<b>30,823</b>



**Disaster Risk Reduction and Management Service (DRRMS)**

FY 2021 Program Support Funds for Regions and Divisions

**Planning, Monitoring and Evaluation Program Support Funds****REGION: CAR**

<b>OFFICE</b>	<b>AMOUNT (P '000)</b>
Regional Office	184,000
Abra	210,000
Apayao	210,000
Baguio City	86,000
Benguet	210,000
Ifugao	210,000
Kalinga	210,000
Mt. Province	210,000
Tabuk City	119,000
<b>TOTAL</b>	<b>1,649,000</b>



**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**

<b>OFFICE</b>	<b>AMOUNT (P '000)</b>
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
<b>TOTAL</b>	<b>1,900,000</b>



**Disaster Risk Reduction and Management Service (DRRMS)**

FY 2021 Program Support Funds for Regions and Divisions

**Planning, Monitoring and Evaluation Program Support Funds****REGION: NCR**

<b>OFFICE</b>	<b>AMOUNT (P '000)</b>
Regional Office	82,000
Caloocan City	106,000
City of San Juan	30,000
Las Piñas City	57,000
Makati City	55,000
Malabon City	60,000
Mandaluyong City	41,000
Manila	123,000
Marikina City	50,000
Muntinlupa City	45,000
Navotas	43,000
Paranaque City	54,000
Pasay City	49,000
Pasig City	61,000
Quezon City	174,000
Taguig	66,000
Valenzuela City	87,000
<b>TOTAL</b>	<b>1,183,000</b>





**Disaster Risk Reduction and Management Service (DRRMS)**

FY 2021 Program Support Funds for Regions and Divisions

**Planning, Monitoring and Evaluation Program Support Funds****REGION: I**

<b>OFFICE</b>	<b>AMOUNT (P '000)</b>
Regional Office	286,000
Alaminos City	64,000
Batac City	51,000
Candon City	52,000
Dagupan City	57,000
Ilocos Norte	210,000
Ilocos Sur	210,000
La Union	210,000
Laoag City	57,000
Pangasinan I, Lingayen	210,000
Pangasinan II, Binalonan	210,000
San Carlos City	93,000
San Fernando City	51,000
Urdaneta City	81,000
Vigan City	39,000
<b>TOTAL</b>	<b>1,881,000</b>



**Disaster Risk Reduction and Management Service (DRRMS)**

FY 2021 Program Support Funds for Regions and Divisions

**Planning, Monitoring and Evaluation Program Support Funds****REGION: II**

<b>OFFICE</b>	<b>AMOUNT (P '000)</b>
Regional Office	253,000
Batanes	45,000
Cagayan	210,000
Cauayan City	97,000
City of Ilagan	116,000
Isabela	210,000
Nueva Vizcaya	210,000
Quirino	205,000
Santiago City	60,000
Tuguegarao City	53,000
<b>TOTAL</b>	<b>1,459,000</b>



**Disaster Risk Reduction and Management Service (DRRMS)**

FY 2021 Program Support Funds for Regions and Divisions

**Planning, Monitoring and Evaluation Program Support Funds  
REGION: III**

<b>OFFICE</b>	<b>AMOUNT (P '000)</b>
Regional Office	366,000
Angeles City	71,000
Aurora	192,000
Balanga City	39,000
Bataan	210,000
Bulacan	210,000
Cabanatuan City	83,000
Gapan City	59,000
Mabalacat City	73,000
Malolos City	74,000
Meycauayan City	48,000
Munoz Science City	54,000
Nueva Ecija	210,000
Olongapo City	57,000
Pampanga	210,000
San Fernando City	64,000
San Jose City	73,000
San Jose del Monte City	73,000
Tarlac	210,000
Tarlac City	116,000
Zambales	210,000
<b>TOTAL</b>	<b>2,702,000</b>



**Disaster Risk Reduction and Management Service (DRRMS)**

FY 2021 Program Support Funds for Regions and Divisions

**Planning, Monitoring and Evaluation Program Support Funds****REGION: IV-A**

<b>OFFICE</b>	<b>AMOUNT (P '000)</b>
Regional Office	354,000
Antipolo City	85,000
Bacoor City	61,000
Batangas	210,000
Batangas City	124,000
Binan City	55,000
Cabuyao City	46,000
Calamba City	91,000
Cavite	210,000
Cavite City	32,000
Dasmaringas City	61,000
General Trias City	54,000
Imus City	53,000
Laguna	210,000
Lipa City	103,000
Lucena City	71,000
Quezon	210,000
Rizal	210,000
San Pablo City	98,000
Sta. Rosa City	46,000
Tanauan City	77,000
Tayabas City	54,000
<b>TOTAL</b>	<b>2,515,000</b>



**Disaster Risk Reduction and Management Service (DRRMS)**

FY 2021 Program Support Funds for Regions and Divisions

**Planning, Monitoring and Evaluation Program Support Funds****REGION: IV-B**

<b>OFFICE</b>	<b>AMOUNT (P '000)</b>
Regional Office	235,000
Calapan City	76,000
Marinduque	210,000
Occidental Mindoro	210,000
Oriental Mindoro	210,000
Palawan	210,000
Puerto Princesa City	119,000
Romblon	210,000
<b>TOTAL</b>	<b>1,480,000</b>



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

**Planning, Monitoring and Evaluation Program Support Funds**  
**REGION: V**

<b>OFFICE</b>	<b>AMOUNT (P '000)</b>
Regional Office	382,000
Albay	210,000
Camarines Norte	210,000
Camarines Sur	210,000
Catanduanes	210,000
Iriga City	68,000
Legaspi City	74,000
Ligao City	85,000
Masbate	210,000
Masbate City	61,000
Naga City	56,000
Sorsogon	210,000
Sorsogon City	101,000
Tabaco City	67,000
<b>TOTAL</b>	<b>2,154,000</b>



**Disaster Risk Reduction and Management Service (DRRMS)**

FY 2021 Program Support Funds for Regions and Divisions

**Planning, Monitoring and Evaluation Program Support Funds  
REGION: VI**

<b>OFFICE</b>	<b>AMOUNT (P '000)</b>
Regional Office	403,000
Aklan	210,000
Antique	210,000
Bacolod City	86,000
Bago City	63,000
Cadiz City	86,000
Capiz	210,000
Escalante City	59,000
Guimaras	132,000
Himamaylan City	72,000
Iloilo	210,000
Iloilo City	83,000
Kabankalan City	106,000
La Carlota City	46,000
Negros Occidental	210,000
Passi City	62,000
Roxas City	68,000
Sagay City	83,000
San Carlos City	82,000
Silay City	57,000
Sipalay City	65,000
<b>TOTAL</b>	<b>2,603,000</b>



**Disaster Risk Reduction and Management Service (DRRMS)**

FY 2021 Program Support Funds for Regions and Divisions

**Planning, Monitoring and Evaluation Program Support Funds  
REGION: VII**

<b>OFFICE</b>	<b>AMOUNT (P '000)</b>
Regional Office	373,000
Bais City	77,000
Bayawan City	111,000
Bogo City	55,000
Bohol	210,000
Carcar City	65,000
Cebu	210,000
Cebu City	125,000
City of Naga, Cebu	64,000
Danao City	77,000
Dumaguete City	43,000
Guihulngan City	114,000
Lapu-Lapu City	88,000
Mandaue City	63,000
Negros Oriental	210,000
Siquijor	96,000
Tagbilaran City	42,000
Talisay City	62,000
Tanjay City	108,000
Toledo City	80,000
<b>TOTAL</b>	<b>2,273,000</b>





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

**Planning, Monitoring and Evaluation Program Support Funds**  
**REGION: VIII**

<b>OFFICE</b>	<b>AMOUNT (P '000)</b>
Regional Office	418,000
Baybay City	100,000
Biliran	161,000
Borongan City	76,000
Calbayog City	192,000
Catbalogan City	76,000
Eastern Samar	210,000
Leyte	210,000
Maasin City	97,000
Northern Samar	210,000
Ormoc City	117,000
Samar (Western Samar)	210,000
Southern Leyte	210,000
Tacloban City	80,000
<b>TOTAL</b>	<b>2,367,000</b>



**Disaster Risk Reduction and Management Service (DRRMS)**

FY 2021 Program Support Funds for Regions and Divisions

**Planning, Monitoring and Evaluation Program Support Funds****REGION: IX**

<b>OFFICE</b>	<b>AMOUNT (P '000)</b>
Regional Office	253,000
Dapitan City	77,000
Dipolog City	66,000
Isabela City	82,000
Pagadian City	100,000
Zamboanga City	210,000
Zamboanga del Norte	210,000
Zamboanga del Sur	210,000
Zamboanga Sibugay	210,000
<b>TOTAL</b>	<b>1,418,000</b>



**Disaster Risk Reduction and Management Service (DRRMS)**

FY 2021 Program Support Funds for Regions and Divisions

**Planning, Monitoring and Evaluation Program Support Funds****REGION: X**

<b>OFFICE</b>	<b>AMOUNT (P '000)</b>
Regional Office	251,000
Bukidnon	210,000
Cagayan de Oro City	125,000
Camiguin	84,000
El Salvador	41,000
Gingoog City	113,000
Iligan City	130,000
Lanao del Norte	210,000
Malaybalay City	103,000
Misamis Occidental	210,000
Misamis Oriental	210,000
Oroquieta City	70,000
Ozamis City	76,000
Tangub City	83,000
Valencia City	81,000
<b>TOTAL</b>	<b>1,997,000</b>



**Disaster Risk Reduction and Management Service (DRRMS)**

FY 2021 Program Support Funds for Regions and Divisions

**Planning, Monitoring and Evaluation Program Support Funds****REGION: XI**

<b>OFFICE</b>	<b>AMOUNT (P '000)</b>
Regional Office	214,000
Compostela Valley	210,000
Davao City	210,000
Davao del Norte	210,000
Davao del Sur	210,000
Davao Occidental	210,000
Davao Oriental	210,000
Digos City	64,000
Island Garden City of Samal	90,000
Mati City	89,000
Panabo City	78,000
Tagum City	56,000
<b>TOTAL</b>	<b>1,851,000</b>



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

**Planning, Monitoring and Evaluation Program Support Funds**  
**REGION: XII**

<b>OFFICE</b>	<b>AMOUNT (P '000)</b>
Regional Office	220,000
General Santos City	118,000
Kidapawan City	92,000
Koronadal City	72,000
North Cotabato	210,000
Sarangani	210,000
South Cotabato	210,000
Sultan Kudarat	210,000
Tacurong City	49,000
<b>TOTAL</b>	<b>1,391,000</b>



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