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Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

OUA MEMO 00-0620-0032
MEMORANDUM
03 June 2020

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

Subject: **IMPLEMENTING GUIDELINES ON THE ALLOCATION, UTILIZATION, DOCUMENTATION AND REPORTING OF DOWNLOADED FUNDS FOR MENTAL HEALTH AND PSYCHOSOCIAL SUPPORT SERVICES (MHPSS) INTERVENTIONS**

1. The Disaster Risk Reduction and Management Service (DRRMS) is mandated to ensure safety and learning continuity for all DepEd personnel and learners at all levels; institutionalize DRRM, CCA and EiE in the curriculum; and strengthen the resilience of basic education in the context of both natural and human-induced hazards.
2. The office, through its major programs and key result areas, contributes to the achievement of the (3) three educational outcomes of the Department: Access, Quality and Governance.
3. DRRMS downloaded to the regions Disaster Preparedness and Response Program (DPRP) funds in the first quarter of 2020 through a **Sub-ARO for FY 2020 Program Support Funds and Travel Expense Funds**.
4. The nature and uncertainties of the Coronavirus Disease (COVID-19) challenge the implementation of these projects as it aims to involve the participation of a number of personnel. With the pandemic, congregation of people should be extremely avoided.
5. With this, and recognizing the possible effects and mental health related responses to the COVID-19 pandemic, the DRRMS realigns funds downloaded initially for Climate Change Adaptation and Mitigation programs to MHPSS Interventions.
6. Therefore, the DRRMS issues the **Implementing Guidelines on the Allocation, Utilization, Documentation and Reporting of Downloaded Funds for Mental Health and Psychosocial Support Services (MHPSS) Interventions**.



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Office of the Undersecretary for Administration (OUA)

[Administrative Service (AS), Information and Communications Technology Service (DRMMS), Bureau of Learning 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 @depeditayo



7. This defines the processes and reportorial requirements to ensure the proper, efficient, and effective implementation of downloaded funds.
8. For more information, contact the Disaster Risk Reduction and Management Service (DRRMS), DepEd Central Office, 2nd Floor, Mabini Building, DepEd Complex, Meralco Avenue, Pasig City at telephone number (02) 8637-4933 or through email at drmo@deped.gov.ph.
9. Immediate dissemination of this Memorandum is directed.


ALAIN DEL B. PASCUA
Undersecretary



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Annex A

General Guidelines

1. The summary of Sub-Allotment Release Order (Sub-ARO) released to the regions are as follows:

No	Original Purpose	Realigned Purpose	Region/ Division	Amount (PhP)	Total Amount (PhP)	Sub-ARO No.	Sub-ARO Details
1	Regional Climate Change Caravan (RCCC)	MHPSS interventions amidst COVID-19	All Regions and BARMM	150,000 per region	2,550,000	OSEC-CAR-20-00342 OSEC-NCR-20-00344 OSEC-1-20-00345 OSEC-2-20-00346 OSEC-3-20-00347 OSEC-4A-20-00348 OSEC-4B-20-00349 OSEC-5-20-00350 OSEC-6-20-00351 OSEC-7-20-00352 OSEC-8-20-00353 OSEC-9-20-00354 OSEC-10-20-00355 OSEC-11-20-00356 OSEC-12-20-00341 OSEC-13-20-00343	FY 2020 Program Support Funds and Travel Expense Funds
2	Travel Expenses for Hackathons	MHPSS interventions amidst COVID-19	NCR	10,500	310,500	OSEC-NCR-20-00344	
			Region II	75,000		OSEC-2-20-00346	
			Region V	75,000		OSEC-5-20-00350	
			Region VIII	75,000		OSEC-8-20-00353	
			Region X	75,000		OSEC-10-20-00355	
3	Travel Expenses for Climate Action Advocacy Show	Original Purpose and COVID-19 Interventions	SDO Navotas	50,960	147,420	OSEC-NCR-20-00344	
			SDO Malabon	32,760			
			SDO Pasig	63,700			
4	Learning Activity on Major Disasters	MHPSS interventions amidst COVID-19	Region IV-A	200,000	1,000,000	OSEC-4A-20-00348	
			Region VI	200,000		OSEC-6-20-00351	
			Region XI	200,000		OSEC-11-20-00356	
			BARMM	400,000			
TOTAL					4,007,920		



2. Allowable Expenses
 - A.** Honorarium for resource speakers based on the guidelines set by Department of Budget and Management (DBM) for online training on COVID-19 and Mental Health and Psychosocial Support Services (MHPSS) organized by Region/Division DRRM coordinators;
 - B.** Communication allowance of up to Php 500.00 per activity for Region and Division DRRM coordinators to organize, facilitate and attend online training and MHPSS provision;
 - C.** Communication allowance of up to Php300.00 per activity for School DRRM coordinators, to attend online training and MHPSS provision;
 - D.** Printing of the Supplemental Psychological First Aid Modules for Secondary Learners and the Manual for Elementary Learners (details to follow);
 - E.** Other expenses relevant for the MHPSS provision and online training which may include the following:
 - Supplies and materials
 - Printing, reproduction and dissemination of MHPSS IEC materials (e.g. posters)
 - Headset with microphone for region and division DRRM coordinators, as necessary
 - Pocket WiFi for region and division DRRM coordinators organizing or facilitating online training and MHPSS provision, as necessary
 - F.** Expenses charged to specific funds:
 - Charged to *Travel Expenses for Climate Action Advocacy Show*
 - Travel, food, communication and miscellaneous expenses of learners and personnel incurred during the rehearsal for Climate Action Advocacy Show last 1 February 2020,
 - Travel and food expenses of DepEd personnel rendering duty for COVID-19 in Incident Command Center
3. Due to limited funds, discretion of the regions and their coordination to respective divisions are encouraged. Regions may download funds to divisions as necessary.
4. Judicious utilization of the fund is expected. Obligation, implementation and payment shall be completed by 31 December 2020.
5. 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 guideline 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.
6. Responsibilities
 - A.** The Regional DRRM coordinators may utilize the funds through any mode of payment whichever is applicable - direct payment, cash advance or through reimbursement;
 - B.** The Regional Coordinators in coordination with Regional and Division Finance Officers shall be accountable for the disbursement and liquidation of funds support/downloaded to their respective offices;



C. Monitoring tools are provided as **Annex C**. Regional DRRM Coordinators should submit the accomplished and vetted monitoring tool/report to the Central Office through the DRRMS at drmo+covid19@deped.gov.ph on a quarterly basis. All submitted reports shall be supported with photo documentations. Regional DRRM coordinators are directed to compile all original copies of the signed reports;

D. Liquidation and Budget Utilization reports shall be submitted to the DRRMS, copy furnished the Budget Division on a quarterly basis.

6. Effectivity

These guidelines shall take effect upon its approval.

