



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION
SCHOOLS DIVISION OF SARANGANI

17 Jun 2026

DIVISION MEMORANDUM

No. **067**, s. 2026

**IMPLEMENTATION OF THE STANDARD PROCESS FLOW ON THE CHECK-IN
OF DONATIONS FOR EMERGENCY OPERATIONS DURING CALAMITIES**

To: Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Division DRRM Coordinator
Supply Officer / Property Custodian
All Unit Heads
All Others Concerned

1. In view of the increasing frequency of natural disasters and emergencies affecting the Schools Division of Sarangani, an organized system for handling donations is essential to ensure transparency, accountability, and efficiency in disaster response operations.
2. Consistent with OUA Memorandum 00-0122-0027 dated January 6, 2022, titled "Guidelines on Monitoring and Reporting of In-Kind and Cash Donations from External Partners and/or Organizations/Offices Outside DepEd (Whether Public or Private)," all DepEd offices are directed to ensure proper documentation, monitoring, and reporting of donations received. Expenses incurred shall be charged to local funds, subject to the usual accounting and auditing rules.
3. This Memorandum aims to:
 - a) Establish a standard process flow in receiving and managing donations
 - b) Ensure accurate documentation, inventory, and reporting
 - c) Strengthen compliance with DepEd policies on transparency and accountability.
4. This issuance covers all in-kind donations received by the Schools Division Office (SDO) Sarangani through the Emergency Operations Center (EOC), DRRM Unit, and designated receiving areas, intended for affected learners, personnel, and schools.
5. All donations shall be included in official reports, including DRRM Situation Reports (SitReps) and inventory reports, in compliance with DepEd guidelines.
6. This Memorandum shall take effect immediately upon issuance.





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7. For inquiries, contact our Division Partnership Focal Person, Mr. Romeo L. Martin, at 09983302519.
8. Immediate dissemination of and compliance with this Memorandum is hereby directed.

RUTH L. ESTACIO PhD, CESO V
Schools Division Superintendent

Encl.: As stated

Reference: N o n e

To be indicated in the Perpetual Index
under the following subjects:

DONATIONS
PROCEDURES

Adriano A. Daligdig/SGOD/DM – implementation of the standard process flow on the check-in
of donations for emergency operations during calamities
0413/June 17, 2026





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DETAILED PROCESS FLOW

1. Receipt of Donations

Responsible: Security Personnel/Receiving Team/Resource Documentation

- Donations delivered to:
 - SDO Sarangani EOC/Designated Warehouse/Drop-off Center
- Log arrival time and source

2. Initial Verification (Frontline Screening)

Responsible: DRRM Receiving Team/Resource Documentation

- Confirm:
 - Donor identity (Individual/NGO/LGU/Private sector)
 - Purpose (Calamity Response)
- Conduct a quick inspection:
 - No spoiled food
 - No expired medicines
 - Clean and safe items

3. Documentation & Acknowledgment Intake

Responsible: Administrative Staff/Records Officer

- Accomplish:
 - **Donation Intake Form**
- Record:
 - Donor details
 - Description of items
 - Quantity
 - Date & time received
 - Assign **Control Number**

4. Sorting & Classification

Responsible: Logistics Team

- Categorize donations:
 - Food Packs
 - Drinking Water
 - Non-Food Items (Hygiene Kits, Blankets, etc.)
 - School Supplies
 - Medical Supplies

5. Detailed Inspection/Quality Check

Responsible: DRRM Team/Assigned Inspectors

- Check for:
 - Expiry dates (especially food/medicine)



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- Safety standards
- Appropriateness for learners/teachers

6. Labeling and Tagging

Responsible: Logistics Team

- Tag items with:
 - Control Number
 - Category
 - Date Received
 - Quantity

7. Inventory Recording

Responsible: Supply Officer/Property Custodian

- Enter into:
 - **Inventory Log/DRRM Database**
- Assign storage location

8. Storage

Responsible: Warehouse Custodian

- Store in designated areas:
 - Separate food vs. non-food items
 - Apply **FIFO (First-In, First-Out)**
- Ensure:
 - Clean, dry, secure storage

9. Issuance of Acknowledgment Receipt

Responsible: Administrative Staff

- Provide:
 - **Certificate/Receipt of Donation**
- Record in donor database for reporting

10. Endorsement for Distribution Planning

Responsible: DRRM Coordinator

- Submit inventory report to:
 - **Division DRRM Coordinator**
 - **SDO Officials**
- Items ready for:
 - Relief packing
 - Delivery to affected schools

END: Donations Ready for Emergency Response Use

