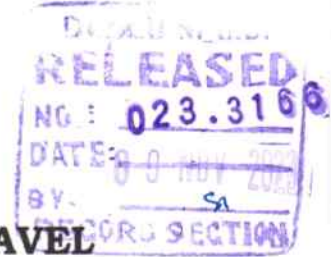




Republic of the Philippines
Department of Education
Schools Division of Negros Oriental



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)	To attend the Conduct of the 2023 National Climate Change Conference and the 2023 National DRRM Year-End Evaluation and Planning Workshop
Host of Activity	SGOD - DRRM
Inclusive Dates	November 20-24, 2023
Destination	Development Academy of the Philippines Conference Center, Tagaytay City
Fund Source	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

November 11, 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

11/7/2023

Name and Signature of Recommending Authority

Date

APPROVED

NERI C. OJASTRO EdD, CESE

Schools Division Superintendent

11/8/2023

Name and Signature of Approving Authority

Date



Republic of the Philippines
Department of Education
OPERATIONS

OUOPS No. 2023-04- 10050

MEMORANDUM

For : **Regional Directors
Schools Division Superintendents
Regional and Division DRRM Coordinators**

FROM : 
ATTY. REVSEE A. ESCOBEDO
Undersecretary for Operations

Subject : **CONDUCT OF THE 2023 NATIONAL CLIMATE
CHANGE CONFERENCE AND THE 2023 NATIONAL
DRRM YEAR-END EVALUATION AND PLANNING
WORKSHOP**

DATE : October 26, 2023

The Office of the Undersecretary for Operations (OUOPs) through the Disaster Risk Reduction and Management Service (DRRMS) will hold its annual **2023 National Climate Change Conference** which aims to acquire learnings and exchange of knowledge on climate change and **2023 National DRRM Year-end Evaluation and Planning Workshop** that aims to evaluate the implementation of Disaster Risk Reduction and Management (DRRM) and Climate Change Adaptation and Mitigation (CCAM) for FY 2023 Programs Projects and Activities accomplishments including fund utilization and to present the proposed FY 2024 DRRM implementation plan.

With this, all Regional and Division DRRM Coordinators are enjoined to participate in the said activities on **November 20-24, 2023 (Inclusive of travel time)** at the **Development Academy of the Philippines Conference Center (DAPCC), Tagaytay City**. For schedule of programs as well as the program venue, please refer to the table below:

Activity	Venue	Schedule
Arrival of Participants		November 20, 2023
2023 National Climate Change Conference	Development Academy of the Philippines Conference Center – Tagaytay City	November 21, 2023
2023 National DRRM Year-end Evaluation and Planning Workshop		November 22-24, 2023

For initial preparations and reference, Please refer to **Annex A** for the **Administrative Arrangements**, **Annex B** for the **Guidelines for Pre-registration**, and **Annex C** for the **Indicative Program of the 2 events**.

All expenses used shall be subject to the usual accounting and auditing rules and regulations.

Should you have any clarification, questions and/or concerns on this subject, kindly contact your assigned DRRMS AOR Leads or contact DRRMS at (02) 8637 4933 or email at drmo@deped.gov.ph.

For information and guidance.

Annex A: Administrative Arrangements

1.

PARTICULARS	PARTICIPANTS	FUND SOURCE
Board and Lodging	All Participants	FY 2023 DPRP Fund
Supplies and Materials	All Participants	FY 2023 DPRP Fund
Contingencies	All Participants	FY 2023 DPRP Fund
Transportation and other allowable expenses	DRRMS Central Office Staff	FY 2023 DPRP Fund
Transportation and other allowable expenses	Regional and Division DRRM Coordinator and/or representatives	FY 2023 DPRP Downloaded Funds/Local Funds

2.

Days	Breakfast	AM Snack	Lunch	PM Snack	Dinner	Check-in/Check-out time
0	-	-	-	-	/	2:00 PM
1	/	-	/	/	/	
2	/	/	/	/	/	
3	/	/	/	/	/	
4	/	/	/	-	-	12:00 NN

ANNEX B. Guidelines for Pre-registration

In preparation for the events, please take note of the following instructions and guidelines:

For pre-registration

1. All participants are instructed to send their confirmation of attendance by accessing the link for pre-registration. Accomplish needed information from the Microsoft Teams Forms not later than **November 15, 2023**. Late registration is strictly not encouraged as this may affect the logistic preparations for the events. Access the link below:

<https://bit.ly/2023DRRMSCONFERENCES>



2. Representatives for the coordinators who cannot attend due to conflict of schedules shall also submit their confirmation via same link and shall also follow the registration deadline.
3. All participants are advised to bring their own laptops and extension as well as their own drinking tumblers.

ANNEX C - INDICATIVE PROGRAM

ACTIVITY : 2023 National Climate Change Conference and National DRRM Year End Evaluation and Planning (NDYEP)
DATE : 20-24 November 2023
VENUE : DAP CC Tagaytay City
AGENDA :

National Climate Change Conference

1. Strengthen awareness on the DepEd Personnel on climate change adaptation and mitigation.
2. Showcase the good practices on CCAM initiatives being implemented by the DepEd field offices; and,
3. Provide avenue for discussion with selected DepEd personnel and stakeholders for enhancement and/or development of CCAM-related policies

2023 National Disaster Risk Reduction and Management Year-End Evaluation and Planning

4. FY 2023 Physical and Financial Accomplishment
5. FY 2023 Gaps and Challenges
6. FY 2024 DRRMS Plans and Directions
7. FY 2024 Field Office Plans for the Implementation of DRRM and CCAM Programs, Projects and Activities
8. Status of Issues and Concerns
9. Orientation on Issued DRRM Policy
10. Partners Engagement
11. Recognition of DRRM-related practices and Service Awards
12. FY 2023 DRRMCAP accomplishments and FY 2024 Plans and Directions

TIME	ACTIVITY	IN-CHARGE
Day 0 – November 20, 2023 Arrival of Participants, Registration and Check-in		DRRMS
<u>Day 1 – November 21, 2023</u> The 2023 National Climate Change Conference		
8:00 AM to 8:30 AM	Preliminaries/Opening Ceremonies <ul style="list-style-type: none"> - National Anthem - Interfaith Prayer - DepEd Quality Policy - Mindfulness Activity - Introduction of Participants - House rules 	DRRMS
8:30 AM – 8:45 AM	Opening Message	Atty. Revsee A. Escobedo Undersecretary for

TIME	ACTIVITY	IN-CHARGE
8:45 AM – 9:00 AM	Keynote Speech and Objective Setting	Atty. Christian E. Rivero Director IV, DRRMS
9:00 AM – 9:45 AM	Learning Session 1: State of Philippine Climate	Dr. Antonio Gabriel M. La Vina Manila Observatory
9:45 AM – 10:00 AM	Open Forum	DRRMS
10:00 AM – 10:15 AM	Health Break	
10:15 AM – 10:45 AM	Learning Session 2: Government's Effort in Combating Climate Change and the National Climate Change Action Plan	Climate Change Commission
10:45 AM – 11:00 AM	Open Forum	DRRMS
11:00 AM – 12:00 PM	Learning Session 3: CCAM initiatives of Education Partners	UNICEF Philippines (30 Mins)
11:30 AM – 12:00 NN	Learning Session 3: CCAM initiatives of Education Partners (Part 1)	Save the Children Philippines (30 Mins)
12:00 NN – 1:00 PM	Lunch Break	All
1:00 PM – 4:30 PM	Panel Discussion on Climate Change Adaptation and Mitigation Efforts of the Department of Education Across All Levels of Governance	DepEd Personnel from Selected Schools (Region IVB, V, VII, VIII, IX and Caraga)
4:30 PM – 5:00 PM	Closing Ceremony Synthesis and Ways Forward Closing Message Awarding of Certificates	DRRMS
5:00 PM onwards	Post Meeting and preparation for NDYEP	DRRMS
Day 2 - The 2023 National DRRM Year-End Planning Workshop November 22, 2023		
8:00 AM - 8:30 AM	Preliminaries - Prayer - Opening Remarks - Keynote Message	DRRMS and invited VIPs

TIME	ACTIVITY	IN-CHARGE
8:30 AM - 9:15 AM	Discussion of FY 2023 DPRP Physical and Financial Accomplishment	Cecilio D. Peralta PDO III
9:15 AM - 12:00 AM	Group Activity 1: Alignment of FY 2023 Regional Physical Accomplishment to DepEd Results Framework (BEDP) and MATATAG Agenda	Regional DRRM Coordinators
12:00 NN - 1:00 PM	Lunch Break	All
1:00 PM - 1:15 PM	Pre-activity Ice breaker/energizer	Region 3
1:15 PM - 4:30 PM	Team Presentation on FY 2023 DRRM and CCAM Accomplishments anchored to MATATAG Agenda	Team Representative
4:30 PM - 5:00 PM	Closing/Synthesis of Day 2 and administrative announcements	Master of Ceremony
Day 3 - The 2023 National DRRM Year-End Planning Workshop November 23, 2023		
8:00 AM - 8:30 AM	Preliminaries - Morning Warm-up - Management of Learning	DRRMS/ Assigned region
8:30 AM - 9:00 AM	Presentation on updates on the FY 2024 Plans and Directions	Atty. Christian E. Rivero Director IV, DRRMS
9:00 AM - 10:00 AM	Group Activity 2: Mid-Term Plan - Regional Plans for the Implementation of DRRM and CCAM PPAs	Regional DRRM Coordinators
10:00 AM - 10:15 AM	Health Break	All
10:15 AM - 10: 45 AM	Updates in Issues and Concerns	Orlando Barachina PDO IV
10:45 AM - 11: 15 AM	Orientation on the Issued DRRM-related Policy (DepEd Order 19, s. 2023)	Nikko Bognalbal PDO II
11:15 AM - 12:00 NN	Open Forum	DRRMS
12:00 NN - 1:00 PM	Lunch Break	All
1:00 PM -	Pre-activity	DRRMS

TIME	ACTIVITY	IN-CHARGE
1:15 PM – 2:30 PM	Exercise Number 1: RADaR App Simulation Results of Research Agenda	Jose Gabriel Noveno PDO III Kia Serrano PDO II
2:30 PM – 4:30 PM	DDRRMCAP Hour	DDRRMCAP Officers
4:30 PM – 5:00 PM	Closing/Synthesis of Day 3 and Administrative announcements	DDRRMCAP
6:00 PM – 8:00 PM	“Gawad Matatag” Recognition of DRRM-related practices and Service Awards	DRRMS
Day 4 - The 2023 National DRRM Year-End Planning Workshop November 24, 2023		
8:00 AM - 8:30 AM	Preliminaries - Morning Warm-up - Recall of previous session	DRRMS/ Assigned region
8:30 AM – 9:00 AM	Launching of Ligtas Kit	Mary Jane Francisco Smart Telecommunication
9:00 AM – 10:00 AM	Presentation of Strategic Communication on DRRM	MGen Peale Jon L. Bondoc (Ret) Consultant
10:00 AM – 10:15 AM	Health Break	All
10:15 AM – 10:30 AM	Closing Message and Ways Forward	Reynante M. Sofera PDO V
10:30 AM – 12:00 NN	Awarding of Certificates	DRRMS
12:00 NN - onwards	Health Break and checking out	All