



## TRAVEL ORDER

Authority is hereby requested for:

- |                          |   |                                 |
|--------------------------|---|---------------------------------|
| 1. Lanjan Bantao         | - | Teacher / Marcelino Santos MNHS |
| 2. Leoneil Paul Matan    | - | Student / Marcelino Santos MNHS |
| 3. Ariel Alagao          | - | Teacher / ANHS                  |
| 4. Julia Faith Natividad | - | Student / ANHS                  |
| 5. Prince Joser Cruz     | - | Teacher / Mayamot NHS           |
| 6. Dave Janno Torres     | - | Teacher / Mayamot NHS           |
| 7. Diana Rose Caindoy    | - | Student / Mayamot NHS           |
| 8. Rodson Layugan        | - | Teacher / BN IV ES              |
| 9. Cyrus Saludo          | - | Student / BN IV ES              |

Purpose : Participation to the NDRM Poster Making Contest and Essay Writing Contest of Office of the Civil Defense IV-A

Destination : University of Perpetual Help, Calamba City

Date : July 12, 2018

Means of Transportation: Public Transportation

Travel is on :  
\_\_\_\_ / \_\_\_\_ Official Business  
\_\_\_\_ Official Time

Source of Funds:  
\_\_\_\_ / \_\_\_\_ MOOE  
\_\_\_\_ Others: \_\_\_\_\_

APPROVED

  
**DR. ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent

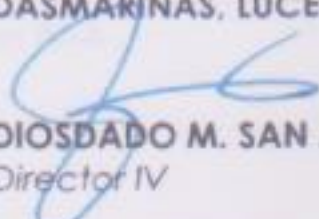
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Republic of the Philippines  
Department of Education  
**REGION IV-A CALABARZON**  
Gate 2 Karangalan Village  
1900 Cainta, Rizal



**TO :** SCHOOLS DIVISION SUPERINTENDENTS OF CALAMBA, ANTIPOLO,  
DASMARINAS, LUCENA AND TANAUAN

**FROM :**  **DIOSDADO M. SAN ANTONIO**  
Director IV

**SUBJECT :** OFFICE OF THE CIVIL DEFENSE IV-A REGIONAL NDRM POSTER MAKING  
AND ESSAY WRITING CONTEST

**DATE :** July 9, 2018

1. Through the virtue of Executive Order No. 29 dated June 28, 2017, the Office of the Civil Defense (OCD) has constantly observed the National Disaster Resilience Month (NDRM) on the month of July every year. During this month, the community and other stakeholders are educated on disaster awareness and preparedness.
2. In this regard, the Schools Division Offices are hereby directed to send three (3) elementary student representatives and one (1) coach/chaperon for Poster Making Contest and three (3) elementary student representative and one (1) coach/chaperon for Essay Writing Contest.
3. The contest will be held on July 12, 2018, venue to be announced on a separate advisory.
4. Travelling expenses shall be charged against local funds subject to usual accounting and auditing rules and regulations.
5. For further inquiries, you may contact Mr. Wilbert C. Ulpindo at 0919 224 8195 or Mr. Randy Dela Paz at 0966 386 2166.
6. Immediate dissemination of this Memorandum is earnestly desired.



Trunk Line: (02) 682-5773 / 647-4914 / 647-7487  
Fax: (02) 682-2114  
Website: [depedcalabarzon.ph](http://depedcalabarzon.ph)  
Facebook: DepEd R-4A Calabarzon







Republic of the Philippines  
DEPARTMENT OF NATIONAL DEFENSE  
**OFFICE OF CIVIL DEFENSE IV-A**  
# 175 CPDC Building, Brgy. Poblacion Rizal, Calamba City, Laguna



July 3, 2018

**DIOSDADO M. SAN ANTONIO**  
Regional Director  
Department of Education IV-A  
Karangalan Village  
Cainta, Rizal

Dear Director San Antonio:

*Greetings from the Office of Civil Defense CALABARZON!*

Through the virtue of Executive Order No. 29 dated June 28, 2017, the Office of Civil Defense (OCD) has constantly observed the National Disaster Resilience Month (NDRM) on the month of July every year. During this month, the community and other stakeholders are educated on disaster awareness and preparedness.

For this year's NDRM, OCD Central Office issued Memo No. 384, s. 2018 with subject "*Conduct of Poster Making and Essay Writing Contests for the Observance of National Disaster Resilience Month (NDRM) 2018*" which targets the involvement of elementary and secondary school students in DRRM awareness.

In this regard, may we respectfully request for the assistance of your good office in selecting the participants for the **Regional NDRM 2018 Poster Making and Essay Writing Contest** to be conducted by OCD IV-A on 12 July 2018, venue to be determined. The participants shall be composed of the following:

- **Poster Making Contest:** Three (3) elementary student representatives per province with strictly one (1) coach/chaperon. Total of fifteen (15) students plus fifteen (15) coaches/chaperon.
- **Essay Writing Contest:** Three (3) secondary student representatives per province with strictly one (1) coach/chaperon. Total of fifteen (15) students plus fifteen (15) coaches/chaperon.

Attached herewith is the guidelines and mechanics for your reference. Your kind submission of list of participants to OCD IV-A on or before 10 June 2018, 1200H will be highly appreciated. Mr. Randy N. de la Paz, the designated focal person for this activity is more than willing to accommodate your queries regarding this request. You may contact him at (049) 531-7279/ 531-7266/ 09663862166 or at [ocd4straining@gmail.com](mailto:ocd4straining@gmail.com).

Thank you very much for your continuous support to the DRRM endeavor of CALABARZON Region.

Very truly yours,

  
**OLMA J. LUCAS**  
Regional Director