



APR 27 2011

DepEd MEMORANDUM  
No. **104**, s. 2011

**GUIDELINES FOR THE QUICK RESPONSE FUND**

To: Regional Secretary, ARMM  
Regional Directors  
Schools Division/City Superintendents  
Heads, Public Elementary Schools  
All Others Concerned

1. The Quick Response Fund (QRF) is a lump sum amount included in the Department of Education (DepEd) budget exclusively appropriated as stand-by fund for the repair, rehabilitation, reconstruction, or replacement of school buildings and facilities affected by calamities to normalize the situation as quickly as possible.
2. Calamities covered by the QRF include the following:
  - a. fire as certified by the local fire department;
  - b. typhoons or floods as recorded by the Philippine Atmospheric Geophysical and Astronomical Services Administration (PAGASA);
  - c. earthquake or earthquake fire duly recorded by the Philippine Institute of Volcanology and Seismology (PHIVOLCS), and others.
3. To facilitate the processing of papers and validation of the claims of the affected schools, the concerned officials shall submit the following documents required:
  - a. Fire Incidence Report from the local Bureau of Fire Protection (BFP) for losses due to fire;
  - b. PAGASA reports and DepEd Rapid Damage Assessment Report (RADAR) for losses due to typhoons or floods;
  - c. PHIVOLCS record and report of DepEd RADAR for losses due to earthquake or earthquake fire;
  - d. Pictures of damaged property; and
  - e. Detailed Narrative Report including inventory of damaged properties, estimates of repair funds, etc.
4. The requests with supporting documents shall be submitted to the Physical Facilities and Schools Engineering Division-Office of the Planning Service (PFSED-OPS), signed by the concerned school heads and indorsed by the schools division/city superintendent (SDS) not later than sixty (60) days after the occurrence of the disaster/calamity.
5. The DepEd will indorse to the Department of Budget and Management (DBM) the final list of proposed recipient schools (drawn from the long list of affected schools) for the issuance of the Special Allotment Release Order (SARO).



6. Once the school is listed in the QRF, the Division Bids and Awards Committee (BAC) shall start the procurement process following the Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184, while waiting for the Sub-ARO from the Central Office.

7. Immediate dissemination of this Memorandum is desired.



**BR. ARMIN A. LUISTRO FSC**  
Secretary

Reference: None

To be indicated in the Perpetual Index  
under the following subjects:

CALAMITY  
FUNDS  
REPAIR  
REPORTS  
SCHOOL BUILDINGS

JOVIE: DM-Quick Response Fund  
April 18, 2011