



Item No.: 26
Date: 18 2025 NOV

Republic of the Philippines
PROVINCE OF LEYTE

OFFICE OF THE PROVINCIAL GOVERNOR
CARLOS JERICHO L. PETILLA

November 13, 2025

Sangguniang Panlalawigan
Province of Leyte
RECEIVED
Date: NOV 13 2025
By: dw

Hon. LEONARDO M. JAVIER, Jr.
Vice-Governor
Province of Leyte

Attention: **FLORINDA JILL S. UYVICO**
Provincial Board Secretary

Dear Vice-Governor Javier, Jr.:

This is to respectfully request the August Body for the adoption of a new resolution as part of the requirement for the execution of Deed of Donation of Php 30,000,00.00 intended as special financial assistance to our affected constituents as a result of the onslaughts of Typhoon Tino "*expressly authorizing the Local Chief Executive to accept and implement this donation*".

Attached is a copy of the Draft Deed of Donation for your reference, which is self-explanatory.

Thank you very much!

By Authority of the Governor:


CORAZON M. ALVERO
Provincial Administrator





Office of the President
Malacañang

Manila, 12 November 2025

GOVERNOR CARLOS JERICO L. PETILLA
Provincial Government of Leyte

Dear Governor Petilla:

This has reference to the special financial assistance (SFA) grant to the Provincial Government of Leyte in the amount of ₱30,000,000.00, intended for individuals, communities, or group beneficiaries that were severely affected by Typhoon Tino, charged against the Socio-Civic Projects Fund (SCPF).

In relation thereto, the execution of a Deed of Donation (DOD) between the Office of the President (OP) and your Local Government Unit (LGU) is required. Please accomplish and submit the following documents:

1. Four (4) original copies of the DOD (in folio size paper [8.5" x 13"]), duly signed by the LGU Chief and witness, with the corresponding notarized acknowledgment for the LGU (page 4 of the DOD); and
2. Original or Certified True Copy of Sangguniang Panlalawigan/Lungsod/Bayan Resolution (whichever is applicable) authorizing the LGU Chief to accept the donation.

Kindly submit the aforementioned documents **on or before 05 December 2025** addressed to this Office:

Assistant Executive Secretary MARVIN P. CAÑERO
Officer-in-Charge, Office of the Deputy Executive Secretary for Finance and Administration
Room 247, Mabini Hall, Jose P. Laurel Street, Malacañang Compound
San Miguel, Manila, 1005

For your guidance and strict compliance.

Very truly yours,




JULIUS B. JAPA
Director IV
Technical Services Office

Encl.: Deed of Donation

TECHNICAL SERVICES OFFICE
7th Floor, Mabini Hall, Malacañang Palace Complex,
Jose P. Laurel Street, San Miguel, Manila 1005
Tel No. 8249-8310 local 8228 (tedsufa@op.gov.ph)



DEED OF DONATION

KNOW ALL MEN BY THESE PRESENTS:

This Deed of Donation made and entered into this _____ day of _____, 2025 by and between:

The **OFFICE OF THE PRESIDENT (OP)**, represented by **UNDERSECRETARY ADRIAN CARLOS A. BERSAMIN** and **UNDERSECRETARY AL-AZREE J. MOHAMMADSALI**, with office address at Bonifacio Hall, Malacañang Compound, J.P. Laurel St., San Miguel, Manila and hereinafter referred to as the **DONOR**;

- and -

The **PROVINCIAL GOVERNMENT OF LEYTE**, a local government unit of the Republic of the Philippines, with principal office address at Provincial Capitol, Tacloban City, Leyte, Philippines, represented herein by **GOVERNOR CARLOS JERICHO L. PETILLA**, hereinafter referred to as the **DONEE**.

WITNESSETH

WHEREAS, Typhoon "TINO" made multiple landfalls across Visayas Region, and parts of Luzon and Mindanao, bringing heavy rainfall, strong winds, storm surges, and severe flooding, which resulted in the displacement of families, damage to infrastructures, losses in agriculture, and disruption of basic services;

WHEREAS, considering the significant effects of the said typhoon, the regular funds of the **DONEE**, that is intended for assistance, had dwindled affecting the **DONEE**'s capacity to provide immediate support services to its constituents;

WHEREAS, the **DONOR** recognizes the necessity of extending immediate financial assistance to support the **DONEE** in addressing the needs of affected families and facilitating the recovery and rehabilitation of communities due to the effects of the said typhoon;

WHEREAS, pursuant to Section 2.8 of Office Order No. 02, s. 2016 "General Guidelines on the Management and Administration of the Socio-Civic Projects Fund (SCPF)," the **DONOR** may extend special financial assistance, financial or otherwise, through the Socio-Civic Projects Fund (SCPF) for other socio-civic purposes;

NOW, THEREFORE, for and in consideration of the foregoing and the terms and conditions herein set forth, the Parties hereby agree, as they have agreed as follows:

1. The **DONOR** hereby donates to the **DONEE** the total amount of **Thirty Million Pesos (P30,000,000.00)**, Philippine Currency, from the SCPF, by virtue of OP Office Order No. 02 dated 29 December 2016, and approved Memorandum for the Executive Secretary dated 06 November 2025.
2. The disbursement of the special financial assistance shall be made upon the **DONEE**'s acceptance of this donation, in accordance with existing laws, rules, and regulations.

3. The **DONEE** accepts the donation with gratitude and agrees to use the said amount to provide assistance, monetary or otherwise, to affected households/families within the **DONEE**'s locality, subject to pertinent laws, and government accounting and auditing, rules and regulations;
4. The **DONEE** hereby states, for the purpose of giving full effect and validity to this donation, the following:
 - a. The special financial assistance may be used as follows:
 - i. Cash assistance to affected families in the amount not exceeding ₱10,000.00 per family depending on the extent of the damage sustained and/or social services requirement;
 - ii. Provision of the following items:
 - Food/meals;
 - Medicines and other medical supplies;
 - Non-food items such as but not limited to the following:
 - Materials needed for the shelters/evacuation centers such as blankets, towels, bed mats, and tents;
 - Construction materials to be used for the rehabilitation of damaged houses, shelters, and learning areas;
 - Materials needed for the repair and rehabilitation of evacuation centers;
 - Other special or extraordinary expenses incurred related to the calamities such as but not limited to: fuel to transport the evacuees, food during post missions in the different evacuation centers/areas, and any other incidental expenses; and
 - Other similar non-food expense items.
 - b. Prior to the utilization of the special financial assistance, the **DONEE** shall secure and submit a Sangguniang Panlalawigan or Sangguniang Bayan Resolution, whichever is applicable, expressly authorizing the Local Chief Executive to accept and implement this donation. The utilization of the said assistance shall commence only upon submission of the said Resolution.
 - c. The **DONEE** shall utilize the financial assistance for a period of one (1) year from receipt and submit to the **DONOR** a Fund Utilization Report (FUR) showing expenses incurred and the disbursement of the donation, duly stamped "Received" by the **DONEE**'s Resident Auditor, within thirty (30) days from the exhaustion of the financial assistance or the lapse of one year, whichever comes first. The FUR shall be accompanied by evidence of receipts of the financial assistance extended well as copies of receipts evidencing the disbursement for food and non-food items.
 - d. No realignment of use of the donation shall be made by the **DONEE** without prior approval of the **DONOR**. Any modification or amendment with respect to the terms and conditions of the Deed shall be subject to the prior approval of the **DONOR**.
 - e. In case of violation of the preceding provisions, the **DONOR** shall have the right to revoke the donation, without prejudice to the filing of appropriate criminal, administrative, or civil action against the **DONEE**.

IN WITNESS THEREOF, the parties hereby sign this Deed this _____ day of _____, 2025 in Malacañang, Manila, Philippines.

OFFICE OF THE PRESIDENT

PROVINCIAL GOVERNMENT OF LEYTE

ADRIAN CARLOS A. BERSAMIN
Undersecretary

GOVERNOR CARLOS JERICHO L.
PETILLA
Donee

AL-AZREE J. MOHAMMADSALI
Undersecretary

WITNESSES

MARVIN P. CAÑERO
Assistant Executive Secretary
Officer-in-Charge, ODESFA

Witness for PG-Leyte

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)
) S.S.

BEFORE ME, a Notary Public for and in the _____, this day of _____, personally appeared:

NAME	Proof of Identify	Issued On/Valid Until
ADRIAN CARLOS A. BERSAMIN		
AL-AZREE J. MOHAMMADSALI	UMID CRN-006-01786408-6	

who are known to me to be the same persons who executed the foregoing instrument consisting of four (4) pages including the pages wherein the separate acknowledgments are written, and who attest that this Deed is an act of free will.

WITNESS MY HAND and notarial seal on the date and place first above written.

Doc. No. _____;
Page No. _____;
Book No. _____;
Series of 2025.

