




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

**TRAVEL AUTHORITY FOR OFFICIAL TRAVEL**



<b>Name</b>	<b>JOSEPH R. GEMINA</b> , PDO II – DRRM
<b>Position/ Designation</b>	Project Development Officer II – DRRM
<b>Permanent Station</b>	Division Office
<b>Purpose of Travel</b> (must be supported by attachments)	To attend the contingency planning training and writeshop on the development and/or enhancement of contingency plan review of DRRM programs, projects, and activities implementation
<b>Host of Activity</b>	SGOD - DRRM
<b>Inclusive Dates</b>	September 17-23, 2023
<b>Destination</b>	DepEd Ecotech, Sudlon, Lahug, Cebu City
<b>Fund Source</b>	DRRM Funds

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

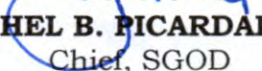
  
**JOSEPH R. GEMINA**  
 Project Development Officer II - DRRM

**12 September 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 the purpose stated herein.*

  
**RACHEL B. PICARDAL EdD**  
 Chief, SGOD

**SEP 12 2023**

\_\_\_\_\_  
 Name and Signature of Recommending Authority

\_\_\_\_\_  
 Date

**APPROVED**

  
**NERI C. OJASTRO EdD, CESE**  
 Schools Division Superintendent

9/12/23

\_\_\_\_\_  
 Name and Signature of Approving Authority

\_\_\_\_\_  
 Date



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

RELEASED  
 NO: \_\_\_\_\_  
 DATE: **023-2624**  
 BY: \_\_\_\_\_  
 REGR. SECTION  
**14 SEP 2023**

**TRAVEL**

**AUTHORITY FOR OFFICIAL TRAVEL**

<b>Name</b>	<b>JOHNREY F. LEGARA</b> Head Teacher I
<b>Position/ Designation</b>	Project Development Officer II – DRRM
<b>Permanent Station</b>	Bago-bago ES
<b>Purpose of Travel</b> (must be supported by attachments)	To attend the contingency planning training and writeshop on the development and/or enhancement of contingency plan review of DRRM programs, projects, and activities implementation
<b>Host of Activity</b>	SGOD - DRRM
<b>Inclusive Dates</b>	September 17-20, 2023
<b>Destination</b>	DepEd Ecotech, Sudlon, Lahug, Cebu City
<b>Fund Source</b>	DRRM Funds / School MOOE

*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

**12 September 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 the purpose stated herein.*

  
**RACHEL B. PICARDAL EdD**  
 Chief, SGOD

**SEP 12 2023**

\_\_\_\_\_  
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\_\_\_\_\_  
 Date

**APPROVED**

  
**NERI C. OJASTRO EdD, CESE**  
 Schools Division Superintendent

**9/12/23**

\_\_\_\_\_  
 Name and Signature of Approving Authority

\_\_\_\_\_  
 Date



Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS

Office of the Regional Director

SEP 07 2023

REGIONAL MEMORANDUM

No. **0639**, s. 2023

**CONTINGENCY PLANNING TRAINING AND WRITESHOP ON THE  
DEVELOPMENT AND/OR ENHANCEMENT OF CONTINGENCY PLAN REVIEW OF  
DRRM PROGRAMS, PROJECTS AND ACTIVITIES IMPLEMENTATION**

To: Schools Division Superintendents  
Regional Office Personnel  
School-Based Disaster Risk Reduction Task Force  
Region and Division DRRM Coordinators  
School-based Disaster Risk Reduction Trainers  
All Others Concerned

1. The Philippines, situated along the Pacific Ring of Fire and the Typhoon Belt, is prone to natural hazards such as typhoons, earthquakes, volcanic eruptions and tsunami. Furthermore, human-induced hazards such as crimes, terrorism and bombing also threaten the lives of the communities.
2. Given our disaster risk profile, Republic Act (RA) 10121, otherwise known as the "Philippine Disaster Risk Reduction and Management Act of 2010," was enacted on 27 May 2010. Prior to the enactment of RA 10121, government actions relative to disaster management had been largely concentrated on the response phase where most of the resources are devoted to the needs of the affected population in the aftermath of a disaster. Now, the new law paved the way for the institutionalization of the proactive Disaster Risk Reduction and Management or "DRRM" approach, which is the "systematic process of using administrative directives, organizations, and operational skills and capacities to implement strategies, policies and improved coping capacities in order to lessen the adverse impacts of hazards and the possibility of disaster"
3. Contingency planning ensures that we know what to do when disaster strikes, and have the systems and tools to respond fast. It means anticipating the types of disasters we might face and knowing practically how to manage disasters when they do strike. It also means rehearsing our procedures and working out where the gaps are, so that we can be ready when we are needed most. Plans need to be regularly updated and tested through simulations.
4. In the other hand contingency planning/plan is one of the planning documents (quality control plan) needed for quality management system (QMS).



Doña M. Gaisano St., Sudlon, Lahug, Cebu City  
Telephone Number: 639457623193 local 700

DepEd Tayo Region VII

[region7.deped.gov.ph](http://region7.deped.gov.ph)

5. In view thereof, this Office would like to conduct Contingency Planning Training and Writeshop on the Development and/or Enhancement of Contingency Plan and Review on DRRM Programs, Projects and Activities (PPAs) implementation with Education Cluster and Stakeholders participation on September 17-23, 2023 at DepEd Ecotech Sudlon, Lahug, Cebu City.
6. The composition of the participants with the corresponding schedule of activities refer to the attached Annex A.
7. Since some of the activities falls on Sunday and Saturday, the participants can claim service credits or compensatory time off (CTO) on September 17 and September 23, 2023.
8. Food and accommodation of the participants, facilitators (SDRR-Task Force and Trainers), resource speakers and partners shall be charged to the vetted ESSD funds from RO MOOE subject to the usual accounting and auditing rules and regulations.
9. For questions, clarifications and indicative program, refer the attached Annex B or you may contact Mr. Ranilo L. Edar through his mobile phone no. 09171566073.
10. Immediate and wide dissemination of this Memorandum to all concerned is desired.



**SALUSTIANO T. JIMENEZ JD, EdD, CESO V**  
Director IV  
Regional Director

Annex A.

ACTIVITIES	SCHEDULE	PARTICIPANTS
<p><b>PART I</b></p> <p>Orientation of Trainers, Preparation of Session Guide and slide Deck, Materials Needed and etc.</p>	<p>September 17-18</p>	<p><b>School-based Disaster Risk Reduction Task Force</b>            Dr Jocelyn Conta            Dr. Lyra Illaga            Dr. Ricky Cayacap            Mr. Tony Aplacador            Randy Watin            Anna Liza Sardovia            Ma. Elena D. Berame            Mr. Giovanni Almendras</p> <p><b>School-based Disaster Risk Reduction Trainers</b>            Joseph Gemina            Leilani E. Jansalin            Vincent A. Padron            Brendo B. Torres            Kenneth Regene B. Blasco            Jaime B. Quinga Jr.            Renato B. Tabilon            Johnrey F. Legara</p> <p><b>Facilitators</b>            Nana Sugaya            Lora Manigo            Edwin Marques            Lex            Ranilo L. Edar</p>
<p><b>PART II</b></p> <p>Contingency Planning Training and Writeshop on the Development of Contingency Plan on Fire and/or Collapsed Structure Hazards</p>	<p>September 19-20</p>	<p><b>RO 7 PERSONNEL</b>            ESSD - 4 pax            FTAD - 3 pax            HRDD - 3 pax            CLMD - 3 pax            ORDIR - 3 pax            PPRD - 3 pax            FD - 3 pax            QAD - 3 pax            ASD - 3 pax</p> <p><b>CANLAON CITY DIVISION</b>            20 Pax Representative from Different Sections/Units</p>

		<b>GUEST PARTICIPANTS</b> SEEDS Asia- 4 Pax BDRRM Chairperson – 1 pax
		<b>FACILITATORS</b> Dr Jocelyn Conta Dr. Lyra Illaga Dr. Ricky Cayacap Mr. Tony Aplacador Randy Watin Anna Liza Sardovia Ma. Elena D. Berame Mr. Giovanni Almendras Joseph Gemina Leilani E. Jansalin Vincent A. Padron Brendo B. Torres Kenneth Regene B. Blasco Jaime B. Quinga Jr. Renato B. Tabilon Johnrey F. Legara
		<b>RESOURCE SPEAKERS</b> BFP 7 = 2 Pax PHIVOLCS = pax
<b>PART III</b>		
Review on DRRM Programs, Projects, and Activities (PPAs) Implementation with the Participation of Education Cluster and Stakeholders	September 21-23	<b>REGIONAL OFFICE</b> Tomas T. Pastor Ranilo Edar Rene Santillan <b>DIVISION DRRM COORDINATORS/DESIGNATE</b> Franco Derequito Samuel Masayon Francisco Gaon Jr Phillip Marcelo Vigonte Juanito Cuizon Randy Watin Ester Roldan Ericson Maglasang Vincent Padron Christopher Besin Sean Adrian Guardiano Kristine Gallardo Ma. Elena berame

		<p>Amiel Yngayo  Joseph Gemina  Leilani Jansalin  Junichel Mancha  Giovanni Almendras  Armando Andicoy  Anna Liza Sardovia</p>
		<p><b>EDUCATION CLUSTERS AND  STAKEHOLDERS</b></p> <p>TESDA - 1 PAX  CHED - 1 PAX  DSWD - 2 PAX  OCD - 2 PAX  DPWH- 1 PAX  DOH - 1 PAX  DENR-MGB- 1 PAX  DENR-EMB - 1 PAX  PRC - 1 PAX  SEED4COM - 1 PAX  SEEDS ASIA-4 PAX  REGENESIS PROJECT- 1 PAX  SWCFI - 1 PAX</p>