



Republic of the Philippines
DEPARTMENT OF EDUCATION
Negros Island Region

SCHOOLS DIVISION OF NEGROS ORIENTAL

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2017

February 7, 2017

TRAVEL ORDER

No. 77 s. 2017

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

Office : SGOD - Division of Negros Oriental

Purpose : To attend the **2017 DRRM Evaluation, Planning and Consultation Workshop**

Date of Travel : March 6 - 11, 2017

Venue/Place : DepEd EcoTech (Lahug, Cebu)

ALLOWED/CHARGED TO: (Division MOOE, 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 - ARD
Concurrent Schools Division Superintendent

2/7/17



Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

n: 2/1/17

MEMORANDUM

FOR : **DEPED ARMM REGIONAL SECRETARY**
ALL DEPED REGIONAL DIRECTORS
ALL SCHOOLS DIVISION SUPERINTENDENTS
ALL REGION AND DIVISION DRRM COORDINATORS

FROM : **ALAIN DEL S. PASCUA**
Undersecretary for Administration

SUBJECT : **2017 DRRM EVALUATION, PLANNING AND CONSULTATION WORKSHOP**

DATE : **27 January 2017**

As the focal point of DepEd in planning, implementing, coordinating and monitoring activities related to Disaster Risk Reduction and Management (DRRM), Education in Emergencies (EiE) and Climate Change Adaptation (CCA), the Disaster Risk Reduction and Management Service (DRRMS) conducts an annual Evaluation, Planning, and Consultation Workshop with its DRRM coordinators at the regional and division level. This annual event is an opportunity for this office to meet and discuss with DRRM coordinators on the status, best practices, and challenges of institutionalizing, mainstreaming and implementing DRRM/CCA/EiE programs, projects and activities. The annual event is also an occasion for this office to finalize with DRRM Coordinators the policies that have been enhanced or created last year.

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)
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In this light, the Region and Division DRRM Coordinators are invited to attend the Cluster Evaluation, Planning and Consultation Workshop (please see Annex A for the list of detailed Program of Activities), in order to:

- Integrate achievements of DepEd National, Regional and Division Offices on DRRM/CCA/EiE;
- Develop a harmonized National, Regional and Division DRRM plans for 2017-2018;
- Discuss challenges on the implementation of DRRM/CCA/EiE programs, projects, and activities and provide suggestions for ways forward;
- Finalize enhancement of existing policies based on inputs in last year's Finetuning Workshop and provide comments/inputs to newly developed draft policies; and
- Identify and finalize roll-out strategy for capacity building of DRRM coordinators at the region, division, and school level.

The tentative date and venue of the said workshop shall commence on the following dates, with the following participants per Cluster:

Clusters	Date	Venue	Participants
Cluster 1	February 19-24	DepEd NEAP (Malvar, Batangas)	NCR, CAR, 1, 2, 3
Cluster 2	March 6-11	DepEd EcoTech (Lahug City, Cebu)	Region 4A, 4B, 5, 6, 7, NIR
Cluster 3	March 19-24	DepEd NEAP (Davao City)	Region 8, 9, 10, 11, 12, Caraga and ARMM

Travelling and other incidental expenses related to the conduct of the said workshop shall be charged against local funds. Food and accommodation shall be covered by DRRMS DepEd.

Prior to these dates, the Region and Division DRRM Coordinators are required to accomplish the following requirements and templates in preparation for the workshop:

1. **Annex B – Confirmation Sheet.** All Region and Division DRRM Coordinators are required to send a signed and scanned copy of the Confirmation Sheet one (1) week before the date of the workshop or earlier to drmo@deped.gov.ph.
2. **Annex C – 2016 Region and Division DRRM Accomplishments.** A number of DRRM Coordinators have already submitted their accomplishment report to the DRRMS. Using the previous submissions, all Division DRRM Coordinators are required to update and send to their respective Region DRRM Coordinators their accomplishment reports (with drmo@deped.gov.ph copied in the e-mail), for consolidation of the Region DRRM Coordinators. All Division DRRM Accomplishments should be reflected and harmonized in the Regional DRRM Accomplishments apart from

region-initiated programs, projects, and activities as indicated in Annex C. The accomplishment reports shall be used during Day 1 of the workshop (please see Annex A for the Program of Activities).

3. **Annex D – 2017 Region and Division DRRM Plans.** Likewise the plans for this year shall be consolidated by the DRRMS using Annex D. All Division DRRM Coordinators are required to send their respective Region DRRM Coordinators their 2017 DRRM Plans (with drmo@deped.gov.ph copied in the e-mail), for consolidation of the Region DRRM Coordinators. All Division DRRM Plans should be reflected and harmonized in the Regional DRRM Plans apart from region-initiated programs, projects, and activities as indicated in Annex D. The plans shall be used during Day 1 of the workshop (please see Annex A for the Program of Activities).
4. **Annex E – 2017 DRRM Training Needs Assessment.** All 2016 Finetuning Workshop outputs on capacity building needs of DRRM coordinators were accounted and used for the creation of training design and modules last year. To update the database of training needs, all Region and Division DRRM Coordinators are required to fill up the **online DRRMS 2017 TNA form** which can be accessed via bit.ly/DRRMS2017TNA. The copy of the form is shown in Annex E; all coordinators are advised to accomplish the forms online for easier consolidation and to minimize errors in encoding.
5. **Annex F and Annex G – Clean-Up and TLS Monitoring Sheet.** These attachments are **to be completed only by selected divisions** which have received fund support for school clean-up and minor repairs, and DepEd TLS for Typhoons **Lando, Nona, Karen & Lawin, Nina, and fire incidents.**

Should you have further clarifications and/or inquiries, you may directly communicate with **Ms. Joan Grace Llamado** through telephone numbers (02) 637-4933/637-4606 or e-mail joan.llumado@deped.gov.ph and drmo@deped.gov.ph.

Thank you and we look forward to your participation in the workshop.