



No.: 0305

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

TRAVEL AUTHORITY FOR OFFICIAL TRAVEL



Name / Position / Designation	JOSEPH R. GEMINA PDO II - DRRM
	LYDIA DELFINO-CACAS Budget Officer III
Permanent Station	Division Office
Purpose of Travel (must be supported by attachments)	Attend the conduct of FIDUCIARY WORKSHOP FOR THE FISCAL YEAR 2023 DISASTER PREPAREDNESS AND RESPONSE PROGRAM (DPRP)
Host of Activity	DepEd Region VII -DRRM
Inclusive Dates	May 6-9, 2024
Destination	DepEd EcoTech, Cebu City
Fund Source	DRRM Funds / Local Funds
<i>I hereby attest that the information in this form and in the supporting documents attached hereto are true and correct.</i>	
JOSEPH R. GEMINA Project Development Officer II - DRRM	April 30, 2024
_____ Name and Signature of Requesting Employee	_____ Date
<i>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.</i>	
RACHEL B. PICARDAL EdD Chief, SGOD	4/30/2024
_____ Name and Signature of Recommending Authority	_____ Date
APPROVED	
NERI C. OJASTRO EdD, CESO V Schools Division Superintendent	5/2/2024
_____ Name and Signature of Approving Authority	_____ Date



Republic of the Philippines
Department of Education
 OPERATIONS

OUOPS No. 2024-04-0329
MEMORANDUM

FOR : **Regional Directors
 Schools Division Superintendents
 Regional and Division DRRM Coordinators
 Regional and Division Budget Officers**

FROM : 
ATTY. REVSEE A. ESCOBEDO
Undersecretary for Operations

SUBJECT : **CONDUCT OF FIDUCIARY WORKSHOP FOR THE FISCAL
 YEAR (FY) 2023 DISASTER PREPAREDNESS AND
 RESPONSE PROGRAM (DPRP)**

DATE : April 25, 2024

The Office of the Undersecretary for Operations (OUOPs) through the Disaster Risk Reduction and Management Service (DRRMS) will hold the **Fiduciary Workshop for the FY 2023 Disaster Preparedness and Response Program (DPRP)**. Its primary objectives are to convene field offices to collect and/or update the utilization status of FY 2023 DPRP funds and identify areas of bottlenecks to develop catch-up plans to address them.

With this, the Regional and Division DRRM Coordinators and Regional and Division Budget Officers are urged to participate in the activities scheduled from **May 6 to 9, 2024 (excluding travel time) at the DepEd EcoTech, Cebu City**. For the schedule of programs and the program venue, please refer to the table below:

Schedule	Activity	Venue
May 6, 2024 (Morning)	Arrival and Registration of participants	DepEd EcoTech
May 6, 2024 (Afternoon)	Fiduciary Workshop for the FY 2023 DPRP	
May 7, 2024		
May 8, 2024		
May 9, 2024 (Morning)	End of Program / Departure	
May 9, 2024 (Afternoon)		

For initial preparations and reference, please refer to Annex A for the Administrative Arrangements, Annex B for the Guidelines for Pre-registration, and

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Annex C for the Indicative Program of the workshop. All expenses incurred shall be subject to the usual accounting and auditing rules and regulations.

Should you have any clarification, questions, and/or concerns on this subject, kindly contact your assigned DRRMS AOR Leads or contact the DRRMS at (02) 8637 4933 or email at drmo@deped.gov.ph.

For information and guidance.