



Republic of the Philippines
Department of Education
 Schools Division of Negros Oriental

TRAVEL AUTHORITY FOR OFFICIAL TRAVEL



Name	JOSEPH R. GEMINA, PDO II – DRRM
Position/ Designation	Project Development Officer II – DRRM
Permanent Station	Division Office
Purpose of Travel (must be supported by attachments)	Attend the conduct of Basic Life Support (BLS) and Search and Rescue (SAR) Training for Select DRRMS Personnel and DRRM Coordinators
Host of Activity	DepEd Central Office
Inclusive Dates	August 14-18, 2023
Destination	SDO Iligan City
Fund Source	Local Funds / DRRM Funds

I hereby attest that the information in this form and in the supporting documents attached hereto are true and correct.

JOSEPH R. GEMINA

Project Development Officer II - DRRM

August 8, 2023

Name and Signature of Requesting Employee

Date

This is to certify that the trip of the requesting employee satisfies all minimum conditions for authorized official travel and that alternatives to travel are insufficient for purpose stated herein.

RACHEL B. PICARDAL EdD

Chief, SGOD

AUG 08 2023

Name and Signature of Recommending Authority

Date

APPROVED

NERI C. OJASTRO EdD, CESE

Schools Division Superintendent

8/9/23

Name and Signature of Approving Authority

Date




Republic of the Philippines
Department of Education
OPERATIONS

OUOPS No. 2023-~~04~~-5039

MEMORANDUM

TO : **REGIONAL DIRECTORS CONCERNED**
SCHOOLS DIVISION SUPERINTENDENTS CONCERNED
ALL OTHERS CONCERNED

FROM : 
ATTY. REVSEE A. ESCOBEDO
Undersecretary for Operations

SUBJECT : **Conduct of Basic Life Support (BLS) and Search and Rescue (SAR) Trainings for Select DRRMS Personnel and DRRM Coordinators**

DATE : May 26, 2023

To strengthen the resilience of basic education, the Disaster Risk Reduction and Management Service (DRRMS) is mandated to empower the DepEd personnel on Disaster Risk Reduction and Management (DRRM) through capacity building activities.

With this, the Office of the Undersecretary for Operations (OPS) through the DRRMS will conduct a **Basic Life Support (BLS) and Search and Rescue (SAR) training in the Schools Division Office (SDO) Iligan City for select DRRMS personnel and Regional and Division DRRM Coordinators** from **July to September of 2023**.

The BLS and SAR Trainings are pursuant to Republic Act No. 10871 titled *Basic Life Support Training in Schools Act* and the Department Order No. 54, s. 2021 titled *Implementing Rules and Regulations of Republic Act No. 10871*, in which the Department of Education (DepEd) promotes and encourages a proactive engagement by all DepEd offices in capacitating learners and DepEd personnel with life-saving knowledge and skills.

The trainings are funded under the **Organizational and Professional Development for Non-Teaching Personnel (OPDntp)**, a fund source that supports different interventions envisioned to build and strengthen the capacity and capabilities of the agency, its offices, and its people to proactively respond to current and future demands of the Department. Attached is the memorandum OM-HROD-2022-1223 for reference. The activity was proposed and organized by the DRRMS, but the DRRMS_MSB/05232023

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approved fund was downloaded to the division office of Iligan City for implementation last August of 2022.

The said training will be held face-to-face, and participants will be divided into three (3) clusters (**Please Annex A**). All participants are enjoined to attend the training, and be guided of the administrative guidelines below:

- A. Training Participants.** The selection of the priority divisions was based on the number of schools with highest hazard incidence recorded for the last twelve (12) years based on the consolidated hazard exposure data from SY 2009-2010 through SY 2020-2021. The selected divisions who will be joining the training are listed in **Annex B**. Participants are expected to complete the training program, including the assessments and monitoring and evaluation of learning.
- B. Training Requirements.** Participants shall complete the total number of training hours. In case of emergencies or other urgent matters, the participant shall submit a written letter indicating the reason for early departure and signed by their immediate supervisor.
- C. Online Registration.** All selected participants are advised to complete the online confirmation and registration form on or before **13 June 2023 (Tuesday)** using this link: https://bit.ly/Confirmation_BLSandSARTraining. Further, participants will need to register upon arrival at the venue. **No walk-in participants shall be allowed during the training.**
- E. Administrative and Logistical Arrangements.** The following are the administrative and logistical arrangements for the training:
 - a. **Board and Lodging.** Board and lodging will be provided for the participants.
 - b. **Travel Expenses.** Transportation of participants (land/air/sea) to and from the venue, and incidental expenses of the participants shall be charged against their respective local funds, subject to the usual accounting and auditing rules and regulations.
- F. Attire.** Please wear proper training clothes, preferably long-sleeved shirts, tactical pants (strictly no wearing of shorts), knee pads, and aqua shoes or terrain/safety shoes (strictly no crocs/sandals/slippers). For additional items to bring, see **Annex C**.
- G. Health and safety.** Participants are requested to prepare the following:
 - a. For vaccinated individuals:
 - Valid photo ID with signature
 - Vaccination card with QR code/ vaccination certificate
 - b. Unvaccinated individuals
 - Valid photo ID with signature
 - Negative RT-PCR Test Result from any DOH-accredited laboratories taken within 72 hours; or
 - Negative Antigen/Saliva Test Result from any DOH-accredited laboratories taken within 24 hours
 - Expenses for the test shall be charged against local funds subject to the usual accounting and auditing rules and regulations.

In the event that any participants exhibit any flu-like symptoms, including cough, sore throat, runny or stuffy nose, muscle or body aches and chills, headaches, and fatigue, they may still proceed with the training given that they provide a **negative Antigen/Saliva Test Result from any DOH-accredited laboratories taken within 24 hours.**

The indicative program is attached in **Annex D** for further information. For questions and other concerns, please contact DRRMS through drmo@deped.gov.ph or telephone number (02) 8637-4933.

For immediate dissemination and compliance.

Annex A. Clustering of DRRMS personnel, Regional and Division DRRM Coordinators for the Conduct of BLS and SAR Training

Cluster No.	Participants	No. of Participants	Tentative Date
Cluster 1	Region I	7	July 10 - 14, 2023
	Region II	6	
	Region III	8	
	Region IV-A	10	
	Region X	5	
	DRRMS	8	
Cluster 2	CAR	8	August 14 - 18, 2023
	Region V	9	
	Region VI	9	
	Region VII	4	
	Region XI	6	
	DRRMS	8	
Cluster 3	NCR	3	August 28 - September 1, 2023
	CARAGA	8	
	Region IV-B	7	
	Region VIII	9	
	Region X	5	
	Region XII	5	
	DRRMS	7	

Annex B. Selected Regions and Division Offices as Training Participants

No.	Region	Office
1	Region I	Regional Office
2	Region I	Ilocos Norte
3	Region I	Ilocos Sur
4	Region I	La Union
5	Region I	Pangasinan I, Lingayen
6	Region I	Pangasinan II, Binalonan
7	Region I	San Carlos City
8	Region II	Regional Office
9	Region II	Cagayan
10	Region II	City of Ilagan
11	Region II	Isabela
12	Region II	Nueva Vizcaya
13	Region II	Quirino
14	Region III	Regional Office
15	Region III	Aurora
16	Region III	Bataan
17	Region III	Bulacan
18	Region III	Nueva Ecija
19	Region III	Pampanga
20	Region III	Tarlac
21	Region III	Zambales
22	Region IV-A	Regional Office
23	Region IV-A	Batangas
24	Region IV-A	Batangas City
25	Region IV-A	Calamba City
26	Region IV-A	Cavite
27	Region IV-A	Laguna
28	Region IV-A	Quezon
29	Region IV-A	Rizal
30	Region IV-A	San Pablo City
31	Region IV-A	Tanauan City
32	Region X	Regional Office
33	Region X	Bukidnon
34	Region X	Lanao del Norte
35	Region X	Misamis Occidental
36	Region X	Misamis Oriental
37	CAR	Regional Office
38	CAR	Abra
39	CAR	Apayao
40	CAR	Benguet
41	CAR	Ifugao
42	CAR	Kalinga
43	CAR	Mt. Province

No.	Region	Office
44	CAR	Tabuk City
45	Region V	Regional Office
46	Region V	Albay
47	Region V	Camarines Norte
48	Region V	Camarines Sur
49	Region V	Catanduanes
50	Region V	Ligao City
51	Region V	Masbate
52	Region V	Sorsogon
53	Region V	Sorsogon City
54	Region VI	Regional Office
55	Region VI	Aklan
56	Region VI	Antique
57	Region VI	Bacolod City
58	Region VI	Capiz
59	Region VI	Guimaras
60	Region VI	Iloilo
61	Region VI	Kabankalan City
62	Region VI	Negros Occidental
63	Region VII	Regional Office
64	Region VII	Bohol
65	Region VII	Cebu
66	Region VII	Negros Oriental
67	Region XI	Regional Office
68	Region XI	Davao City
69	Region XI	Davao De Oro
70	Region XI	Davao del Norte
71	Region XI	Davao Occidental
72	Region XI	Davao Oriental
73	NCR	Regional Office
74	NCR	Manila
75	NCR	Valenzuela City
76	CARAGA	Regional Office
77	CARAGA	Agusan del Norte
78	CARAGA	Agusan del Sur
79	CARAGA	Butuan City
80	CARAGA	Dinagat Island
81	CARAGA	Siargao
82	CARAGA	Surigao del Norte
83	CARAGA	Surigao del Sur
84	Region IV-B	Regional Office
85	Region IV-B	Calapan City
86	Region IV-B	Marinduque
87	Region IV-B	Occidental Mindoro
88	Region IV-B	Oriental Mindoro

No.	Region	Office
89	Region IV-B	Palawan
90	Region IV-B	Romblon
91	Region VIII	Regional Office
92	Region VIII	Biliran
93	Region VIII	Calbayog City
94	Region VIII	Eastern Samar
95	Region VIII	Leyte
96	Region VIII	Northern Samar
97	Region VIII	Ormoc City
98	Region VIII	Samar (Western Samar)
99	Region VIII	Southern Leyte
100	Region X	Regional Office
101	Region X	Bukidnon
102	Region X	Lanao del Norte
103	Region X	Misamis Occidental
104	Region X	Misamis Oriental
105	Region XII	Regional Office
106	Region XII	North Cotabato
107	Region XII	Sarangani
108	Region XII	South Cotabato
109	Region XII	Sultan Kudarat

Annex C. Additional items to bring for the training

A. Required

- Clothing, good for the 5-day Activity
- Long Sleeve Shirts
- Cargo Pants, strictly no Shorts
- Aqua Shoes
- Terrain/Safety shoes, absolutely no Crocs/Sandals/Slippers
- Toiletries

B. Optional

- Tent, Mosquito Net, or Katol
- Beddings
- 1 Aqua Leggings
- Knee Pads
- Tactical/Rescue Helmet
- Butt Padding
- Helmet Light
- Flashlight
- Gloves, if possible, rescue/rope/rappel type
- Kernmantle Rope (5mm of 2 meters), if not available, any rope 8mm above
- Insect Repellent
- Sunblock
- Alcohol
- Face Mask
- Surgical Gloves
- Gauze Pads of 4x4
- Maintenance Medicines

Annex D. Indicative Program

TIME	DAY 0	DAY 1	DAY 2	DAY 3	DAY 4
5:00AM – 6:00AM	<ul style="list-style-type: none"> • Arrival of expected participants • Health Monitoring • Check-in 	REVEILLE			
6:00AM – 8:00AM		BREAKFAST			
8:00AM – 12:00PM		<ul style="list-style-type: none"> • Opening Program • Session 1: First Aid 	Session 4: Knot Tying	Session 7: Swift Water	Closing Ceremony
12:00PM – 1:00PM		LUNCH BREAK			
1:00PM – 6:00PM		Session 2: BLS-CPR	Session 5: Rigging	Session 8: Rappelling	Departure
6:00PM – 7:00PM		DINNER			
7:00PM – 10:00PM		Session 3: Handheld Radio Communication	Session 6: MOSAR/Simulation		