



Republic of the Philippines
 Department of Education
 Region IV-A CALABARZON
CITY SCHOOLS DIVISION OF ANTIPOLO

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Office/Unit:

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00

**Office of the Schools
 Division Superintendent**

Subject:

Internal Authority to Travel

Division Reference Number	8977		Date	4 Dec 2018-	
NAME OF OFFICIAL/EMPLOYEE			DESIGNATION & STATION		
MERINO, NOEL BUENA, JOSEPH SILGUERA, NOVA BATALON, RICHARD <small>LASTNAME, FIRSTNAME MI*</small>			PDO II MUNTINDILAW ES / TEACHER PENAFRANCIA ES / TEACHER PANTAY ES / TEACHER		
PURPOSE: Attendance to Contingency Planning workshop for DRRM Coordinators of Region, Division and School					
DESTINATION: Oasis Hotel, Tanza Cavite					
PERIOD OF TRAVEL	FROM	9 Dec 2018-	TO	11 Dec 2018-	
Please Check:- 1. <input checked="" type="checkbox"/> Official Business <input type="checkbox"/> Cash Advance <input type="checkbox"/> Reimbursement 2. <input type="checkbox"/> Official Time <small>(NO EXPENSE to be incurred by the Division Office/School)</small>		Estimated Expense- Registration Fee Php _____ Transportation _____ 1,000.00 Travel Allowance _____ On Travel Time only _____ Full Allowance _____ TOTAL ESTIMATED EXPENSES Php <u>1,000.00 each</u>			
Requested by:  DR. JONATHAN P. DOMINGO Chief- Schools Governance and Operation Division		Funds Available- for Official * Business (specify the source of funds) <input checked="" type="checkbox"/> Division Fund <input type="checkbox"/> LSB Fund <input checked="" type="checkbox"/> Others: <u>School MOOE</u> Noted <input type="checkbox"/> On Official Time Only <input type="checkbox"/> Other Funds:  MRS. RAQUEL F. ESGUERRA Division Accountant III		Approved:  DR. ROMMEL C. BAUTISTA, CESO V Schools Division Superintendent	
REMARKS:					



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



TO : ALL SCHOOLS DIVISION/CITY SUPERINTENDENTS
PDO II /SCHOOL HEADS / School DRRM Coordinators

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

SUBJECT : ADDENDUM TO THE CONTINGENCY PLANNING WORKSHOP FOR
DRRM COORDINATORS OF REGION / DIVISIONS / SCHOOL

DATE : 26 NOVEMBER 2018

1. The schedule of the Contingency Planning Workshop will be held at Tanza Oasis Hotel and Resort, Tanza, Cavite on December 9 – 11, 2018.
2. Each Division will bring their Tarpaulin presentation of Accomplishments and/or Best practices in 2' x 5' with stand.
3. Participants are expected to prepare the following reports prior to the training date in preparation to Contingency Planning Workshop.
 - a. Historical Data (School and/or Division)
 - b. Baseline Data (School and/or Division)
4. Number of participants per Division is stated on Annex 1.
5. Travel expenses shall be charged against the local funds, subject to the usual accounting and auditing rules and regulations.
6. For further details, please contact Mr. Wilbert C. Ulpindo, Regional DRRM Coordinator at 647-4914 loc. 111 or at CP number: 0917 854 2321 / 09192248195.
7. Immediate dissemination of this Memorandum is earnestly desired.



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



ANNEX 1

Number of Participants	OFFICE
1	Central Office DRRMS
2	Regional Office
4	Antipolo City
4	Bacoor City
4	Batangas
4	Batangas City
4	Biñan City
4	Cabuyao City
4	Calamba City
4	Cavite City
4	Cavite
4	Dasmariñas City
4	General Trias City
4	Imus City
4	Laguna
4	Lipa City
4	Lucena City
4	Quezon
4	Rizal
4	San Pablo City
4	Sta. Rosa City
4	Tanauan City
4	Tayabas City
87	TOTAL

HISTORICAL DATA													
School: _____													
Name of the DISASTER	Year	Schools affected		Affected Population		Damaged						Total Cost	Other effects/damages
						Totally Damaged Classrooms		Partially Damaged Classrooms		Classrooms with Minor			
		School ID	School Name	No. of Learners	No. of Personnel	No. of Classrooms	Cost of Damages	No. of Classrooms	Cost of Damages	No. of Classrooms	Cost of Damages		
Remarks: (Data is based on historical RAISAF reports)													

2018 CONTINGENCY PLANNING WORKSHOP
Indicative Program
December 9 – 11, 2018

Time			Activity	Person/s in Charge
From	To	Mins		
9 December 2018				
Day 0 Travel Time				
12:00	1:00	60	LUNCH	
1:00	2:00	60	Orientation	Host Division
2:00	4:00	120	Completion of Historical Background and Baseline Data	Participants
6:00	8:00	120	Dinner	
10 December 2018				
Introduction to Contingency Planning				
7:00	8:00	60	Registration	Host Division
8:00	8:10	10	National Anthem and Invocation	Moderator
8:10	8:25	15	Objectives of the ConPlan Workshop	Angelina L. Umali
8:25	8:40	15	Message	Celedonio Bardenas
8:40	10:00	80	Introduction to Contingency Planning	Wilbert Ulpindo
10:00	10:15	15	HEALTH BREAK	
10:00	12:00	105	Understanding Hazards	Edward Landayan
12:00	1:00	60	LUNCH	
1:00	2:30	95	Localized Contingency Planning	John Idefonso Pascual
2:30	2:45	15	HEALTH BREAK	
2:45	4:15	90	Workshop 1: Capacity and Vulnerability	Jesselle Mark P. Reyes
4:15	4:30	15	Synthesis	Wilbert Ulpindo
6:00	8:00	120	Dinner	
END OF DAY 1				
11 DECEMBER 2018				
8:00	8:15	15	Preliminaries	Host Division
8:15	9:45	90	Workshop 2: Resource Mapping and Planning	Josephus Perseus B. Banaag
9:45	10:00	15	HEALTH BREAK	
10:00	12:00	120	Workshop 3: Action Response	Noel Merino
12:00	1:00	60	LUNCH	
1:00	2:00	60	Mapping of Local Partners	Estrella Gonzales
2:00	3:00	60	Division DRRM Ways Directions and Ways forward	Wilbert Ulpindo
3:00	3:15	15	HEALTH BREAK	
3:15	4:15	60	Closing Program	Host Division
4:15	5:00	45	Synthesis	Wilbert Ulpindo
6:00	7:00	60	Dinner	
End of Day 2				