

Republic of the Philippines
DEPARTMENT OF EDUCATION

Region VII, Central Visayas

SCHOOLS DIVISION OF NEGROS ORIENTAL

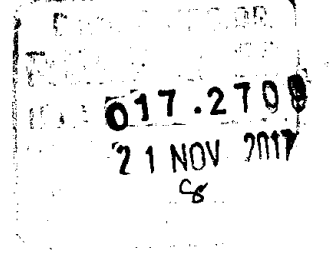
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November 21, 2017



TRAVEL ORDER

NO. 1041, s. 2017

TO: **MARY ANN G.SAING**
DRRM Coordinator
Canlaon District


PURPOSE : To attend the **Contingency Planning Training Course** for the Local Disaster Risk Reduction and Management Council

DATE OF TRAVEL : November 21 – 24, 2017

VENUE/PLACE : Azia Suites and Residences, Cebu City

ALLOWED/CHARGED TO: *Local funds/School MOOE subject to the usual accounting and auditing rules and regulations)*

- _____ : Registration/Transportation and other expenses
- _____ : Transportation
- _____ : Per Diems
- _____ : On official time/business only
- X : Transportation/per diem & other incidental


SALUSTIANO T. JIMENEZ, CESO VI
OIC-Office of the Assistant Regional Director
Component Schools Division Superintendent



Republic of the Philippines
REGIONAL DISASTER RISK REDUCTION AND MANAGEMENT COUNCIL



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20 Nov 2017

DR. SALUSTIANO T. JIMENEZ, CESO VI
Officer-in-Charge, Assistant Regional Director
DEPED, Region 7

Dear **OIC Maquiling**,

Greeting from the Office of Civil Defense 7!

We are please to inform you that the office of Civil Defense 7 will sponsor a **Contingency Planning Training Course (CPTC)** for the Local Disaster Risk Reduction and Management Council, to be held on November 21-24, 2017 at **Azia Suites and Residences, Cebu City**. The primary objective of the training is for the participants to demonstrate understanding of Contingency Planning, its background, importance, process and format, and practice and the formulation of a Contingency Plan through a series of workshops and exercises.


In this regard, may we respectfully request **MS MARY ANN G. SAING**, to participate the 4-day training. Likewise, the participant is requested to bring laptop and disaggregated data.

Transportation expenses will be shouldered by the sending Regional office while meals and accommodation during the training will be funded by OCD7.

Our focal person of the OCD Capacity-Building and Training Section will coordinate with your office regarding this. For other inquiries, OCD can be reached at telephone number (032) 253-8730 or email us at ocd7training@gmail.com.

Thank you and our warmest regards.

Very truly yours,


DIR. CONCEPCION R. ORNOPIA, MNSA
Chairperson, RDRRMC and
Regional Director, OCD7