



REPUBLIC OF THE PHILIPPINES  
**DEPARTMENT OF EDUCATION**  
NATIONAL CAPITAL REGION  
**SCHOOLS DIVISION OFFICE – MARIKINA CITY**

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May 2, 2018

**MEMORANDUM TO:**

Chief Education Supervisors, SGOD and CID  
Elementary and Secondary Principals  
Officers-In-Charge  
Public and Private Schools

DIVISION OF CITY SCHOOLS  
MARIKINA



Enclosed is Regional Unnumbered Memorandum dated March 11, 2018 re: **Guidelines on the Documentation and Submission of Quarterly Reports for the Manila Bay Rehabilitation Interventions**, content of which is self-explanatory, for information and guidance.


Particular attention is invited to paragraph 2 of the said memorandum.

Immediate and wide dissemination of this Memorandum is desired.

For:

**SHERYLL T. GAYOLA**  
Officer-in-Charge  
Office of the Schools Division Superintendent

By:

  
**ELISA O. CERVEZA**  
Chief Education Supervisor, CID  
OIC, Office of the Schools Division Superintendent

Incl.: As Stated  
Reference: DedEd Regional Unnumbered Memorandum dated March 11, 2018

*Maka-Diyos, Makatao, Makakalikasan at Makabansa*





Republic of the Philippines  
**Department of Education**

**MEMORANDUM**  
4 April 2018

**For:** ALL Regional Directors of Region III, IV-A, and NCR  
ALL Regional DRRM Coordinators of Region III, IV-A, and NCR  
ALL School Division Superintendents of Region III, IV-A, and NCR  
ALL Division DRRM Coordinators of Region III, IV-A, and NCR  
ALL School Heads of Region III, IV-A, and NCR

**Subject:** **GUIDELINES ON THE DOCUMENTATION AND SUBMISSION OF QUARTERLY REPORTS FOR THE MANILA BAY REHABILITATION INTERVENTIONS**

In line with the Department of Education's compliance with the Mandamus Order for the Manila Bay Rehabilitation (MBR) and the SCORECARD system being developed for MBR, schools, divisions, and regions are hereby requested to observe the timely submission of quarterly reports on Manila Bay Rehabilitation interventions.

Below is the deadline of quarterly submission of the reports per school, division and regional level:

Level	Quarter			
	1st	2nd	3rd	4th
School to Division	April 11, 2018	June 29, 2018	September 28, 2018	December 28, 2018
Division to Region	April 16, 2018	July 6, 2018	October 5, 2018	January 4, 2019
Region to DepEd Central Office	April 20, 2018	July 13, 2018	October 12, 2018	January 11, 2019
Submission of DepEd Central Office to the Supreme Court	April 25, 2018	July 25, 2018	October 25, 2018	January 25, 2019

All concerned offices shall observe the proper documentation and submission procedures (See Annex A).

In addition, starting the second quarter of this year, schools are required to gather, document, and report data on the number of students who have participated in clean-up activities within the Manila Bay area as such, data are part of the key performance indicator (KPI) for the Operational Plan for the Manila Bay Coastal Strategy (OPMBCS) (See Annex C).

For clarification and concerns, please directly communicate with **Mr. Renzo Ibana** through telephone numbers (02) 637-4933 or through email address, renzo.ibana@deped.gov.ph.

  
ALAIN DEL B. PASCUA  
Undersecretary



**ANNEX A: Documentation and Submission of Reports for Manila Bay Rehabilitation Interventions**

1. The school DRRM coordinators are requested to provide supporting evidences (e.g. pictures, attendance sheets, etc.) to the reports they have provided as these will be audited by a committee. A separate template should be accomplished (See Annex C) for the data on the number of students who have participated in the clean up activities within the Manila Bay Area.
2. The division DRRM coordinators should consolidate reports from schools and check the completeness of their submissions (i.e. table completely filled-up and with necessary attachments) before sending to the regional DRRM coordinators for consolidation. Likewise, the regional DRRM coordinators are requested to check the completeness of submissions from the division DRRM coordinators.
3. Reports should be vetted (with signature) by the Principals, Schools Division Superintendents, and Regional Directors concerned. A scanned copy of the vetted report should be submitted, together with the electronic copies of the said report (in .doc format) for ease of consolidation. In submitting the consolidated reports to DRRMS, the regional DRRM coordinators should follow the prescribed email format below:

Subject: [FOR SUBMISSION] Consolidated Report on MBR Interventions  
(Region\_\_)

4. In the event the due date of the report submission falls on a holiday, it will be moved to the **working day preceding** the due date;
5. The school, division, and regional DRRM coordinators are encouraged to think of innovative ways to implement the interventions for the Manila Bay Rehabilitation.

**ANNEX B: Revised Template for the Report on School Level Data on Existing Interventions for the Rehabilitation of Manila Bay Area**

Quarter (e.g. 1<sup>st</sup>, 2<sup>nd</sup>, etc.): \_\_\_\_\_

Division	School ID	School Name	Existing Interventions of schools for Manila Bay Rehabilitation	Brief Description and Objectives of the Intervention	Year Conducted	Timeline	Partner Agency/ies

Prepared by:

Name of DRRM Coordinator  
Designation

Verified by:

Name of Principal/SDS/Regional Director/Head of Office  
Designation

**ANNEX C: Template for the Number of Students Who Have Participated in Clean-up activities within the Manila Bay Area**

Quarter (e.g. 1<sup>st</sup>, 2<sup>nd</sup>, etc.): \_\_\_\_\_

Division	School ID	School Name	Type of Cleanup Activity (coastal/non-coastal)	Brief Description and Objectives of the Cleanup Intervention(s)	Number of Students Who Have Participated in the Cleanup Activities	Year Conducted	Timeline	Partner Agency/ies

Prepared by:

Name of DRRM Coordinator  
Designation

Verified by:

Name of Principal/SDS/Regional Director/Head of Office  
Designation