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Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

OUA MEMO 00-0322-0001

MEMORANDUM

28 February 2022

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

Subject: **GUIDELINES ON THE UTILIZATION OF FY2022 FOR
COMPREHENSIVE RELEASE FUND (CRF) UNDER DISASTER
PREPAREDNESS AND RESPONSE PROGRAM (DPRP) FUND**

General Objective:

This Comprehensive Release Fund (FCR) is intended for Implementing Units (IUs) to plan, implement, and monitor Disaster Risk Reduction and Management Service (DRRMS) programs, projects, and activities (PPAs).

Coverage:

All Regions and Divisions of the Department of Education (DepEd), including schools receiving fund support from the Disaster Risk Reduction and Management Service (DRRMS) under the Disaster Preparedness and Response Program (DPRP).

Utilization of Allotments Issued:

Modification covering allocations must not exceed the total amount appropriated for a PPA.

The implementing guidelines must be observed in the use of allocated funds for planning, implementation, and monitoring of DRRM, CCAM, and Peace-Building PPAs (see Annexes).

Due to limited funds, regions and division offices must practice discretion and prioritization in identifying PPAs and target participants.



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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 (DRMMS), 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

Regional and Division DRRM Coordinators must submit their own proposals and Expenditure Matrix consisting of identified PPAs, following:

Enclosure 1: Project Proposal For Comprehensive Release Fund on DRRM, CCAM, and Peace-building PPAs; and

Enclosure 2: Expenditure Matrix for DRRM, CCAM, and Peace-building Programs, Projects and Activities on or before March 15, 2022.

Regional and Division DRRM Coordinators concerned shall observe the judicious use of funds, subject to existing budgeting, accounting and auditing rules and regulations; as well as procurement guidelines.

Likewise, Quarterly reports containing the accomplishments, obligation and disbursement status, and photo documentation on the use of the FCR must be sent to the DRRMS using the templates provided through:

Enclosure 3: Quarterly Status of the Comprehensive Release Fund on the Implementation of DRRM, CCAM and Peace-Building PPAs for FY2022; and

Enclosure 4: Photo Documentation on the Utilization of For Comprehensive Release Fund for FY2022, to drmo@deped.gov.ph .

For more information, questions, and concerns, please contact Mr. Cecilio D. Peralta of DRRMS at telephone number (02) 8637-4933 or thru email at drmo+pb@deped.gov.ph .

For immediate dissemination.



ALAIN DEL B. PASCUA
Undersecretary


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Annex A.1

PURPOSES:

- To provide guidelines based on policies, procedures, rules, and regulations on the utilization of FCR under the FY2022 Disaster Preparedness and Response Program (DPRP) Funds and monitoring of expenses in accordance with the general and specific provisions.
- To synchronize fund utilization with the implementation of the overall physical and financial plans, targets, and schedules of the implementing units.

Annex A.2

GENERAL GUIDELINES:

As a general rule, Regional Offices (ROs) and Schools Division Offices (SDOs) shall spend what is programmed in their respective allocations in the FCR under FY2022 DPRP Funds for the planning, implementation, and monitoring of DRRM, CCAM, and Peace-Building PPAs.

This FCR does not cover and must not be used for response interventions, unless otherwise indicated.



Annex B.1

IMPLEMENTING GUIDELINES ON THE USE OF FOR COMPREHESIVE RELEASE FUNDS FOR PLANNING, IMPLEMENTATION AND MONITORING OF DRRM, CCAM, AND PEACE-BUILDING PPAs

This FCR is intended for Implementing Units, for planning, implementation and monitoring of DRRM, CCAM, and Peace-Building PPAs.

1. Only the following activities are allowed for the utilization of the PSF:
 - a. Regular Regional and Division DRRM Coordination Meetings;
 - b. Monitoring and evaluation visits for the implementation of DRRM, CCAM, and Peace-Building PPAs, if applicable;
 - c. Capacity building on DRRM, CCAM, and Peace-Building, including trainings related to Mental Health and Psychosocial Support Services (MHPSS);
 - d. Production and distribution of DRRM, CCAM, and Peace-Building Information, Education and Communication (IEC) materials (e.g., video, print, radio, television);
 - e. Activities related to the protection of children, women, persons with disabilities (PWDs), and other vulnerable groups;
 - f. Specialized psychological/psychiatric consultation sessions for learners endorsed through the DepEd referral system as per DM-OUCI-2021-055: Guidelines on the Counseling and Referral System of Learners for S.Y. 2020-2021;
 - g. Provision of Mental Health and Psychosocial Support Services (MHPSS) interventions to learners and personnel affected by Typhoon Odette.

2. Only the following expenses are allowed for the utilization of the FCR:
 - a. Travel expenses necessary for the conduct of DRRM, CCAM, and Peace-Building PPAs (e.g., limited face-to-face workshop or capacity building training, monitoring, and school visits);
 - b. Board and lodging of participants and management team, use of function rooms and other equipment for limited face-to-face activities, 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 Room Accommodation for Official Activities Organized and Conducted by the Department of Education (DepEd);



- c. Honorarium of resource speakers based on the existing guidelines set by the Department of Budget and Management (DBM);
 - d. Payment of supplies and materials necessary in the production and distribution of DRRM, CCAM, and Peace-Building IEC materials;
 - e. Contingency funds to cover the payment of miscellaneous expenses incidental to the conduct of DRRM, CCAM, and Peace-Building PPAs, such as, but not limited to, gasoline, oil, toll fees, and minor repair of the service vehicle;
 - f. Communication expenses for secretariat and participants from regions and divisions based on the existing policies and guidelines in DepEd Order No. 035, s. 2021 titled Amendment to DepEd Order No. 038, s. 2020 Guidelines Authorizing Payment of Communication Expenses of the DepEd Personnel Relative to the Implementation of Alternative Work Arrangement for the Year 2020;
 - g. Payment for three sessions of specialized MHPSS (i.e., consultation with psychologist/psychiatrist) for learners, upon using the DepEd referral system as per DM-OUCI-2021-055: Guidelines on the Counseling and Referral System of Learners for S.Y. 2020-2021).
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;
 - c. Payment of registration fees in any capacity building activity.
 4. The regional and division fund support allocation for FY 2022 is provided in **Enclosure 5: Breakdown of FY2022 For Comprehensive Release Funds for Regions and Schools Division Offices.**
 5. Regional and Division DRRM Coordinators must submit a Quarterly report of the regional and division activity to drmo+pb@deped.gov.ph with the subject [PSF2022] Region/Division | Report (e.g., [PSF2022] Region III Report; [PSF2022] Region III SDO Pampanga Report).



**Region/SDO
Contact Number
Email Address**

PROJECT PROPOSAL

- I. PROGRAM TITLE:**
(Provide the name or title of the program for implementation)
- II. BACKGROUND/RATIONALE:**
(Provide a brief overview of the project proposal in 240 words, or less)
- III. OBJECTIVES:**
(Describe in detail the goals of the proposal)
- IV. PARTICIPANTS:**
(Enumerate the expected attendees or contributors to the project)
- V. KEY CONTENTS:**
(Provide the details of the proposal)
- VI. TIMELINE AND VENUE:**
(Provide a detailed timeline and venue where proposal will be conducted)
- VII. EXPECTED OUTPUT:**
(Enumerate the expected results to be achieved after the successful completion of the proposal)
- VIII. PROGRAM MANAGEMENT TEAM:**
(Enumerate the persons-in-charge in managing the conduct of the proposal)
- IX. BUDGET REQUIREMENTS:**
(Provide the estimated amount and source of funds needed for the implementation of the proposed project)

Prepared by

Approved:

DRRM Coordinator

RD/SDS

Attested:

**RONILDA R. CO
Director IV, DRRMS**



**Department of Education
Disaster Risk Reduction and Management Service
Region/Schools Division Office**

Enclosure 4: Photo Documentation on the Utilization of For Comprehensive Release Funds for FY 2022

I. Narrative:

II. Photo Documentation with Caption:

III. Propose Outcome/Impact:

Prepared by:

DRRM Coordinator

Approved:

**Regional Director/
Schools Division Superintendent**



Department of Education
DISASTER RISK REDUCATION AND MANAGEMENT SERVICE

**Enclosure 5: Breakdown of FY 2022 For Comprehensive Release Funds for
Regions and Schools Division Offices**

Planning, Implementation, and Monitoring of Program Support Funds

REGION	ALLOCATION
CAR	1,082,000.00
CARAGA	1,299,000.00
NCR	856,000.00
REGION I	1,892,000.00
REGION II	1,565,000.00
REGION III	2,420,000.00
REGION IV-A	2,394,000.00
REGION IV-B	1,390,000.00
REGION V	2,351,000.00
REGION VI	2,602,000.00
REGION VII	2,433,000.00
REGION VIII	2,485,000.00
REGION IX	1,522,000.00
REGION X	1,568,000.00
REGION XI	1,353,000.00
REGION XII	1,354,000.00
TOTAL	28,566,000.00



Department of Education
DISASTER RISK REDUCATION AND MANAGEMENT SERVICE

**Enclosure 5: Breakdown of FY 2022 For Comprehensive Release Funds for
Regions and Schools Division Offices**

Planning, Implementation, and Monitoring of Program Support Funds

REGION: CAR

OFFICE	ALLOCATION
REGIONAL OFFICE	75,700.00
Abra	171,800.00
Apayao	108,400.00
Baguio City	46,500.00
Benguet	232,500.00
Ifugao	142,000.00
Kalinga	104,600.00
Mt. Province	143,600.00
Tabuk City	57,000.00
TOTAL	1,082,100.00



Department of Education
DISASTER RISK REDUCATION AND MANAGEMENT SERVICE

**Enclosure 5: Breakdown of FY 2022 For Comprehensive Release Funds for
Regions and Schools Division Offices**

Planning, Implementation, and Monitoring of Program Support Funds

REGION: CARAGA

OFFICE	ALLOCATION
REGIONAL OFFICE	91,000.00
Agusan del Norte	111,000.00
Agusan del Sur	281,800.00
Bayugan City	46,500.00
Bislig City	46,500.00
Butuan City	75,300.00
Cabadbaran City	46,500.00
Dinagat Island	77,000.00
Siargao	78,600.00
Surigao City	47,100.00
Surigao del Norte	107,800.00
Surigao del Sur	243,800.00
Tandag City	46,500.00
TOTAL	1,299,400.00



Department of Education
DISASTER RISK REDUCATION AND MANAGEMENT SERVICE

**Enclosure 5: Breakdown of FY 2022 For Comprehensive Release Funds for
Regions and Schools Division Offices**

Planning, Implementation, and Monitoring of Program Support Funds

REGION: NCR

OFFICE	ALLOCATION
REGIONAL OFFICE	59,900.00
Caloocan City	48,200.00
City of San Juan	46,500.00
Las Piñas City	46,500.00
Makati City	46,500.00
Malabon City	46,500.00
Mandaluyong City	46,500.00
Manila	57,400.00
Marikina City	46,500.00
Muntinlupa City	46,500.00
Navotas	46,500.00
Paranaque City	46,500.00
Pasay City	46,500.00
Pasig City	46,500.00
Quezon City	86,100.00
Taguig	46,500.00
Valenzuela City	46,500.00
TOTAL	856,100.00



Department of Education
DISASTER RISK REDUCATION AND MANAGEMENT SERVICE

**Enclosure 5: Breakdown of FY 2022 For Comprehensive Release Funds for
Regions and Schools Division Offices**

Planning, Implementation, and Monitoring of Program Support Funds

REGION: I

OFFICE	ALLOCATION
REGIONAL OFFICE	132,400.00
Alaminos City	46,500.00
Batac City	46,500.00
Candon City	46,500.00
Dagupan City	46,500.00
Ilocos Norte	197,200.00
Ilocos Sur	273,600.00
La Union	209,100.00
Laoag City	46,500.00
Pangasinan I, Lingayen	357,000.00
Pangasinan II, Binalona	304,500.00
San Carlos City	46,500.00
San Fernando City	46,500.00
Urdaneta City	46,500.00
Vigan City	46,500.00
TOTAL	1,892,300.00



Department of Education
DISASTER RISK REDUCATION AND MANAGEMENT SERVICE

**Enclosure 5: Breakdown of FY 2022 For Comprehensive Release Funds for
Regions and Schools Division Offices**

Planning, Implementation, and Monitoring of Program Support Funds

REGION: II

OFFICE	ALLOCATION
REGIONAL OFFICE	109,500.00
Batanes	46,500.00
Cagayan	436,700.00
Cauayan City	46,500.00
City of Ilagan	53,100.00
Isabela	471,500.00
Nueva Vizcaya	206,400.00
Quirino	101,300.00
Santiago City	46,500.00
Tuguegarao City	46,500.00
TOTAL	1,564,500.00



Department of Education
DISASTER RISK REDUCATION AND MANAGEMENT SERVICE

**Enclosure 5: Breakdown of FY 2022 For Comprehensive Release Funds for
Regions and Schools Division Offices**

Planning, Implementation, and Monitoring of Program Support Funds

REGION: III

OFFICE	ALLOCATION
REGIONAL OFFICE	169,400.00
Angeles City	46,500.00
Aurora	94,300.00
Balanga City	46,500.00
Bataan	112,700.00
Bulacan	291,500.00
Cabanatuan City	46,500.00
Gapan City	46,500.00
Mabalacat City	46,500.00
Malolos City	46,500.00
Meycauayan City	46,500.00
Munoz Science City	46,500.00
Nueva Ecija	400,400.00
Olongapo City	46,500.00
Pampanga	301,300.00
San Fernando City	46,500.00
San Jose City	46,500.00
San Jose del Monte City	46,500.00
Tarlac	269,300.00
Tarlac City	53,100.00
Zambales	169,600.00
TOTAL	2,419,600.00



Department of Education
DISASTER RISK REDUCATION AND MANAGEMENT SERVICE

**Enclosure 5: Breakdown of FY 2022 For Comprehensive Release Funds for
Regions and Schools Division Offices**

Planning, Implementation, and Monitoring of Program Support Funds

REGION: IV-A

OFFICE	ALLOCATION
REGIONAL OFFICE	167,600.00
Antipolo City	46,500.00
Bacoor City	46,500.00
Batangas	412,400.00
Batangas City	58,500.00
Binan City	46,500.00
Cabuyao City	46,500.00
Calamba City	46,500.00
Cavite	177,200.00
Cavite City	46,500.00
Dasmaringas City	46,500.00
General Trias City	46,500.00
Imus City	46,500.00
Laguna	202,100.00
Lipa City	46,500.00
Lucena City	46,500.00
Quezon	517,000.00
Rizal	162,000.00
San Pablo City	46,500.00
Sta. Rosa City	46,500.00
Tanauan City	46,500.00
Tayabas City	46,500.00
TOTAL	2,394,300.00



Department of Education
DISASTER RISK REDUCATION AND MANAGEMENT SERVICE

**Enclosure 5: Breakdown of FY 2022 For Comprehensive Release Funds for
Regions and Schools Division Offices**

Planning, Implementation, and Monitoring of Program Support Funds

REGION: IV-B

OFFICE	ALLOCATION
REGIONAL OFFICE	97,300.00
Calapan City	46,500.00
Marinduque	124,000.00
Occidental Mindoro	196,700.00
Oriental Mindoro	282,800.00
Palawan	443,200.00
Puerto Princesa City	54,700.00
Romblon	145,200.00
TOTAL	1,390,400.00



Department of Education
DISASTER RISK REDUCATION AND MANAGEMENT SERVICE

**Enclosure 5: Breakdown of FY 2022 For Comprehensive Release Funds for
Regions and Schools Division Offices**

Planning, Implementation, and Monitoring of Program Support Funds

REGION: V

OFFICE	ALLOCATION
Regional Office	164,600.00
Albay	300,100.00
Camarines Norte	169,000.00
Camarines Sur	584,200.00
Catanduanes	145,200.00
Iriga City	46,500.00
Legaspi City	46,500.00
Ligao City	46,500.00
Masbate	374,400.00
Masbate City	46,500.00
Naga City	46,500.00
Sorsogon	287,700.00
Sorsogon City	46,500.00
Tabaco City	46,500.00
TOTAL	2,350,700.00



Department of Education
DISASTER RISK REDUCATION AND MANAGEMENT SERVICE

**Enclosure 5: Breakdown of FY 2022 For Comprehensive Release Funds for
Regions and Schools Division Offices**

Planning, Implementation, and Monitoring of Program Support Funds

REGION: VI

OFFICE	ALLOCATION
REGIONAL OFFICE	182,100.00
Aklan	204,800.00
Antique	289,300.00
Bacolod City	46,500.00
Bago City	46,500.00
Cadiz City	46,500.00
Capiz	255,200.00
Escalante City	46,500.00
Guimaras	61,800.00
Himamaylan City	46,500.00
Iloilo	633,400.00
Iloilo City	46,500.00
Kabankalan City	46,500.00
La Carlota City	46,500.00
Negros Occidental	324,600.00
Passi City	46,500.00
Roxas City	46,500.00
Sagay City	46,500.00
San Carlos City	46,500.00
Silay City	46,500.00
Sipalay City	46,500.00
TOTAL	2,602,200.00



Department of Education
DISASTER RISK REDUCATION AND MANAGEMENT SERVICE

**Enclosure 5: Breakdown of FY 2022 For Comprehensive Release Funds for
Regions and Schools Division Offices**

Planning, Implementation, and Monitoring of Program Support Funds

REGION: VII

OFFICE	ALLOCATION
REGIONAL OFFICE	170,300.00
Bais City	46,500.00
Bayawan City	50,400.00
Bogo City	46,500.00
Bohol	595,000.00
Carcar City	46,500.00
Cebu	602,500.00
Cebu City	58,000.00
City of Naga, Cebu	46,500.00
Danao City	46,500.00
Dumaguete City	46,500.00
Guihulngan City	53,100.00
Lapu-Lapu City	46,500.00
Mandaue City	46,500.00
Negros Oriental	294,800.00
Siquijor	46,500.00
Tagbilaran City	46,500.00
Talisay City	46,500.00
Tanjay City	50,900.00
Toledo City	46,500.00
TOTAL	2,433,000.00



Department of Education
DISASTER RISK REDUCATION AND MANAGEMENT SERVICE

**Enclosure 5: Breakdown of FY 2022 For Comprehensive Release Funds for
Regions and Schools Division Offices**

Planning, Implementation, and Monitoring of Program Support Funds

REGION: VIII

OFFICE	ALLOCATION
REGIONAL OFFICE	174,000.00
Baybay City	46,500.00
Biliran	77,500.00
Borongan City	46,500.00
Calbayog City	93,700.00
Catbalogan City	46,500.00
Eastern Samar	252,000.00
Leyte	685,400.00
Maasin City	46,500.00
Northern Samar	328,400.00
Ormoc City	53,600.00
Samar (Western Samar)	402,700.00
Southern Leyte	185,300.00
Tacloban City	46,500.00
TOTAL	2,485,100.00



Department of Education
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**Enclosure 5: Breakdown of FY 2022 For Comprehensive Release Funds for
Regions and Schools Division Offices**

Planning, Implementation, and Monitoring of Program Support Funds

REGION: IX

OFFICE	ALLOCATION
REGIONAL OFFICE	106,500.00
Dapitan City	46,500.00
Dipolog City	46,500.00
Isabela City	46,500.00
Pagadian City	46,500.00
Zamboanga City	114,900.00
Zamboanga del Norte	408,500.00
Zamboanga del Sur	432,500.00
Zamboanga Sibugay	273,600.00
TOTAL	1,522,000.00



Department of Education
DISASTER RISK REDUCATION AND MANAGEMENT SERVICE

**Enclosure 5: Breakdown of FY 2022 For Comprehensive Release Funds for
Regions and Schools Division Offices**

Planning, Implementation, and Monitoring of Program Support Funds

REGION: X

OFFICE	ALLOCATION
REGIONAL OFFICE	109,700.00
Bukidnon	348,900.00
Cagayan de Oro City	58,000.00
Camiguin	46,500.00
El Salvador	46,500.00
Gingoog City	51,500.00
Iligan City	60,700.00
Lanao del Norte	201,000.00
Malaybalay City	46,500.00
Misamis Occidental	184,800.00
Misamis Oriental	227,700.00
Oroquieta City	46,500.00
Ozamis City	46,500.00
Tangub City	46,500.00
Valencia City	46,500.00
TOTAL	1,567,800.00



Department of Education
DISASTER RISK REDUCATION AND MANAGEMENT SERVICE

**Enclosure 5: Breakdown of FY 2022 For Comprehensive Release Funds for
Regions and Schools Division Offices**

Planning, Implementation, and Monitoring of Program Support Funds

REGION: XI

OFFICE	ALLOCATION
REGIONAL OFFICE	94,700.00
Davao City	225,400.00
Davao De Oro	225,400.00
Davao del Norte	142,500.00
Davao del Sur	140,300.00
Davao Occidental	116,500.00
Davao Oriental	175,600.00
Digos City	46,500.00
Island Garden City of Sa	46,500.00
Mati City	46,500.00
Panabo City	46,500.00
Tagum City	46,500.00
TOTAL	1,352,900.00



Department of Education
DISASTER RISK REDUCATION AND MANAGEMENT SERVICE

**Enclosure 5: Breakdown of FY 2022 For Comprehensive Release Funds for
Regions and Schools Division Offices**

Planning, Implementation, and Monitoring of Program Support Funds

REGION: XII

OFFICE	ALLOCATION
REGIONAL OFFICE	94,800.00
General Santos City	54,200.00
Kidapawan City	46,500.00
Koronadal City	46,500.00
North Cotabato	466,500.00
Sarangani	173,900.00
South Cotabato	212,400.00
Sultan Kudarat	212,900.00
Tacurong City	46,500.00
TOTAL	1,354,200.00

