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Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

OUA MEMO 00-0620-0016

MEMORANDUM

04 June 2020

For: **Regional Directors and BARMM Minister of Education
School Division Superintendents
Regional and Division DRRM Coordinators**

Subject: **GUIDELINES ON THE USE OF PROGRAM SUPPORT FUNDS
DOWNLOADED TO REGIONS FOR THE REPRODUCTION OF IEC
MATERIALS ON COVID-19 AND DISASTER PREPAREDNESS**

In relation to the Sub-Allotment Release Order (Sub-ARO) for FY 2020 Program Support Funds and Travel Expense Funds released to regions, the DepEd Disaster Risk Reduction and Management Service (DepEd-DRRMS) issues the following guidelines on the use of downloaded funds allocated for **Reproduction of Information Education and Communication (IEC) materials (See Annex 1 for Allocation List)**.

The current pandemic has prompted a declaration of a state of public health emergency in the country, and the enactment of the *Bayanihan to Heal as One Act*. With this, the Department of Education (DepEd) mobilizes the necessary resources to contribute to the state's response to COVID-19.

In this regard, out of the funds allocated for the reproduction of IEC materials, seventy percent (70%) shall be used for COVID-19 whereas the other thirty percent (30%) shall be used for Disaster Preparedness. This aims to address the need to provide information, education and communication on the current pandemic and the natural and man-made hazards, of which threats continue to loom. The DRRMS encourages the utilization of the funds in a bid to reinforce relevant lessons, guidelines, and information to our learners and personnel.

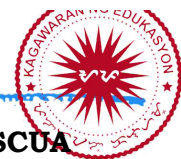
Attached are general guidelines to ensure the proper, efficient, and effective use of the funds.

For more information or clarifications, kindly contact DepEd DRRMS through email at drrmo@deped.gov.ph.

Immediate dissemination of this Memorandum is directed.

ALAIN DEL B. PASCUA

Undersecretary



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[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)]

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General Guidelines:

1. The fund support shall cover **all regions** for the reproduction of COVID-19 and other disaster-related IEC materials to be distributed to DepEd Regional Offices (ROs), Schools Division Offices (SDOs), and Schools.
2. Out of the funds downloaded to **regions**, seventy percent (70%) shall be utilized for the reproduction of IEC materials on COVID-19, while the other thirty percent (30%) shall be used for the reproduction of IEC materials on disaster preparedness. (See Annex 1- Allocation per Region for the Downloading of Funds for IEC Reproduction).
3. The IEC materials to be reproduced should be part of the communication plan and strategy of the regions in conveying COVID-19 and disaster preparedness and response measures.
4. Regions may utilize the available and existing COVID-19 and other disaster related IECs released by DRRMS and DepEd PAS. They may also reproduce the IEC materials in their local language, ensuring that it is properly translated and the context of the material is retained. The Regional DRRM Coordinators will get the soft copies of the suggested COVID-19 related IEC materials from their designated AOR focal person from DRRMS Central Office.
5. The Regional DRRM Coordinators can also reproduce COVID-19 and other disaster-related IEC materials from other credible sources such as the World Health Organization and the Department of Health (for COVID-19) as well as PAG-ASA and PHILVOCS (for Disaster Preparedness).
6. On the reproduction of IEC materials:
 - 6.1. All COVID-19 and other disaster related IEC materials to be reproduced must cite sources of the information.
 - 6.2. Reproduction of IEC materials may include, but not limited to the following forms:
 - a. Booklets (including Fostering Wellness, Solidarity and Service/MHPSS Booklet and/or its local translations, which is also included in the Guidelines on the Allocation, Utilization, Documentation and Reporting of



Downloaded Funds for Mental Health and Psychosocial Support Services (MHPSS) Interventions)

- b. Brochures
 - c. Posters
 - d. Tarpaulin/Tarpapel (Banner cloth)
7. Regional DRRM Coordinators shall allocate the number of reproduced IEC materials to division offices, while the Division DRRM Coordinators shall allocate reproduced IEC materials to schools in their area of responsibility.
 8. Regions shall secure the print ready copy (soft copy in PDF format) of the IEC materials for the suppliers. The soft copies of the IEC materials coming from DRRMS CO will be provided in pdf format for the coordinators and supplier's convenience.
 9. The regions are accountable for the obligation and disbursement of fund support for the reproduction of IEC materials on COVID-19 and Disaster Preparedness. A Status Report of Funds Utilization (**Annex 2**) following the required accounting and auditing procedures shall be submitted by regions to the Chief of the Accounting Division, DepEd Central Office, copy furnished the Disaster Risk Reduction and Management Service (DRRMS) through drmo@deped.gov.ph. Strong coordination with Regional DRRM coordinators and Regional Budget officers is instructed.
 10. Judicious utilization of the fund is expected. Obligation and disbursement shall be completed by 31 December 2020. Misuse and/or mismanagement of these funds for the purpose other than those authorized in this guideline is strictly prohibited. Any violation committed by any individual or group will be dealt in accordance with existing government accounting and auditing rules and regulations.



ANNEX 1. ALLOCATION LIST

| Region | Sub-ARO No. | IEC Materials on COVID-19 (70%) | IEC Materials on Disaster Preparedness (30%) | Amount |
|--------------|-------------------|---------------------------------|--|-----------------------|
| CAR | OSEC-CAR-20-00342 | 471,380 | 202,020 | 673,400 |
| NCR | OSEC-NCR-20-00344 | 667,282 | 285,978 | 953,260 |
| Region I | OSEC-1-20-00345 | 588,882 | 252,378 | 841,260 |
| Region II | OSEC-2-20-00346 | 471,380 | 202,020 | 673,400 |
| Region III | OSEC-3-20-00347 | 824,082 | 353,178 | 1,177,260 |
| Region IV-A | OSEC-4A-20-00348 | 863,282 | 369,978 | 1,233,260 |
| Region IV-B | OSEC-4B-20-00349 | 377,300 | 161,700 | 539,000 |
| Region V | OSEC-5-20-00350 | 549,682 | 235,578 | 785,260 |
| Region VI | OSEC-6-20-00351 | 784,882 | 336,378 | 1,121,260 |
| Region VII | OSEC-7-20-00352 | 549,682 | 235,578 | 785,260 |
| Region VIII | OSEC-8-20-00353 | 549,682 | 235,578 | 785,260 |
| Region IX | OSEC-9-20-00354 | 353,780 | 151,620 | 505,400 |
| Region X | OSEC-10-20-00355 | 588,882 | 252,378 | 841,260 |
| Region XI | OSEC-11-20-00356 | 471,380 | 202,020 | 673,400 |
| Region XII | OSEC-12-20-00341 | 353,780 | 151,620 | 505,400 |
| CARAGA | OSEC-13-20-00343 | 510,482 | 218,778 | 729,260 |
| BARMM | N/A* | 432,180 | 185,220 | 617,400 |
| TOTAL | | PhP 9,408,000 | PhP 4,032,000 | PhP 13,440,000 |

*For further information

