DIVISION MEMORANDUM
No. 85, s. 2018

October 30, 2018

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

TO: OIC-Office of the Assistant Schools Division Superintendent
    Chief School Governance and Operations Division
    OIC-Chief Curriculum Implementation Division
    Public Schools District Supervisors
    Public and Private Elementary and Secondary School Heads
    Division Unit Heads
    School DRRM Coordinators
    All Others Concerned

1. Pursuant to the compliance of the Department of Education with the Mandamus Order for the Manila Bay Rehabilitation (MBR) schools, division and regions are hereby requested to observe the timely submission of quarterly reports on Manila Bay Rehabilitation interventions.

2. In addition, all schools are required to gather document and report data on the number of students who have participated in clean-up activities within Manila Bay areas of concern.

3. Attached herewith is the Memorandum on the Guidelines and templates for reporting.

4. Immediate dissemination and strict compliance with this memorandum is desired.

DR. ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

DM No. 85, s. 2018
@DRRMNCCM2018
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:

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

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).
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 case 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. 1st, 2nd, etc.): ________________

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

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. 1st, 2nd, etc.): ____________________

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

Prepared by:

Name of DRRM Coordinator
Designation

Verified by:

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