



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**

Region VII, Central Visayas

# SCHOOLS DIVISION OF NEGROS ORIENTAL

Capitol Area, Dumaguete City

www.depednegor.net

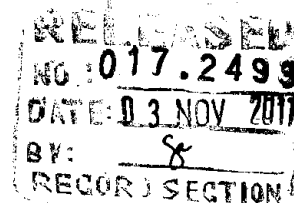
negros.oriental@deped.gov.ph

(035) 225-2376 / 225-2838 / 422-5283

October 30, 2017

## TRAVEL ORDER

No. 932 s. 2017



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

Purpose : To attend the National Climate Change Conference  
and DRRM Year-End Planning

Date of Travel : November 20-23, 2017

Venue/Place : Great Eastern Hotel, Quezon Avenue, Quezon City



### ALLOWED/CHARGED TO:

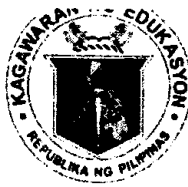
(Division MOOE/Local Funds, Subject to the usual accounting and auditing rules and regulations)

- \_\_\_\_\_ : Registration
- \_\_\_\_\_ : Transportation
- \_\_\_\_\_ : Board and Lodging
- \_\_\_\_\_ : Meals
- \_\_\_\_\_ : Charged to local funds
- : Transportation & other incidental expenses

  
**SALUSTIANO T. JIMENEZ, CESO VI**  
OIC – Assistant Regional Director  
Concurrent, Schools Division Superintendent

11/2/17



Republika ng Pilipinas

## Kagawaran ng Edukasyon

Tanggapan ng Pangalawang Kalihim

### MEMORANDUM

11 October 2017

FOR: **ALL REGIONAL DIRECTORS  
ALL SCHOOLS DIVISION SUPERINTENDENTS  
ALL REGION AND DIVISION DRRM COORDINATORS  
SELECTED NCR SCHOOL DRRM COORDINATORS  
CAPIZ NATIONAL HIGH SCHOOL WINNERS DURING THE  
NATIONAL DISASTER CONSCIOUSNESS MONTH JINGLE  
MAKING CONTEST 2017**

SUBJECT: **REQUEST TO PARTICIPATE IN THE NATIONAL CLIMATE  
CHANGE CONFERENCE AND DRRM YEAR-END PLANNING**

As the focal point for Disaster Risk Reduction and Management (DRRM), Education in Emergencies (EiE) and Climate Change Adaptation (CCA), the Disaster Risk Reduction and Management Service (DRRMS) of DepEd will conduct its first National Climate Change Conference entitled "*Addressing Climate Change Towards Resilient Education*" on November 20-21, 2017 at the Great Eastern Hotel, Quezon Avenue, Quezon City. DepEd Regional Directors (RDs), Schools Division Superintendents (SDS), and three (3) selected NCR school DRRM Coordinators per division are invited to attend the said conference in order to:

- Heighten their awareness on the impacts of climate change to learners;
- Identify the vulnerabilities of the current education system;
- Propose solutions in addressing climate change impacts to learners, including bridging the gap between formal and non-formal education.

The winners from Capiz National High School during the National Disaster Consciousness Month Jingle- Making Contest 2017 are also invited to perform at the end of the program.

Subsequent to the aforementioned event is the DRRM Year-End Planning on November 22-23, 2017. Region and Division Coordinators are required to attend both events in order to present their accomplishments on disaster risk reduction activities for 2017 and formulate plans, programs and activities for 2018.

Traveling and other incidental expenses related to the conduct of the said activity shall be charged against local funds. Food and accommodation shall be covered by the DepEd NCR. Furthermore, the NCR Region and

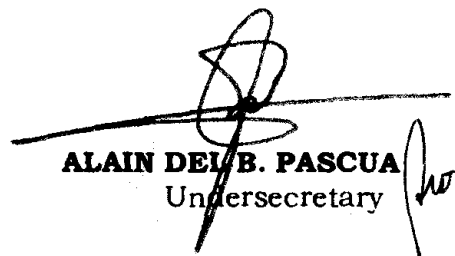
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**Office of the Undersecretary for Administration**

(Administrative Services, Information and Communications Technology, Disaster Risk Reduction and Management, Schools Health, Youth Formation, Baguio Teachers' Camp, Education Facilities/School Buildings)  
Department of Education, Central Office, Meralco Avenue, Pasig City  
Room 519, Mabini Building; Mobile: +639260320762; Landline: +6326337203, +6326376207  
Email: usec.admin@deped.gov.ph; Facebook/Twitter @depedtayo

Division DRRM Coordinators shall also assist the Secretariat in the preparation and conduct of the event proper.

Thank you and we look forward to your participation in these activities.



**ALAIN DEL B. PASCUA**  
Undersecretary

## **1. Annex A - Program Activity and Design**

The Program of Activities consists of travel time to the venue on November 19 (Sunday) for all the participants of the National Climate Change Conference and the DRRM Year-end Planning. The check-out date is on November 22, 2017 (Wednesday) for the participants of the first activity while the check-out date for the participants of the latter activity is on November 24, 2017 (Friday) both at 12:00 noon respectively. Beyond the said check-out time and dates, expenses incurred by the participants shall be charged against their local funds. For this event, the recommended attire is **business-casual**.

## **2. Annex B - Confirmation Sheet**

Participants are required to send a signed copy of the confirmation sheet two (2) weeks before the conference or earlier to [drmo@deped.gov.ph](mailto:drmo@deped.gov.ph), along with their preferred side event to attend to during the National Climate Change Conference.

## **3. Annex C- DRRM Accomplishment Report Template**

Attached is the template to be completed by the Region and Division Coordinators for the DRRM Year-End Planning. This will be necessary in order to present the accomplishments for the year 2017 and to formulate plans and program of activities for the year 2018. Region Coordinators are responsible in the consolidation of the reports of the Division Coordinators which will be presented in the plenary of the DRRM Year-End Planning.

Should you have further clarifications, you may directly communicate with Ms. Marian Aniban at [marian.aniban002@deped.gov.ph](mailto:marian.aniban002@deped.gov.ph) and Ms. Alastair Erfe at [alastair.erfe@deped.gov.ph](mailto:alastair.erfe@deped.gov.ph) through 637-4933/637-4606 or email [drmo@deped.gov.ph](mailto:drmo@deped.gov.ph).