



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**

Region VII, Central Visayas

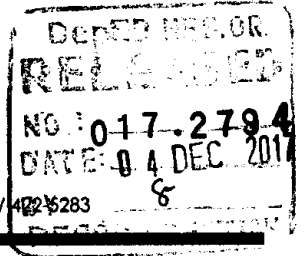
**SCHOOLS DIVISION OF NEGROS ORIENTAL**

Capitol Area, Dumaguete City

www.depednegor.net

negros.oriental@deped.gov.ph

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



December 1, 2017

**TRAVEL ORDER**

No. 1098 s. 2017

To : **MARY ANN G. SAING**, Teacher II  
Masulog ES, Canlaon 2 District

Purpose : To attend the Post Disaster Needs Assessment (PDNA)  
Training

Date of Travel : December 4-8, 2017

Venue/Place : Azia Suites and Residences, Cebu City

**ALLOWED/CHARGED TO:**

(Division/School 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

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



REPUBLIC OF THE PHILIPPINES  
**REGIONAL DISASTER RISK REDUCTION AND MANAGEMENT COUNCIL**

Labrador Bldg., N. Bacalso Avenue, Sambag 1, Cebu City, Philippines

November 27, 2017

**MR. JOSEPH GIMENA**  
Division Project Development  
Department of Education

Dear **Sir Gimena**,

Greetings from the Office of Civil Defense!

We are pleased to inform you that Office of Civil Defense Region 7 will sponsor a **Post Disaster Needs Assessment Training (PDNA)** to the selected Local DRRM Councils of Cebu to be held on **December 4-8, 2017** in **Azia Suites and Residences, Cebu City**.

PDNA is defined as a multi-sectoral and multidisciplinary structured approach for assessing disaster impacts and prioritizing recovery and reconstruction needs. PDNA is led and undertaken by the government in collaboration with international development partners and even the private sector. PDNA is generally intended to estimate two important factors: (1) the short-term interventions to initiate recovery from the damages and losses; and (2) the financial requirements needed to achieve a holistic post-disaster recovery, reconstruction and risk management.

In this regard, may we respectfully request your office to recommend five (5) personnel to participate the 5-day aforementioned training. Likewise, the participants are requested to bring laptop.

Transportation expenses will be shouldered by the sending LGU 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 good office regarding this. For other inquires, OCD can be reached at telephone numbers (032) 253-8730 or email address [ocd7training@gmail.com](mailto:ocd7training@gmail.com).

Thank you and our warmest regards.

Very truly yours,

**DIR. CONCEPCION R. ORNOIA, MNSA**  
Chairperson, RDRRMC7 and  
Regional Director, OCD7