



Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

17 June 2025

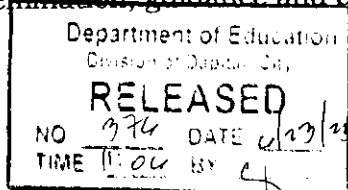
DIVISION MEMORANDUM
NO. 376, s. 2025

**DOWNLOADING OF CLEAN-UP OPERATION FUNDS FOR ALL PUBLIC SCHOOLS
UTILIZED DURING THE MAY 12, 2025 NATIONAL AND LOCAL ELECTIONS**

To: Assistant Schools Division Superintendent
Chief Education Supervisor, SGOD
Finance & Cash Services
Public School Heads Concerned
All Others Concerned

To: Assistant Schools Division Superintendent
All Others Concerned
This Division

1. Per Memorandum DM-OUOPS-2023-01-02592 or the Guidelines on the Utilization of Program Support Funds for the Operations of the DepEd Election Task Force in Relation to the National and Local Elections on May 12, 2025, Clean-Up Operations Fund has been allocated to support the post-election cleaning and restoration of school facilities that served as polling centers.
2. The primary purpose of this fund is to:
 - a. Ensure that all school facilities used during the elections are returned to a safe, clean, and orderly state
 - b. Restore schools immediately to their normal condition.
 - c. Allow the uninterrupted resumption of regular classes and academic operations
3. To support these efforts, each school shall be downloaded funds with a uniform¹ amount of Four Thousand Five Hundred Forty Six Pesos (P4,546.00), subject to the submission of complete and compliant documentary requirements for the following allowable expenses:
 - a. Cleaning and sanitation materials used in restoring the school premises
 - b. Salary or compensation for additional manpower hired for post-election clean-up, including temporary / pakyaw workers or contracted service providers engaged specifically for this purpose
4. Liquidation documents must be supported by appropriate documents such as, but not limited to, receipts, accomplishment reports, payroll (for temporary / pakyaw workers), contract (if applicable) and photos, in accordance with existing government accounting and auditing rules and regulations.
5. For dissemination, guidance and compliance.



JAY S. MONTEALTO, EdD, JD, CESO VI
OIC, Schools Division Superintendent

¹ Except Dapitan City NHS with an allocation of P4,559.22



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