



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region VII, Central Visayas
SCHOOLS DIVISION OF NEGROS ORIENTAL
www.depednegor.net

August 31, 2018

TRAVEL ORDER
No. 1102 s. 2018

018.2508

SEP 3 2018

To : **NORBERTO L. BANATANTO JR.**
Administrative Assistant II, Planning & Research

JOSEPHINE N. JAMANDRON
DRRM Coordinator, Siaton 3

BENJIE B. EPIS
DRRM Coordinator, Siaton 1

Purpose : To attend Regional Contingency Planning Workshop.

Place/Venue : DepEd Applied Nutrition Center, Banilad, Cebu City

Date of Travel : September 5-7, 2018

ALLOWED/CHARGED TO: (Division/School MOOE, subject to the usual accounting and auditing rules and regulations)

- _____ : Registration
- _____ : Transportation
- _____ : Board and Lodging
- _____ : Meals
- : Transportation & other incidental expenses

WILFREDA D. BONGALOS, Ph. D., CESO V
Schools Division Superintendent
8/31/18

Tel. Nos: (035)225-2838 / 225-0867/422-7644 (Division Supt's Office); (035) 225-1622 (CID); (035) 225-1623 (Legal Section); (035)225-6180 (SGOD); (035) 422-7643 (Cash Section); (035) 422-8511 (Planning Section); (035) 225-6987 (Record's Section); (035) 422-5283 (Admin. Section); (035) 422-0267 (Personnel Section); (035) 225-2376 (Guard/Medical/Dental Sections); (035) 225-7012 (Educ. Facilities Section); (035) 225-1640 & (035) 225-1640 (Acct. Budget Section); (035) 422-3921 (Supply Section)



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
REGION VII, CENTRAL VISAYAS
Sudlon, Lahug, Cebu City



AUG 23 2018

REGIONAL MEMORANDUM
No. 0611 s. 2018

REGIONAL CONTINGENCY PLANNING WORKSHOP

TO : Schools Division Superintendents
Division DRRM Coordinators
All others concerned

1. This Office through the Disaster Risk Reduction and Management (DRRM) Unit of the Education Support Services Division (ESSD) will conduct a Contingency Planning Workshop on September 5-7, 2018 to be held at DepED Applied Nutrition Center (ANC), Banilad, Cebu City, to enhance the crafted Disaster Risk Reduction and Management –Contingency Plan.

2. Schools Division Offices are required to send a maximum of three (3) participants composed of the following personnel:

- Division DRRM Coordinators/alternate;
- Youth Formation or Partnership Coordinators; and
- Planning Officers.

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3. The Division DRRM Coordinators will also act as a facilitators of this planning workshop.

4. Participants are also required to bring the following:

- Laptop and its accessories;
- List of DepEd personnel trained on Incident Command System, Pre-Disaster Needs Analysis (PDNA) and Risk Disaster Assessment and Needs Analysis (RDANA).
- Inventory of resources that can be used for disaster response.

5. The Day 0 and the first meal (dinner) will be on September 4, 2018 and check-out will be after lunch on September 7, 2018, however, the last meal to be served will be dinner.

6. Travelling and other incidental expenses of the participants shall be charged to Division MOOE/local funds while food and accommodation shall be served by DepED Applied Nutrition Center (ANC) and shall be charged to the regional Contingency Planning Workshop downloaded funds subject to the usual accounting and auditing rules and regulations.

7. Immediate and wide dissemination of this Memorandum is desired.

SALUSTIANO T. JIMENEZ, CESO VI
OIC-Assistant Regional Director

IAJ/STI/ESSD/RLE

"Educating for a Strong Republic"