



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

24 Jun 2026

DIVISION MEMORANDUM

No. **071**, s. 2026

**GUIDELINES ON THE DISBURSEMENT OF EMERGENCY CASH ASSISTANCE FOR
EARTHQUAKE-AFFECTED PERSONNEL**

To: Assistant Schools Division Superintendent
Chiefs of SGOD and CID
Public Schools District Supervisors Concerned
Public Elementary and Secondary School Heads Concerned
All Others Concerned

The Schools Division Office (SDO) of Sarangani, in partnership with the DepEd National Employees Union (NEU) - SDO Sarangani Chapter, launches PROJECT TAHANAN: Adopt a DepEd - Sarangani Personnel to help teaching and non-teaching employees recover from the impact of the Magnitude 7.8 Earthquake last June 8, 2026.

To ensure an **equitable, transparent, orderly, and swift distribution** of cash assistance to qualified beneficiaries through the DepEd NEU - SDO Sarangani Chapter account, the attached guidelines are prepared.

All partners/donors are requested to deposit their monetary donations through the following account details:

Account Name: **DepEd Employees Union (Sarangani Chapter)**
LBP Alabel Savings Account No.: **2071060732**
International Swift No.: **TLBPPHMMXXX**

The guidelines shall take effect immediately upon approval and shall remain in effect unless rescinded.

For queries or clarifications, contact Romeo Lawa Martin, SEPS-SMN, President of the DepEd NEU-Sarangani Chapter, at 09983302519; Donna S. Panes, Chief Education Supervisor for Curriculum Implementation Division, at 09957712127; and Ma. Shirley M. Cardinal, Chief Education Supervisor for School Governance and Operations Division, at 09750615427.

Wider dissemination is encouraged.

RUTH L. ESTACIO PhD, CESO V
Schools Division Superintendent

Encl.: As stated

Reference: N o n e

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**GUIDELINES ON THE DISBURSEMENT OF EMERGENCY CASH
ASSISTANCE FOR EARTHQUAKE-AFFECTED PERSONNEL**

The Schools Division Office (SDO) of Sarangani, in partnership with the DepEd National Employees Union (NEU) - SDO Sarangani Chapter, launches **PROJECT TAHANAN: Adopt a DepEd - Sarangani Personnel**.

1. Rationale and Objective

In the wake of the devastating Magnitude 7.8 Earthquake, DepEd SDO Sarangani recognizes the immediate need to support its workforce. To alleviate the financial burden and assist in the recovery of affected employees, external donors have generously provided funding.

The primary objective of these guidelines is to ensure an **equitable, transparent, orderly, and swift distribution** of cash assistance to qualified teaching and non-teaching personnel through the DepEd SDO Sarangani NEU Chapter account.

2. Financial Package and Source of Funds

- **Cash Assistance Amount: PhP 20,000.00** per qualified affected personnel. – both teaching and non-teaching.
- **Funding Source:** External Donations.
- **Disbursement Channel:** Funds shall be drawn exclusively from the official bank account of the **DepEd SDO Sarangani National Employees Union (NEU) SDO Sarangani Chapter**.

3. Scope and Eligibility Criteria

These guidelines apply to all DepEd SDO Sarangani teaching and non-teaching personnel who meet **all** the following criteria:

- **Employment Status:** Active permanent, provisional, or contractual teaching and non-teaching personnel under SDO Sarangani.
- **DRRM Profiling Compliance:** Must have officially reported their status and information through the online link provided for the **SDO DRRM Profiling of Teachers and Learners** at <https://forms.gle/GLqWKqAAMAAPvkwP8>.
- **Impact of Disaster:** Personnel whose primary residence sustained significant structural damage (major or totally damaged), or those who suffered severe displacement/personal injury due to the 7.8 magnitude earthquake.





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- **No Duplication:** To avoid duplication of benefits, you must not be a beneficiary of any other housing (*pabahay*) project from other government agencies or private organizations.

4. Documentary Requirements

To facilitate the swift release of funds while maintaining administrative accountability, claimants must submit the following documents (digital or hard copy) to their respective School Heads or District Offices:

1. **Photocopy of DepEd ID** or any valid government-issued ID.
2. **Proof of Impact.** Any *one* of the following is enough proof.
 - a) At least two (2) photos of the damaged residence.
 - b) Incident report certified by the concerned School Head or Public Schools District Supervisor (PSDS).

5. Verification and Approval Process

To expedite the process without sacrificing due diligence, the **Emergency Operations Center (EOC)** Sub-committee shall be formed, composed of the Schools Division Superintendent, Assistant Schools Division Superintendent, Chief of SGOD and CID, NEU SDO Sarangani Chapter President, Administrative Officer V – Administrative Services, SDO Disaster Risk Reduction and Management (DRRM) Coordinator, and HR Representatives.

[Step 1: Submission]

Personnel submits requirements to the School Head/District Office.

[Step 2: Consolidation]

School/District consolidates applications and forwards them to the EOC.

[Step 3: Verification]

EOC Sub-committee cross-checks applications against the official SDO DRRM Profiling database, DRRM damage reports, and personnel records.

[Step 4: Approval]

Schools Division Superintendent signs off on the Master List of Approved Beneficiaries.

6. Mode of Disbursement

To ensure safety and efficiency, the **Php 20,000.00** assistance will be released through:



Address: Capitol Compound, Maribulan, Alabel, Sarangani Province
Telephone Nos.: (083) 508-2039
Website: depedsarangani.org
Email Address: sarangani@deped.gov.ph





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- **(Cash Pickup):** Scheduled over-the-counter release at the SDO Finance Office with the NEU SDO Sarangani Chapter Treasurer, strictly adhering to safety protocols. The recipients will be notified of the release of cash assistance through a memorandum.

Note: A signed Acknowledgment Receipt (AR) must be secured for every transaction.

7. Transparency, Accountability, and Reporting

- **Liquidation:** The SDO Sarangani NEU Chapter shall maintain an independent ledger for this fund. A comprehensive liquidation report, including signed Acknowledgment Receipts and bank transaction logs, must be prepared.
- **Donor Reporting:** A final terminal report detailing the utilization of funds and the total number of people reached by teaching and non-teaching personnel will be submitted to the donors within thirty (30) days, concluding the distribution.
- **Grievance Mechanism:** Any appeals or concerns regarding the exclusion from the master list should be formally directed to the Emergency Operations Center Sub-Committee Secretariat for immediate reassessment.

8. Effectivity

These guidelines shall take effect upon approval and shall remain in effect unless rescinded.

APPROVED:

RUTH L. ESTACIO, PhD., CESO V
Schools Division Superintendent

