



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

RELEASED  
 NO. 024-0697  
 DATE: 12 MAR 2024  
 BY: [Signature]  
 RECORD SECTION

**TRAVEL AUTHORITY FOR OFFICIAL TRAVEL**

<b>Name</b>	<b>JOSEPH R. GEMINA</b>
<b>Position/ Designation</b>	Project Development Officer II – DRRM
<b>Permanent Station</b>	Division Office
<b>Purpose of Travel</b> (must be supported by attachments)	<ul style="list-style-type: none"> <li>• Monitor and evaluate the implementation of Fire Prevention Month Activities and Nationwide Simultaneous Earthquake Drill (NSED)</li> <li>• Monitor and evaluate the implementation progress of DRRM and CCAM programs, projects, and activities.</li> <li>• Monitor the construction of Temporary Learning Spaces (TLS)</li> <li>• Give technical assistance to schools with DRRM-related CIGPs in DMEA</li> <li>• Give technical assistance to schools' request for TLS</li> </ul>
<b>Host of Activity</b>	SGOD - DRRM
<b>Inclusive Dates</b>	March 18-22, 2024
<b>Destination</b>	Schools in Mabinay 1-4, Amlan, Bindoy 1-2, Jimalalud 1-2, La Libertad 1-2 and Valencia
<b>Fund Source</b>	DRRM Funds

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

**JOSEPH R. GEMINA**  
 Project Development Officer II - DRRM

**March 11, 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.

**RACHEL B. PICARDAL EdD**  
 Chief, SGOD

**MAR 11 2024**

Name and Signature of Recommending Authority

Date

**APPROVED**

**NERI C. OJASTRO EdD, CESO V**  
 Schools Division Superintendent

Name and Signature of Approving Authority

3/11/24

Date



Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS  
Schools Division of Negros Oriental

Office of the Schools Division  
Superintendent

DIVISION MEMORANDUM

No. 0266, s. 2024

**REITERATION ON THE SCHEDULE FOR THE CONDUCT OF CY 2024 QUARTERLY  
NATIONWIDE SIMULTANEOUS EARTHQUAKE DRILL (NSED)**

To: Assistant Schools Division Superintendents  
Chiefs, CID and SGOD  
Public Schools District Supervisors / District-In-Charge  
School Heads / All Others Concerned

1. Enclosed is a copy of RM No. 177, s. 2024 titled **REITERATION ON THE SCHEDULE FOR THE CONDUCT OF CY 2024 QUARTERLY NATIONWIDE SIMULTANEOUS EARTHQUAKE DRILL (NSED)**, offices and schools are enjoined to participate in the conduct of quarterly Nationwide Simultaneous Earthquake Drill (NSED) with schedule as follows:

Quarter	Date	Time
1 <sup>st</sup> Quarter	March 22, 2024	9:00 AM
2 <sup>nd</sup> Quarter	June 13, 2024	2:00 PM
3 <sup>rd</sup> Quarter	September 14, 2024	9:00 AM
4 <sup>th</sup> Quarter	November 14, 2024	2:00 PM

2. The **District DRRM Team** headed by the PSDS/DIC is required to validate the implementation of the said activity. The schools to be validated shall be decided by the District Office. NSED validators shall:

- Determine communication flow among offices/schools and the overall command system.
- Ensure that everyone knows what to do during and after an earthquake.
- Conduct post-evaluation of the drill.

3. School DRRM Coordinators from **Elementary, Junior High, and Senior High** must submit quarterly NSED reports through the online form at <https://tinyurl.com/2024NSED> not later than seven (5) working days, after the schedule of the quarterly NSED. School DRRM Coordinators shall keep a copy of the submitted report for future reference, as necessary.

4. Travelling & other incidental expenses incurred by the District Monitoring Team shall be charged against School MOOE / Local Funds, subject to the usual accounting and auditing rules and regulations.

5. Compliance with this Memorandum is desired.

  
**NERI C. OJASTRO EdD, CESO V**  
Schools Division Superintendent

NEO/JMA/MSD/RLR/SGOD/1000/104  
16 March 2024



DepEd TRAYQ SDO Negros Oriental



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Republic of the Philippines  
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REGION VII - CENTRAL VISAYAS  
Schools Division of negros oriental

Office of the Schools Division  
Superintendent

DIVISION MEMORANDUM  
No. 02841, s. 2024

**REITERATION OF FIRE PREVENTION MONTH AND THE CONTINUING FIRE  
SAFETY AND AWARENESS PROGRAM**

To: Assistant Schools Division Superintendents  
Chiefs, CID and SGOD  
Public Schools District Supervisors / District-In-Charge  
School Heads / All Others Concerned

1. Attached is a copy of Regional Memorandum No. 178 s. 2024 dated 04 March 2024 titled "**Reiteration of Fire Prevention Month and the Continuing Fire Safety and Awareness Program**", for information and guidance of all concerned.
2. As safety measures prescribed in DepEd Order No. 72, s. 2012 titled "*Continuing Fire Safety and Awareness Program (FSAP)*", all schools are directed to:
  - Conduct fire safety inspection and corrective actions by giving priority considerations to proper housekeeping and regular checking of electrical wiring and appliances;
  - Attend fire safety education and training in coordination with the BFP in the locality;
  - Ensure availability and functionality of fire safety equipment, fire alarm activation procedure, and public address system;
  - Conduct quarterly fire and evacuation drills; and
  - Implement the Kiddie / Junior Fire Marshall in coordination with the Local Government Unit through BFP contained in Join Memorandum Circular by and between DepEd and Department of the Interior and Local Government.
3. In addition, all **CLASS ADVISERS** are enjoined to discuss the **Fire Safety Awareness Guide** to their advisory class from March 18-2, 2024. Files (*ppt & videos*) can be downloaded here: <https://tinyurl.com/firefiles23>.
4. School Heads must consolidate the reports and pictures from the class advisers and shall submit the school accomplishment report to the Division Office through this online form: <https://tinyurl.com/firemonth2024>.



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5. **District DRRM Team headed by PSDS/DICs and District DRRM Coordinators (Elementary/Secondary)** are required to monitor the implementation of the conduct of Fire Prevention Month activities in school.
6. Travelling & other incidental expenses incurred by the District Monitoring Team shall be charged against School MOOE / Local Funds, subject to the usual accounting and auditing rules and regulations.
7. For the information and compliance of all concerned.

  
**NERI C. OJASTRO EdD, CESO V**  
Schools Division Superintendent

3/7/24

