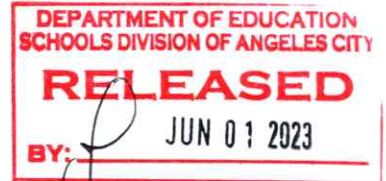




Republic of the Philippines  
**Department of Education**  
Region III  
**Schools Division of Angeles City**



1 June 2023

DIVISION MEMORANDUM  
No. **191** s. 2023

**GUIDELINES ON THE ALLOCATION AND UTILIZATION  
OF FIVE PERCENT (5%) MOOE FUNDS FOR  
DRRM RELATED PROGRAMS, PROJECTS, AND ACTIVITIES**

To: Assistant Schools Division Superintendent  
Division Chiefs  
Public School District Supervisors  
Heads of Public Elementary and Secondary Schools  
All Others Concerned

1. Republic Act 10121, or the Philippine Disaster Risk Reduction and Management Act of 2010, Section 22 (e): All departments, bureaus, offices, and agencies of the government are hereby authorized to use a portion of their appropriations to implement projects designed to address DRRM activities in accordance with the guidelines to be issued by the NDRRMC in coordination with the DBM. Likewise, the General Appropriations Act has consistently provided in previous years that a portion of the funds must be expended for disaster risk reduction and management activities.

2. Similarly, DepEd Order No. 83, s. 2011, on Disaster Preparedness Measures for Schools, **was issued to address the underlying forces on disaster risk**, such as: 1) poorly built school structures; 2) little knowledge of teachers about risks and skills in risk reduction; 3) low capacity of teachers and administrators in disaster preparedness and response; and 4) lack of warning mechanisms and absence of risk assessments.

3. With this, to sustain and support the implementation of DRRM in the education sector as cascaded to the field from DepEd Central Office through the DRRMS, the Schools Division of Angeles City and the schools under its jurisdiction are hereby advised to allot five percent (5%) of their Maintenance and Other Operating Expenses (MOOE) funds for DRRM-related activities, subject to the following conditions:

- An annual School DRRM plan with corresponding budgetary requirements must be prepared by the School Planning and DRRM Teams and be submitted in **June of the current year**, for approval within the Comprehensive DRRM in Basic Education Framework and School Improvement Plan to guide the division and schools in assessing, planning, and implementing their specific prevention and mitigation, preparedness, response, recovery, and rehabilitation interventions using **Enclosure 1: School DRRM Plan for SY 2023-2024**.
- School Heads and DRRM Coordinators shall submit the status of program implementation and fund utilization on a quarterly basis using the



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**Enclosure 2:** Quarterly Status of the MOOE Funds on the Implementation of DRRM and CCAM PPAs prepared and signed by the school head, verified by the Division Budget Officer and Accountant, recommended for approval by the SGOD-Chief with the initials of the Division DRRM Coordinator, and approved by the Schools Division Superintendent.

- Schools must submit the narrative reports with photo documentation of the implementation of DRRM PPAs quarterly using the **Enclosure 3: Narrative Report Template**.
- Only the following programs, projects, or activities are included in the utilization of the MOOE-DRRM funds:
  1. capacity-building on DRRM and CCAM for skill-enhancement of school personnel, parents and learners as follows:
    - a. Family Earthquake Preparedness
    - b. Basic First Aid
    - c. Psychological First Aid (PFA)
    - d. Mindfulness Art-Based Therapy
    - e. Batang Empowered and Resilient Team (BERT)
    - f. DRRM and CCAM Curriculum Integration
    - g. National Disaster Resilience Month Celebration
    - h. Natural and Human-induced Hazards
    - i. Road Safety
    - j. Child Protection in Emergencies
    - k. Proper Solid Waste Management
  2. development and distribution of DRRM and CCAM instructional and advocacy materials;
  3. conduct of multi-hazard drills; and
  4. implementation and monitoring of disaster risk reduction and management (DRRM) and climate change adaptation and mitigation (CCAM) programs, projects, and activities.
- Likewise, only the following expenses are allowed subject to accounting and auditing rules and regulations and procurement guidelines:
  1. honorarium of resource speakers based on the existing guidelines set by the Department of Budget and Management (DBM);
  2. payment of venues, meals, and snacks during seminars and trainings related to DRRM and CCAM;
  3. payment of supplies and materials necessary in the development, production, and distribution of DRRM and CCAM instructional and advocacy materials; and
  4. procurement of DRRM equipment and supplies.



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4. These guidelines shall take effect starting in SY 2023-2024 and thereafter unless otherwise rescinded or revoked.
5. Enclosed are the School DRRM Plan Template, Quarterly Status of the MOOE Funds on the Implementation of DRRM and CCAM PPAs, and Narrative Report Template for reference and guidance.
6. All School Heads, through their DRRM Coordinators are required to submit their School DRRM Plans for SY 2023-2024.
7. Wide and immediate dissemination of and strict compliance to this memorandum are desired.

**RONALDO A. POZON PhD, CESO V** *14*  
Schools Division Superintendent

Encl.: As stated.

Reference: RA 10121 and DO 83, s2011

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

DISASTER RISK REDUCTION MANAGEMENT

EDUCATION SCHOOLS

*CAL/DRRM/June 1, 2023*



ENCLOSURE 1



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF EDUCATION  
**DIVISION OF ANGELES CITY**  
Jesus St., Pulungbulu, Angeles City

**SCHOOL DISASTER RISK REDUCTION AND MANAGEMENT PLAN FOR SY 2023-2024**

Program/Project	Objectives	Output	Activities	Time Frame	Resources			Source of Funding
					Human	Non-Human	Financial	
PILLAR 1 SAFE LEARNING FACILITIES								
PILLAR 2 SCHOOL DISASTER MANAGEMENT								
PILLAR 3 DISASTER RISK REDUCTION IN EDUCATION								

Prepared:

SCHOOL HEAD

REVIEWED:

EDGAR L. MANABAT PhD  
SGOD - CHIEF  
(counter sign by the Div DRRM Coordinator)

APPROVED:

RONALDO A. POZON PhD, CESO V  
School Division Superintendent



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF EDUCATION  
**DIVISION OF ANGELES CITY**  
Jesus St., Pulungbulu, Angeles City

**Quarterly Status of the MOOE Funds on the Implementation of DRRM and CCAM PPAs**

Pillars	PPAs	Objectives	Target Participants	Target Date of Implementation	Output/Impact	Amount Utilized				Remarks
						1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
<b>SAFE LEARNING FACILITIES</b>										
<b>SCHOOL DISASTER MANAGEMENT</b>										
<b>DISASTER RISK REDUCTION IN EDUCATION</b>										

PREPARED:

SCHOOL HEAD

VERIFIED:

CHARLON B. OMLANG  
Budget Officer

GAY Y. PANGILINAN  
Accountant III

RECOMMENDING APPROVAL:

EDGAR L. MANABAT PhD  
SGOD - CHIEF  
(counter sign by the Div DRRM Coordinator)

APPROVED:

RONALDO A. POZON PhD, CESO V  
School Division Superintendent



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**ENCLOSURE 3:** Narrative Report Template

I. Narrative:

II. Photo Documentation with Caption

III. Outcome/Impact

Prepared:

School DRRM Coordinator

Approved:

School Head