



Republic of the Philippines  
**Department of Education**

DepEd MEMORANDUM  
No. **009** s. 2020

27 JAN 2020

**TRACKING OF LEARNERS, PERSONNEL, DONATIONS, AND OTHER IMMEDIATE INTERVENTIONS RE: TAAL VOLCANO ERUPTION**

To: Undersecretaries  
Assistant Secretaries  
Bureau and Service Directors  
Regional Directors  
Schools Division Superintendents  
Public and Private Elementary and Secondary School Heads

1. Relative to DepEd Memorandum (DM) No. 003, s. 2020 titled **Emergency Measures in Response to the Taal Volcano Eruption**, and the Office of the Undersecretary for Administration (OUA) Memorandum on the **Activation of Regional and Division Quick Response and Recovery Team in the Affected Areas of Taal Volcano Eruption**, the following immediate steps shall be undertaken as agreed upon in the coordination meeting with the concerned offices of DepEd CALABARZON:

**a. Tracking of DepEd Learners and Personnel**

- i. The Division Disaster Risk Reduction and Management (DRRM) coordinators and Division Information Technology (IT) officers shall work together to facilitate the detailed tracking of learners and personnel in evacuation centers (school, local government units [LGUs], and home-based), using the Detailed Learner and Personnel Tracking Template for Evacuation Centers and Home-Based in Enclosure No. 1.A. Strategies and personnel to be deployed to undertake the detailed tracking in the various evacuation centers shall be determined together by the Division DRRM coordinators and Division IT officers.
- ii. The Division Planning officer shall consolidate the data on the detailed tracking of DepEd learners and personnel in the evacuation centers: school/LGU/home-based, using the Consolidation Template for Learner and Personnel Tracking for Evacuation Centers and Home-Based (Division and Regional Level) in Enclosure 1.B.
- iii. Meanwhile, the ongoing tracking undertaken by the division, the data of which is being managed and submitted by the Division Planning officer to the Regional Planning officer shall continue, while the detailed tracking is yet to start.

- iv. The Division Planning officer shall submit the data on the tracking of DepEd learners and personnel, using Enclosure 2 via google link <http://bit.ly/Tracking-Learners-Personnel-TaalEruption>.
- v. The Regional Planning officer shall ensure the timely submission of the Division Planning officers in the said google link.

**b. Tracking of Cash and In-Kind Donations**

- i. The Adopt-a-School Program (ASP) coordinator at the school level shall facilitate the tracking of cash and in-kind donations, using the Monitoring of Cash Donations\_Taal Eruption (School Level) in Enclosure 2.A and the Monitoring of In-Kind Donations for Taal Volcano Eruption School Level in Enclosure 3.A, and submit to the division ASP coordinator.
- ii. The Division ASP coordinator shall consolidate the tracking of cash and in-kind donations, using the Monitoring of Cash Donations\_Taal Eruption (Division Level) in Enclosure 2.B and the Monitoring of In-Kind Donations\_Taal Volcano Eruption (Division Level) in Enclosure 3.B, and submit to the regional ASP coordinator via google link <http://bit.ly/Donation-Monitoring-Taal-Eruption>.
- iii. The Regional ASP coordinator shall ensure the timely submission of the Division ASP coordinators in the said google link.

**c. Provision of Psychological First Aid (PFA)**

- i. The Division and Regional DRRM coordinators shall work with the Regional and Division School Health personnel and convey to the DRRMS the need for Psychological First Aid (PFA) to displaced DepEd learners and personnel. The schedule on the conduct of PFA shall be agreed upon with the DRRMS.
- ii. Trained DepEd personnel on PFA (DRRM coordinators, guidance counselors, school health division nurses), from unaffected regions and schools divisions, shall be mobilized to provide PFA to the displaced DepEd learners and personnel.
- iii. Provision of PFA to displaced DepEd learners shall begin from January 24 to 25, 2020.



**d. Provision of Alternative Delivery Modes (ADM)**

- i. The Division and Regional DRRM coordinators shall work with the Curriculum and Learning Management Division (CLMD) and Curriculum Implementation Division (CID) personnel, who are tasked to lead the implementation of ADM for displaced learners in various evacuation centers (school, LGU, home-based).
- ii. The Information and Communications Technology Service (ICTS) personnel must immediately upload all available Open Educational Resources (OERs) to be used by the teachers in affected areas, especially in schools used as evacuation centers and in other venues used as evacuation center.
- iii. Immediate training of teachers should be conducted to ensure alignment of ADM or OER materials to the K to 12 curriculum.

**e. Provision of Textbooks**

- i. The allocation plan and delivery to the affected schools divisions of the buffer stocks of books delivered by the Bureau of Learning Resources (BLR) of the Central Office should be facilitated by the Regional Learning Resources Management and Development System supervisor, in coordination with the DRRM coordinators.
2. Immediate dissemination of this Memorandum is desired.

  
**LEONOR MAGTOLIS BRIONES**  
Secretary

Encls.:

As stated

Reference:

DepEd Memorandum (No. 003, s. 2020)

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

CALAMITY	OFFICIALS
DONATIONS	SCHOOLS
EMPLOYEES	TEACHERS
LEARNERS	TRANSFER



**Annex A.1: Detailed Learner and Personnel Tracking Template for Evacuation Centers and Home-based**

Region: \_\_\_\_\_  
 Division: \_\_\_\_\_  
 Evacuation Center (LGU/ School/ Home-based): \_\_\_\_\_  
 School ID (if applicable): \_\_\_\_\_  
 As of: \_\_\_\_\_

Learner																																										
No.	First Name	Middle Name	Last Name	Learner Reference Number (LRN)	Age	Birth Date (MM/DD/YY)	Sex (Please put "x")		Disability (Please specify, if any)	Complete Name of Guardian	Relationship to Guardian	Grade Level for SY 2019-2020 (Please put "x")											School ID of Previous School	Complete School Name of Previous School (No Abbreviations)	Complete School Address of Previous School (Brgy., Municipality, and Province)	Classification of Previous School (Public, Private, or SUC)	Previous Home Address (Street, Brgy., Municipality, and Province)															
							M	F				K	1	2	3	4	5	6	7	8	9	10						11	12													
1																																										
2																																										
3																																										
4																																										
5																																										

Note: Name of Evacuation Center can be specific name of School, LGU Evacuation Center or Home-Based. If it is home-based, please indicate the phrase "Home-based" including the Barangay.







## Annex B.1: Monitoring of Cash Donations\_Taal Eruption (School Level)

**INSTRUCTIONS:** Please fill in the following items for all cash donations received by the school in relation to the eruption of Taal Volcano. Do not leave anything blank. Submit this form with the previous entries included, and revise/edit the previous entries based on updates. **Please highlight all edited/revised and new entries.** Below are the notes to guide the school in the accomplishment of tracking of cash donations.

**Region:** \_\_\_\_\_  
**Division:** \_\_\_\_\_  
**School ID:** \_\_\_\_\_  
**School Name:** \_\_\_\_\_  
**As of:** \_\_\_\_\_

#	Received From (if applicable - put "x")		Name of Donor	Purpose	Receiving Official	Contact Number	Date Received by the School	Reference Doc	Total Amount Received (Php)	Status	Remarks
	Region	Division									
1											
2											
3											
4											
5											

**NOTES - DO NOT PRINT THIS PART**

**PURPOSE** - TLS/tents; Armchairs; Learner's Kit - sets of school supplies for learners which may be complete or incomplete sets; Teacher's Kit - sets of school supplies for teachers which may be complete or incomplete sets; Supplies (Various) - Homogenous items which are part of learning/teaching kits such as crayons, pencils, etc; School Feeding; PFA; Financial Assistance to Personnel; Others (specify)

**STATUS** - Refers to the updated status based on actual donations which came in.

**REFERENCE DOC** - Refers to official document used for the record of the division. Indicate if DOD (Deed of Donation); AR (Acknowledgement Receipt); MOA (Memorandum of Agreement). If there are others, please specify.



## Annex B.2: Monitoring of Cash Donations\_Taal Eruption (Division Level)

**INSTRUCTIONS:** Please fill in the following items for all cash donations received by the division in relation to the eruption of Taal Volcano. Do not leave anything blank. Submit this form with the previous entries included, and revise/edit the previous entries based on updates. Please highlight all edited/revised and new entries. Below are the notes to guide the division in the accomplishment of tracking of cash donations.

Region: \_\_\_\_\_  
 Division: \_\_\_\_\_  
 As of: \_\_\_\_\_

#	Received From Region (Y/N)	Name of Donor	Purpose	Beneficiary	School ID (if applicable)	Receiving Official (DO)	Contact Number	Date Received by the DO	Date Received by the School	Reference Doc	Total Amount Received (Php)	Status (from School Report)	Remarks
1													
2													
3													
4													
5													

**NOTES - DO NOT PRINT THIS PART**

**PURPOSE** - TLS/tents; Armchairs; Learner's Kit - sets of school supplies for learners which may be complete or incomplete sets; Teacher's Kit - sets of school supplies for teachers which may be complete or incomplete sets; Supplies (Various) - Homogenous items which are part of learning/teaching kits such as crayons, pencils, etc; School Feeding; PFA; Financial Assistance to Personnel; Others (specify)

**STATUS** - Refers to the status of donation based on school report.

**REFERENCE DOC** - Refers to official document used for the record of the division. Indicate if **DOD** (Deed of Donation); **AR** (Acknowledgement Receipt); **MOA** (Memorandum of Agreement). If there are **others, please specify**.

**BENEFICIARY** - Refers to school or SDO personnel





**Annex B.3: Monitoring of Cash Donations\_Taal Eruption (Regional Level)**

**INSTRUCTIONS:** Please fill in the following items for all cash donations received by the region in relation to the eruption of Taal Volcano. Do not leave anything blank. Submit this form with the previous entries included, and revise/edit the previous entries based on updates. Please highlight all edited/revised and new entries. Below are the notes to guide the region in the accomplishment of tracking of cash donations.

Region: \_\_\_\_\_  
 Division: \_\_\_\_\_  
 As of: \_\_\_\_\_

#	Name of Donor	Purpose	Beneficiary (from DO report)	School ID (if applicable)	Receiving Official (RO)	Contact Number	Date Received from CO (if applicable)	Date Received by the RO	Date Received by the DO	Date Received by the School (from DO report)	Reference Doc	Total Amount Received (Php)	Status (from DO report)	Remarks
1														
2														
3														
4														
5														

**NOTES - DO NOT PRINT THIS PART**

**PURPOSE** - TLS/tents; Armchairs; Learner's Kit - sets of school supplies for learners which may be complete or incomplete sets; Teacher's Kit - sets of school supplies for teachers which may be complete or incomplete sets; Supplies (Various) - Homogenous items which are part of learning/teaching kits such as crayons, pencils, etc; School Feeding; PFA; Financial Assistance to Personnel; Others (specify)

**STATUS** - Refers to the updated status based on division report.

**REFERENCE DOC** - Refers to official document used for the record of the division. Indicate if **DOD** (Deed of Donation); **AR** (Acknowledgement Receipt); **MOA** (Memorandum of Agreement). If there are **others, please specify**.

**BENEFICIARY** - Refers to school or SDO personnel or RO personnel. If beneficiary is not DO or school, just indicate "RO personnel".



## Annex C.1: Monitoring of In-kind Donations\_Taal Volcano Eruption (School Level)

**INSTRUCTIONS:** Please fill in the following items for all in-kind donations received by the school in relation to the eruption of Taal Volcano. Do not leave anything blank. Submit this form with the previous entries included, and revise/edit the previous entries based on updates. **Please highlight all edited/revised and new entries.** Below are the notes to guide the school in the accomplishment of tracking of in-kind donations.

Division: \_\_\_\_\_  
 School ID: \_\_\_\_\_  
 School Name: \_\_\_\_\_  
 Data as of: \_\_\_\_\_

#	Received from (if applicable - put "x")		Name of Donor	Donation Category (see below)	Receiving Official	Contact Number	Date Received by the School	Reference Doc	Total cost / value	Total Qty	Unit	Status of Distribution (Completed/ On-going)	Remarks
	Region	Division											
1													
2													
3													
4													
5													

**NOTES - DO NOT PRINT THIS PART**

**DONATION CATEGORY** - Refers to a bigger category of donations for the purpose of a simpler summary. The categories are as follows: **Masks; Hygiene Kits; Medicine; TLS/Tents; WaSH Facilities** - Water, Sanitation, and Hygiene Facilities; **School Furniture; Learner's Kit** - sets of school supplies for learners which may be complete or incomplete sets; **Teacher's Kit** - sets of school supplies for teachers which may be complete or incomplete sets; **Supplies (Various)** - Homogenous items which are part of learning/teaching kits such as crayons, pencils, etc; **School Feeding; Food Packs; Others**

**STATUS** - **Ongoing** - Ongoing delivery/construction; **Completed**

**REFERENCE DOC** - Refers to official document used for the record of the division/school. Indicate if **DOD** (Deed of Donation); **AR** (Acknowledgement Receipt); **MOA** (Memorandum of Agreement). If there are **others, please specify**.



### Annex C.2: Monitoring of In-kind Donations\_Taal Volcano Eruption (Division Level)

**INSTRUCTIONS:** Please fill in the following items for all in-kind donations received by the division in relation to the eruption of Taal Volcano. Do not leave anything blank. Submit this form with the previous entries included, and revise/edit the previous entries based on updates. Please highlight all edited/revised and new entries. Below are the notes to guide the division in the accomplishment of tracking of in-kind donations.

Region: \_\_\_\_\_  
Division: \_\_\_\_\_  
Data as of: \_\_\_\_\_

#	Received from Region (Y/N)	Name of Donor	Donation Category (see below)	Receiving Official	Contact Number	Date Received by the DO	Date Received by the School	Reference Doc	Total cost / value	Total Qty	Unit	Beneficiary	School ID (if applicable)	Status (from school report)	Remarks
1															
2															
3															
4															
5															

**NOTES - DO NOT PRINT THIS PART**

**DONATION CATEGORY** - Refers to a bigger category of donations for the purpose of a simpler summary. The categories are as follows: **Masks; Hygiene Kits; Medicine; TLS/Tents; WaSH Facilities** - Water, Sanitation, and Hygiene Facilities; **School Furniture; Learner's Kit** - sets of school supplies for learners which may be complete or incomplete sets; **Teacher's Kit** - sets of school supplies for teachers which may be complete or incomplete sets; **Supplies (Various)** - Homogenous items which are part of learning/teaching kits such as crayons, pencils, etc; **School Feeding; Food Packs; Others**

**STATUS** - **Ongoing** - Ongoing delivery/construction; **Completed**

**REFERENCE DOC** - Refers to official document used for the record of the division. Indicate if **DOD** (Deed of Donation); **AR** (Acknowledgement Receipt); **MOA** (Memorandum of Agreement). If there are **others, please specify**.

**BENEFICIARY** - Refers to school or SDO personnel



### Annex C.3: Monitoring of In-kind Donations\_Taal Volcano Eruption (Regional Level)

**INSTRUCTIONS:** Please fill in the following items for all in-kind donations received by the region in relation to the eruption of Taal Volcano. Do not leave anything blank. Submit this form with the previous entries included, and revise/edit the previous entries based on updates. Please highlight all edited/revised and new entries. Below are the notes to guide the region in the accomplishment of tracking of in-kind donations.

Region: \_\_\_\_\_  
 Data as of: \_\_\_\_\_

#	Name of Donor	Donation Category (see below)	Receiving Official	Contact Number	Date Received by the CO (if applicable)	Date Received by the RO	Date Received by the DO	Date Received by the School (from DO report)	Reference Doc	Total cost / value	Total Qty	Unit	Beneficiary (from DO report)	School ID (from DO report)	Status (from DO report)	Remarks
1																
2																
3																
4																
5																

**NOTES - DO NOT PRINT THIS PART**

**DONATION CATEGORY** - Refers to a bigger category of donations for the purpose of a simpler summary. The categories are as follows: **Masks; Hygiene Kits; Medicine; TLS/Tents; WaSH Facilities** - Water, Sanitation, and Hygiene Facilities; **School Furniture; Learner's Kit** - sets of school supplies for learners which may be complete or incomplete sets; **Teacher's Kit** - sets of school supplies for teachers which may be complete or incomplete sets; **Supplies (Various)** - Homogenous items which are part of learning/teaching kits such as crayons, pencils, etc; **School Feeding; Food Packs; Others**

**STATUS** - **Ongoing** - Ongoing delivery/construction; **Completed**

**REFERENCE DOC** - Refers to official document used for the record of the division. Indicate if **DOD** (Deed of Donation); **AR** (Acknowledgement Receipt); **MOA** (Memorandum of Agreement). If there are **others, please specify**.

**BENEFICIARY** - Refers to school or SDO personnel or RO personnel. If beneficiary is not DO or school, just indicate "RO personnel".