



Republic of the Philippines
Department of Education
Region X
DIVISION OF MISAMIS ORIENTAL
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November 9, 2015

DIVISION MEMORANDUM

No. 471 S. 2015

To: **SBM GRANTEES**

From : **CHERRY MAE L. LIMBACO, Ph.D., CESO V**
Schools Division Superintendent

Re: **Guidelines on Purchasing Disaster Supplies and Kits using
SCHOOL-BASED MANAGEMENT (SBM) Grants**

1. DepEd Order No. 45, s. 2015 (Guidelines on School-Based Management (SBM) Grants for Fiscal Year (FY) 2014) seeks to mainstream disaster preparedness' principles in preparing schools for any disaster and strengthening resiliency of disadvantage schools by identifying Eligible Activities and Expenses (Section 5.1.1) and one of which is the provision for disaster supplies and kits.
2. If the SBM Grantee decides to use such grant to support activities under Section 5.1.1 (C. Strengthening Resiliency of Disadvantaged Schools) specifically the provision for disaster supplies and kits, the Division Office is limiting the purchase to one (1) megaphone for each SBM Grantee and emergency kits for each learner of the school containing flashlights, batteries, whistle and bottled water.
3. The worth of the bag that will be used for the emergency supplies and kit shall not exceed Php 20.00.
4. Emergency kits shall be placed under the learner's desk and shall not be brought outside the school premises unless there is an emergency.
5. Items in the emergency kits shall be properly accounted for by having each learner receive such items.

6. It is the responsibility of the class adviser to check the kit regularly, make sure the flashlight batteries work and check expiration dates and replace any used or out-of-date contents.
7. All items shall be purchased in accordance with the usual shopping and small-value procurement guidelines mandated by Government Procurement Policy Board (GPPB).
8. Megaphones and all items purchased for the emergency kits, which do not qualify under the equipment classification, shall be recorded as Inventories under the appropriate inventory account. Issuance of these small items to end users shall be covered by an Inventory Custodian Slip.
9. Immediate dissemination of this memorandum is desired.