



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

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30 Jul 2026

**DIVISION MEMORANDUM**  
SGOD-2026-173

**PROVISION OF CLEAN-UP AND CLEARING OPERATIONS (CUCO) FUND  
AND MINOR REPAIR (MR) FUNDS TO IDENTIFIED SCHOOLS AFFECTED  
BY 7.8 MAGNITUDE EARTHQUAKE**

TO: Assistant Schools Division Superintendent  
All Public Schools District Supervisors/ Principal In-Charge  
All Public-School Heads both Elementary and Secondary  
All Division Personnel  
All others concerned

1. In line with the continuing efforts for early recovery and rehabilitation following the devastating 7.8 magnitude earthquake that affected the Province of Sarangani, this office announces the provision of the **Clean-Up and Clearing Operations (CUCO) Fund** and **Minor Repair (MR) Fund** to identified schools that sustained damages and require immediate interventions to ensure the safe resumption of school operations and learning continuity.
2. This initiative aims to facilitate immediate recovery interventions in earthquake-affected schools, including clearing and cleaning of school premises, removal of debris and hazards, and minor repairs to restore safe, conducive, and functional learning environments.
3. The recipient schools were identified by the Department of Education Central Office- Disaster Risk Reduction and Management Service (DRRMS) based on the validated incident reports successfully submitted by the concerned schools through the **Incident Management Reporting System** (IMRS) within the prescribed seventy-two (72) hours from the onset of the 7.8 magnitude earthquake. The identification and allocation of the Clean-Up and Clearing Operations (CUCO) Fund and Minor Repair (MR) Fund are based on the reported damages, validation results, and the availability of funds from DepEd Central DRRMS.
4. School Heads shall:





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- a. Ensure that funds are utilized solely for the intended purpose and strictly observe existing DepEd, DBM, COA, and procurement regulations;
  - b. Maintain complete and accurate documentation of all activities, including before, during, and after photographs, official receipts, payroll records (if applicable), inspection reports, and other relevant implementation documents to ensure proper monitoring, validation, and accountability;
  - c. Submit a Fund Utilization Report and Accomplishment Report to the Schools Governance and Operations Division (SGOD) within the prescribed reporting period.
  - d. Submit a **duly approved Purchase Request (PR)** to the Disaster Risk Reduction and Management Office (DRRMO) corresponding to their respective approved school allocations, using the prescribed template attached herein. The approved PR shall be submitted **within seven (7) calendar days** from the issuance of this Memorandum;
5. For clarifications, inquiries, or further information, please contact Mr. Marlon P. Agad, PDO II-DRRM, through mobile number 0947-7754-660.
  6. Immediate and wide dissemination of this Memorandum is hereby directed to ensure strict compliance.

**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:

FUNDS

Adriano A. Daligdig/SGOD/MLA – provision of clean-up and clearing operations (cuco) fund and minor repair (mr)  
funds to identified schools affected by 7.8 magnitude earthquake

0528/July 30, 2026



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Enclosure No. 1:

**SPECIFIC GUIDELINES FOR THE PROVISION OF CLEAN-UP AND  
CLEARING OPERATIONS (CUCO) FUNDS**

1. This Annex provides the rules for releasing and using Clean-Up and Clearing Operations (CUCO) Funds to support rapid clean-up, clearing, sanitation, and basic restoration of school premises after a disaster or emergency, to help resume classes as soon as conditions allow.
2. All schools affected by disasters or emergencies reported in the IMRS are entitled to CUCO Funds. The CUCO Fund is a uniform amount of ₱49,000.00 per affected school, regardless of the type or level of damage.
3. Schools shall conduct clean-up and clearing immediately after the disaster or emergency once safety conditions permit. CUCO activities must be timebound and focused on the rapid restoration of safe and functional facilities within school premises.
4. CUCO Funds shall be used exclusively for expenses directly necessary and incidental to clean-up and clearing operations within school premises.

Allowable expenses include, but are not limited to:

- a. Supplies, materials, tools, and equipment needed for debris removal, sanitation, and safer facility restoration.
- b. Labor costs for non-DepEd personnel, including Cash-for-Work (CFW) through community participation, subject to: existing government rules and regulations, approved and applicable wage rates, complete documentation, and accounting and auditing standards.
- c. Meals for volunteers, both DepEd and non-DepEd, who rendered actual services during CUCO, up to ₱250.00 per person per day.
- d. Other reasonable and necessary expenses directly related to CUCO, that are properly justified and documented, including:
  - i. mobilization expenses;
  - ii. hauling, transport, and disposal expenses;
  - iii. rental of tools, equipment, and machinery;
  - iv. fuel, oil, and consumables for CUCO equipment;
  - v. basic PPE such as gloves, boots, face masks, hard hats, goggles, rain gear, and reflective vests;



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- vi. temporary water supply necessary for cleaning and sanitation;
  - vii. warning signs, barrier tapes, ropes, or temporary fencing to secure hazardous areas; and
  - viii. disinfectants, pest control materials, or limited sanitation services for post-flood/contamination health risks.
5. CUCO Funds shall not be used for:
- a. Major repairs, rehabilitation, or reconstruction of school buildings;
  - b. Purchase of office equipment or items not directly related to clean-up and clearing;
  - c. Payment of honoraria, allowances, or incentives not allowed under existing rules; and
  - d. Any expense unrelated to the immediate conduct of CUCO activities.
6. Clean-up and clearing operations, including minor repairs incidental to CUCO, shall follow minimum safety, sanitation, and risk reduction Standards;
7. All tools, equipment, and durable items procured using the CUCO Funds shall be:
- a. Properly inventoried and recorded in the school's property records;
  - b. Regularly maintained to ensure serviceability; and
  - c. Safely stored within the school premises for future use in preparedness, response, and recovery activities
8. The School Head is the overall responsible authority for planning, implementing, and supervising CUCO activities, while the School DRRM Coordinator, with the School DRRM Team, shall align operations with hazards, safety protocols, and approved work plans.
9. Schools should coordinate with LGUs, PTAs, barangay officials, and community volunteers to maximize resources and promote shared responsibility. Volunteerism and Cash for Work must be conducted in a transparent and inclusive manner.
10. CUCO activities should include preventive measures (e.g., debris disposal, clearing drainage, correcting minor hazards) to reduce recurrence and support a "build back better" approach.



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11. All CUCO activities shall be properly documented, including:
  - a. Work plans and activity logs;
  - b. Attendance sheets of workers and volunteers;
  - c. Photo documentation (before, during, and after CUCO); and
  - d. Financial records and supporting documents.
12. Schools shall submit a CUCO Accomplishment and Financial Report to the Schools Division Office (SDO) within the prescribed period.
13. Liquidation and reporting must comply with existing DepEd, DBM, and COA rules. Any unutilized balance must be reported and treated under prevailing financial management policies.
14. The SDO DRRM focal persons shall monitor implementation and may conduct post-activity assessments or spot checks to confirm compliance, effectiveness, and proper fund use. Lessons learned shall be documented to improve future CUCO implementation.



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Enclosure No. 2

**ANNEX C. SPECIFIC GUIDELINES FOR THE PROVISION OF MINOR REPAIR FUNDS**

1. The Minor Repair Funds shall support the immediate restoration of safety, functionality, and usability of school facilities affected by disasters, emergencies, or hazard events through small-scale repair works that do not require detailed engineering design or major construction.

2. All schools affected by disasters or emergencies reported in the IMRS shall be eligible to receive Minor Repair Funds at a uniform rate of 49,000.00 per damaged classroom or facility, subject to availability of funds and approval of the appropriate authority.

3. Minor Repair Funds shall be used only for non-structural or light structural interventions necessary to remove immediate hazards and restore basic school operations. These may include, but are not limited to, the following:

- a. Repair or replacement of damaged doors, windows, locks, hinges, and doorknobs;
- b. Patching of minor roof leaks, replacement of selected roofing sheets, gutters, and downspouts;
- c. Repair of damaged ceilings, wall partitions, and minor wall cracks;
- d. Repair or replacement of damaged electrical fixtures, switches, lighting, and outlets, subject to safety inspection;
- e. Repair of plumbing fixtures, including toilets, faucets, pipes, and drainage lines;
- f. Repair or repainting of classrooms and learning spaces affected by flooding, mud, or debris; and
- g. Other similar small-scale repairs necessary to make learning spaces safe and functional.

4. Minor Repair Funds may be utilized for the following:

- a. Procurement of construction materials, supplies, and equipment necessary for minor repairs;
- b. Payment for skilled and unskilled labor, including carpenters, electricians, plumbers, and painters, subject to existing government rules and approved wage rates;
- c. Rental of basic tools and equipment required for minor repair works,



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when not available in the school;

d. Meals for volunteers who rendered actual services during minor repair works, subject to a maximum amount of Two Hundred Fifty Pesos (P250.00) per person per day, for both DepEd and non-DepEd volunteers; and

e. Other directly related expenses necessary for the completion of minor repairs, provided these are justified, documented, and compliant with applicable rules. These expenses include, but are not limited to the following:

- i. Hauling of damaged materials, debris, and replaced fixtures generated as a result of minor repair works;
- ii. Payment of disposal or tipping fees at authorized disposal or materials recovery facilities;
- iii. Delivery or freight costs for construction materials, supplies, and fixtures procured for minor repairs, when not included in the purchase price;
- iv. Nails, screws, bolts, sealants, adhesives, welding rods, tapes, sandpaper, electrical tapes, and similar consumable items essential to minor repair works;
- v. Basic PPE such as gloves, masks, safety shoes, goggles, and helmets required to ensure safe conduct of repair activities;
- vi. Barrier tapes, warning signs, cones, ropes, or temporary barricades to secure repair areas and prevent accidents during repair works;
- vii. Minor testing or inspection activities necessary to ensure safety after repairs (e.g., electrical testing, water leak testing), provided these do not involve professional engineering services;
- viii. Fuel, oil, or electricity expenses directly related to the operation of tools, equipment, or generators used for minor repair works; and
- ix. Cleaning materials and services necessary to clear dust, debris, and residues after the completion of minor repairs to restore learning spaces to usable condition.

5. All minor repair works shall:

a. Comply with the minimum safety standards under Pillar 1: Safer Learning Facilities, as provided in the CSS Pillar 1 Guidebook developed by DRRMS and accessible through the DRRMS Virtual OpCen; (<https://sites.google.com/depd.gov.ph/drrms>)



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- b. Be undertaken only after the area has been declared safe for repair activities; and
  - c. Avoid any intervention that may compromise the structural integrity of buildings.
6. Minor Repair Funds shall not be used for:
- a. Major repairs, rehabilitation, retrofitting, or reconstruction works;
  - b. Structural strengthening or load-bearing modifications;
  - c. Projects requiring detailed engineering designs, building permits, or procurement beyond small-value thresholds; and
  - d. Purchase of equipment, furniture, or supplies not directly related to minor repair activities.
7. The School Head, with the support of the School DRRM Team, shall oversee the implementation of minor repair works. Technical guidance may be sought from the Division Engineer or Physical Facilities focal person, when necessary.
8. Schools shall ensure proper documentation of all minor repair activities, including:
- a. Approved scope of work and cost estimates;
  - b. Receipts, payrolls, and supporting financial documents;
  - c. Photo documentation (before, during, and after repairs); and
  - d. Accomplishment reports.
9. Liquidation of Minor Repair Funds shall comply with DepEd, DBM, and COA rules and regulations.
10. The SDO shall monitor the implementation of minor repair works to confirm compliance with safety standards, quality of workmanship, and proper utilization of funds. Findings and lessons learned shall be documented to inform future recovery interventions.



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Enclosure No. 3.

Prescribed Purchase Request Template and School-Level Allocation of Clean-Up and Clearing Operations and Minor Repair (CUCOMR) Funds.

*All identified recipient schools shall prepare and submit their Purchase Request using the prescribed template provided herein. The corresponding Clean-Up and Clearing Operations and Minor Repair (CUCOMR) Funds Allocation per School shall serve as the basis for the preparation of procurement documents and implementation procedures.*

To access the Purchase Request Template and Allocated Budget per School:

Link: <https://bit.ly/4fqQNxQ>

QR Code:



**Guidelines on the Downloading and Utilization of Allocated CUCOMR Funds**

1. All funds allocated to identified implementing units shall be directly downloaded to the respective schools, subject to compliance with existing government accounting, auditing, and procurement policies and procedures.
2. All schools with approved PhilGEPS registration shall be prioritized for the direct downloading of allocated funds.
3. Schools with Minor Repair Fund allocations amounting to below Two Hundred Thousand Pesos (P200,000.00) that do not have an approved PhilGEPS registration may still be granted their corresponding allocations, subject to applicable government financial management policies and existing DepEd guidelines.
4. Schools without PhilGEPS registration and with Minor Repair Fund allocations above Two Hundred Thousand Pesos (P200,000.00) shall be subjected to further assessment and appropriate recommendation on the most suitable mechanism for the downloading and utilization of the allocated funds, ensuring compliance with procurement and financial regulations.



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