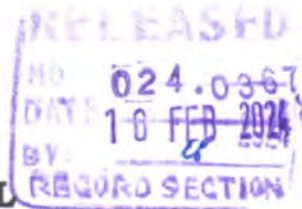




Republic of the Philippines
Department of Education
Schools Division of Negros Oriental



TRAVEL AUTHORITY FOR OFFICIAL TRAVEL

Name	JOHNREY F. LEGARA
Position/ Designation	Head Teacher I
Permanent Station	Bago-bago ES
Purpose of Travel (must be supported by attachments)	Attend the Capacity Building on Facilitations Skills and Critiquing of Session Guides and Slide Deck for School-Based DRR Training Program
Host of Activity	DepEd Region 7 and SEEDS Asia
Inclusive Dates	February 20-22, 2024
Destination	3 rd Floor Conference Room, DepEd RO7 Bldg. Sudlon, Lahug, Cebu City
Fund Source	SEEDS ASIA / School MOOE / Local Funds

I hereby attest that the information in this form and in the supporting documents attached hereto are true and correct.

tr. 
JOSEPH R. GEMINA

Project Development Officer II - DRRM

February 15, 2024

Name and Signature of Requesting Employee

Date

This is to certify that the trip of the requesting employee satisfies all minimum conditions for authorized official travel and that alternatives to travel are insufficient for the purpose stated herein.

For: 
RACHEL B. PICARDAL EdD

Chief, SGOD

2/15/24

Name and Signature of Recommending Authority

Date

APPROVED


NERI C. OJASTRO EdD, CES0 V

Schools Division Superintendent

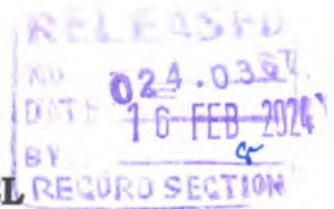
2/15/24

Name and Signature of Approving Authority

Date



Republic of the Philippines
Department of Education
Schools Division of Negros Oriental



TRAVEL AUTHORITY FOR OFFICIAL TRAVEL

Name	EMELINE A. AUSTERO (In lieu of Joseph R. Gemina, PDO II)	
Position/ Designation	Master Teacher I	
Permanent Station	Lumbangan Central School	
Purpose of Travel (must be supported by attachments)	Attend the Capacity Building on Facilitations Skills and Critiquing of Session Guides and Slide Deck for School-Based DRR Training Program	
Host of Activity	DepEd Region 7 and SEEDS Asia	
Inclusive Dates	February 20-22, 2024	
Destination	3 rd Floor Conference Room, DepEd RO7 Bldg. Sudlon, Lahug, Cebu City	
Fund Source	DRRM Funds	
I hereby attest that the information in this form and in the supporting documents attached hereto are true and correct.		
for: JOSEPH R. GEMINA Project Development Officer II - DRRM		February 15, 2024
Name and Signature of Requesting Employee		Date
This is to certify that the trip of the requesting employee satisfies all minimum conditions for authorized official travel and that alternatives to travel are insufficient for the purpose stated herein.		
for: RACHEL B. PICARDAL EdD Chief, SGOD		2/15/24
Name and Signature of Recommending Authority		Date
APPROVED		
for: NERI C. OJASTRO EdD, CESO V Schools Division Superintendent		2/15/24
Name and Signature of Approving Authority		Date



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS

Office of the Regional Director

08 FEB 2024

REGIONAL MEMORANDUM

No. **107**, s. 2024

CAPACITY BUILDING ON FACILITATION SKILLS AND CRITIQUING OF SESSION GUIDES AND SLIDE DECK FOR SCHOOL-BASED DRR TRAINING PROGRAM

To: Schools Division Superintendents
Region and Division DRRM Coordinators
All Others Concerned

1. The SEEDS Asia, in coordination with the Department of Education Regional Office 7 is planning to conduct a Capacity Building for Effective Facilitation Skills and Final Critiquing of Session Guides Deck and Slide Deck for School-Based DRR Training Program on February 20-22, 2024 at the 3rd Floor Conference Room, DepEd RO7 Bldg., Sudlon, Lahug, Cebu City.

2. In view thereof, our office would like to request the following personnel to participate this significant activity:

a) Consultants

- Dr. Misael Borghonia- HRDD
- Dr. Helen Sabino-HRDD

a) School-based Disaster Risk Reduction Task Force

- Dr Jocelyn Conta – Bogo City Division
- Dr. Lyra Illaga- Cebu City Division
- Dr. Ricky Cayacap-Lapu-lapu City Division
- Mr. Tony Aplacador-Cebu Province Division
- Randy Watin- Carcar City Division
- Anna Liza Sardovia-Toledo City Division
- Ma. Elena D. Berame-Lapu-lapu City Division
- Mr. Giovanni Almendras-Talisay City Division
- Mr. Ranilo L. Edar- Regional Office



DepED
MATATAG



Doña M. Gaisano St., Sudlon, Lahug, Cebu City
Telephone Number: 639457623193 local 700

DepEd Tayo Region VII

region7.deped.gov.ph

b) School-based Disaster Risk Reduction Trainers

- * Joseph Gemina- Negros Oriental Division
- * Leilani E. Jansalin-Siquijor Division
- * Vincent A. PadronCity – Naga City Division
- * Brendo B. Torres- Tajay City Division
- * Kenneth Regene B. Blasco-Bohol Division
- * Jaime B. Quinga Jr.-Bohol Division
- * Renato B. Tabilon – Guihulngan City Division
- * Johnrey F. Legara- Negros Oriental Division



3. Transportation and related expenses, food and accommodation of the following personnel shall be shouldered by SEEDS Asia:

- a) Mr Brendo Torres
- b) Mr Kenneth Regene B. Blasco
- c) Mr. Jaime Quinga Jr.
- d) Mr. Renato B. Tabilon
- e) Mr. Johnrey P. Legara

While transportation and related expenses of the remaining participants shall be charged to local / Division DPRP funds FY 2023 while food and accommodation shall be shouldered by SEEDS Asia subject to the usual auditing and accounting rules and regulations.

4. For questions and clarifications, you may contact Mr. Ranilo L. Edar through his mobile phone no. 09171566073.

5. Immediate and wide dissemination of this Memorandum to all concerned is desired.


SALUSTIANO T. JIMENEZ JD, EdD, CESO V
Director IV 
Regional Director



9

February 01, 2024

DR. SALUSTIANO T. JIMENEZ, ED. D, JD, CESO III

Director IV Regional Director
Department of Education Region VII

SUBJECT: CAPACITY BUILDING ON FACILITATION SKILLS AND CRITIQUING OF SESSION GUIDES AND SLIDE DECK FOR SCHOOL-BASED DRR TRAINING PROGRAM

Dear **DR. JIMENEZ**:

Warm greetings to you!

As to the next step of JICA-funded "Project on the Strengthening and Promoting School-based Disaster Risk Reduction in Central Visayas," SEEDS Asia Project Team and School Disaster Risk Reduction – Task Force (SDRR-TF) would like to conduct a face-to-face training on facilitation skills for the School Disaster Risk Reduction Trainers (SDRRT), as well as the final critiquing of session guides and slide deck for school-based disaster risk reduction (DRR) training program.

In this regard, we would like to **request the issuance of a Regional Memorandum** for the attendance of the following DepEd Regional Office VII personnel, SDRR-TF, SDRRT, and the use of the **DepEd Regional Office VII Conference Hall** as the venue for the **Capacity Building for Effective Facilitation Skill and Final Critiquing of Session Guides and Slide Deck for School-based DRR Training Program on February 20-22, 2024.**

<i>Name</i>	<i>Present Assignment</i>	<i>Regional / Division Office</i>
<i>Regional Office VII</i>		
Dr. Misael Borgonia	HRDD Chief	HRDD, DepEd RO VII
Dr. Helen Sabino	Education Program Specialist	HRDD, DepEd RO VII
<i>SDRR-TF</i>		
Mr. Ranilo Edar	PDO II, Regional DRRM Coordinator	ESSD, DepEd RO VII
Dr. Jocelyn Conta	CID Chief	Division of Bogo City
Mr. Tony Aplacador	PSDS – San Remegio District I	Division of Cebu Province
Mr. Randy Watin	PDO II, Division DRRM Coordinator	Division of Carcar City
Ms. Anna Liza Sardovia	PDO II, Division DRRM Coordinator	Division of Toledo City
Ms. Ma. Elena Berame	PDO II, Division DRRM Coordinator	Division of Lapu-Lapu City
Mr. Giovanni Almendras	PDO II, Division DRRM Coordinator	Division of Talisay City
Dr. Lyra Illaga	SGOD Chief	Division of Cebu City
Dr. Ricardo Cayacap Jr.	Principal IV – Looc NHS	Division of Lapu-Lapu City
<i>SDRRT</i>		
Mr. Renato Tabilon	School Head, Sandayao ES	Division of Guihulngan City
Mr. Brendo B. Torres	ESP-I	Division of Tanjay City
Mr. Kenneth Regene B. Blasco	Head Teacher I, Gov. Jacinto Borja NHS	Division of Bohol

HEAD OFFICE:

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Email: rep@seedsasia.org

PHILIPPINE REPRESENTATIVE OFFICE:

Unit 1401, La Guardia Flats 2, 1st Street, Apas,
CEBU CITY 6000
Telefax No.: +63-995-873-5257
Email: nana.sugaya@seedsasia.org

SEEDS Asia



Mr. Jaime B. Quinga Jr.	Principal I, Cambayaon ES	Division of Bohol
Mr. Vincent A. Padron	PDO II, Division DRRM Coordinator	Division of City of Naga
Mr. Joseph Gemina	PDO II, Division DRRM Coordinator	Division of Negros Oriental
Mr. Johnrey F. Legara	Head Teacher I, Kakha ES	Division of Negros Oriental
Ms. Leilani E. Jansalin	PDO II, Division DRRM Coordinator	Division of Siquijor

In the long-term partnership with DepEd, SEEDS Asia would like to kindly request DepEd ROVII ESSD Office for the transportation and accommodation for the abovementioned Project Development Officer II and the rest of the members of SDRR-TF through DepEd local funds or any available funds subject for the usual accounting and auditing rules and regulation.

Accommodation and transportation for the School Head and ESP will shouldered by SEEDS Asia, as well as the food for the entire duration of the activity. The first meal will be a dinner on February 19, 2024 and the last one will be another dinner on February 22, 2024. Accommodation will be covered from February 19 to 23 (4 nights).

For any further information and clarifications, kindly contact us through email at edwinmarquez.seedsasia@gmail.com or our contact number at (+63) 945 186 2384.

Yours truly,

NANA SUGAYA
Philippine Country Representative
SEEDS Asia

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Tel. No.: +81-78-766-9412; Fax: +81-78-766-9413
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PHILIPPINE REPRESENTATIVE OFFICE:
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CEBU CITY 6000
Telefax No.: +63-995-873-5257
Email: nana.sugaya@seedsasia.org

ACTIVITY MATRIX

TIME	ACTIVITY	IN-CHARGE
Day 0 (February 19, 2023, Monday)		
	Arrival of participants	
Day 1 (February 20, 2023, Tuesday)		
7:30-8:00	Registration	SEEDS Asia
8:00-8:10	Preliminaries (AVP) 1. Singing of Philippine National Anthem 2. Invocation/Prayer	SEEDS Asia
8:10-8:30	Messages: Welcome Remarks Statement of Purpose Message of Support	SEEDS Asia Mr. Ranilo Edar, PDOII-Regional DRRM Coordinator Dr. Misael Borgonia, HRDD Chief DepEd Regional Office VII
8:30-12:00	Critiquing of Session Guide, Slide Deck and Handouts - Session 1: Legal Framework on DRR - Session 2: Weather literacy for schools - Session 3: Partnership and resource mobilization - Session 4: Camp Coordination and Camp Management for schools	Facilitator: SEEDS Asia Presenter: SDRRT
12:00-13:00	Lunch Break	
13:00-16:00	Critiquing of Session Guide, Slide Deck and Handouts - Session 5: Disaster Commemoration Activities - Session 6: Development of iPlan with DRR Education Activities - Session 7: DRR Implementation Planning	Facilitator: SEEDS Asia Presenter: SDRRT
16:00-17:00	Wrap up and preparation for Day 2	SEEDS Asia SDRR-TF
Day 2 (February 21, 2024, Wednesday)		
8:00-8:10	Preliminaries 1. Singing of Nationalistic Song 2. Invocation/Prayer 3. Energizer	SEEDS Asia, SDRRT
8:10-8:30	Management of Learning and Review of Day 1 Activities	SEEDS Asia
8:30 -12:00	Activity A: Crafting slide decks	SDRRT
	Activity B: Development of a monitoring tool for the training program	SEEDS Asia, SDRR-TF, DepEd Region Office VII
12:00-13:00	Lunch Break	
13:00-16:30	Activity A: Capacity-Building on facilitation and public speaking skills	Resource Speaker: Dr. Ricardo Cayacap Participants: SDRRT

	Activity B: Finalization of financial, monitoring, and communication plan for the training program	SEEDS Asia, SDRR-TF, DepEd Region Office VII
16:30-17:00	Wrap up and preparation for dry-run	SEEDS Asia
Day 3 (February 22, 2024, Thursday)		
8:00-8:10	Preliminaries 1. Singing of Nationalistic Song 2. Invocation/Prayer 3. Energizer	SEEDS Asia, SDRRT
8:10-8:30	Management of Learning and Review of Day 2 Activities	SEEDS Asia
8:30-12:00	First Dry-run	Facilitator: SDRRT
12:00-13:00	Lunch Break	
13:00-16:00	Second Dry-run	Facilitator: SDRRT
16:00-16:30	Adjustment of the training program	SEEDS Asia, SDRR-TF
16:30-17:00	Closing 1. Ways Forward 2. Closing Remarks	SEEDS Asia SEEDS Asia, Mr. Ranilo Edar, PDOII-Regional DRRM Coordinator
Day 4 (February 23, 2024, Friday)		
	Departure of Participants	