



Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
SCHOOLS DIVISION OF MISAMIS ORIENTAL

UNNUMBERED MEMORANDUM

20 NOV 2023

**GUIDELINES ON THE UTILIZATION OF DOWNLOADED FUNDS TO
ALUBIJID NATIONAL COMPREHENSIVE HIGH SCHOOL (ANCHS)
FOR THE DEVELOPMENT AND ENHANCEMENT OF SCHOOL
CONTINGENCY PLANS IN ALUBIJID EAST DISTRICT**

TO: ANTHONY Y. PACAMALAN - ANCHS School Head
JERAMEEL W. PAMISA - ANCHS SDRRM Coordinator
All others Concerned
This Division

1. The funds downloaded to Alubijid National Comprehensive High School in the amount of Php 282,130.00 shall be used for the development of new or enhancement of existing School Contingency Plans within the jurisdiction of Alubijid East District.
2. The downloaded funds for the conduct of the school-level training/workshop on School Contingency Planning and Rapid Assessment of Damages Report (RADaR) shall be used to cover the following expenses:
 - Venue of the school-level training;
 - Board and lodging of the participants, secretariat, and resource persons (live-in participants);
 - Meals for the participants, resource persons and secretariat;
 - Honorarium for resource persons based on the existing guidelines set by the DBM; and
 - Reproduction and dissemination of materials and kits.
3. Participants to the above mentioned school - level training/workshop are the following:
 - PSDS of Alubijid East District
 - Alubijid East District Elementary School DRRM Coordinators
 - ANCHS DRRM School Management
4. All expenses shall be subject to the usual budgeting, accounting, auditing and procurement rules and regulations. Misuse and/or mismanagement of these funds for the purpose other than those authorized in this set of 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.
5. The judicious utilization of the fund is expected. Obligation, implementation and payment shall be compliant to Executive Order (EO) No. 91, titled "Adopting Cash Budgeting System Beginning Fiscal Year 2019, and for Other Purposes."
6. Immediate dissemination of this Memorandum is desired.


EDILBERTO L. OPLENARIA, EdD., CESO V
Schools Division Superintendent

