



Republic of the Philippines
Department of Education
CARAGA REGION



April 25, 2023

REGIONAL MEMORANDUM
No. 0308, s. 2023

To: SCHOOLS DIVISION SUPERINTENDENTS
This Region

GRANT OF COMPENSATORY TIME-OFF TO THE TECHNICAL WORKING
GROUP (TWG) DURING THE TRAINING ON UNIVERSAL
PREVENTION CURRICULUM FOR SUBSTANCE USE:
ENVIRONMENT-BASED INTERVENTIONS

1. Pursuant to Regional Memorandum No. 0224, s. 2023, this region hosted the Training on Universal Prevention Curriculum (UPC) for Substance Use: Environment-Based Interventions on April 17-21, 2023, at Kawa Resort, Malinao, Siargao Island, Surigao del Norte.
2. Anent to this, all members of the Technical Working Group (TWG) as identified in the abovementioned Memorandum shall be granted Compensatory Time-Off (CTO) on April 21, 2023, due to the declaration of a regular holiday throughout the country in observance of Eid'l Fitr by virtue of Presidential Proclamation No. 201.
3. The grant of CTO is in accordance with the Civil Service Commission (CSC) and Department of Budget and Management (DBM) Joint Circular No. 2, s. 2004 Non-Monetary Renumeration for Overtime Services Rendered.
4. To ensure the grant of CTO, all TWG members shall submit the following documents in their respective Human Resource Section:
 - a. Approved Daily Time Record (DTR)
 - b. Certificate of Appearance
 - c. Copy of the Regional Memorandum
5. For your information and dissemination.


MA. GEMMA MERCADO LEDESMA
Regional Director

Encl/s.: As stated.

Reference/s: Regional Memorandum No. 0224, s. 2023

To be indicated in the Perpetual Index
under the following subjects:

UPC TRAINING

ESSD/jcc
04/25/2023



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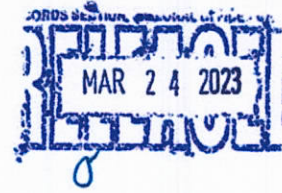


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Republic of the Philippines
Department of Education
CARAGA REGION



March 24, 2023

REGIONAL MEMORANDUM
No. 024, s. 2023

To: SCHOOLS DIVISION SUPERINTENDENTS
This Region

COMPOSITION OF THE UNIVERSAL PREVENTION CURRICULUM TRAINING
TECHNICAL WORKING GROUP

1. Caraga Region shall be hosting the National Training on Universal Prevention Curriculum (UPC) for Substance Use-Curriculum 7: Environment-Based Prevention Interventions on April 17-21, 2023 at Kawa Resort, Malinao, Siargao Island, Surigao del Norte.
2. To facilitate the conduct of the training, the UPC Technical Working Group (TWG) is organized as follows:

Roles and Responsibilities	Members
Food and Physical Arrangement: • Ensures that the hall is prepared for the training. • Ensures that all meals and snacks are served on-time and are according to the specified menu.	Anna Liza A. Lerio, DMD Elgine J. Borja, RN Pilarita S. Pomoy, RN
Registration and Accommodation: • In-charge of the registration and makes sure that all participants have signed the daily attendance sheet. • Coordinates with the hotel staff for the room assignments and facilitates check-in and check-out of participants. • Distributes training kits and certificates of training and attendance to participants.	Luzon participants: April Rose L. Erno, RN JD Roxanne C. Laid, RN Liesel Jane C. Agramon, RN Visayas participants: Twinie R. Antipasado, RN Jade Jen M. Dela Cruz, RN Mindanao participants: Rosynette E. Libay, RN Jeorlyn V. Gopico, RN
Transportation and Logistics: • Coordinates with representatives of each region for their flight/trip details and facilitates transportation of participants from the airport/seaport to the training venue and vice versa. • Facilitates transport of training related materials to the venue.	Luzon participants: Jonathan S. Tapayad, RN Visayas participants: Farrell E. Epis, RN Mindanao participants: Jay El Sotto, RN



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Welfare Officers: • Ensures that required health protocols are observed during the entire duration of the training. • Responds to any health emergencies during the training. • Faciliates referral to nearest hospital as necessary.	Ma. Angelica Veloso, MD Juvy C. Arreza, RN Haidy T. Arciga, RN
IT/ Technical • In-charge of setting-up the LCD projectors, sound system and troubleshoots any technical glitch that may occur during training. • Ensures stability of internet connection during online presentations.	Winston C. Eben

3. All health personnel who are members of the TWG (Medical Officers, Dentists, Nurses) shall also participate in the training.
4. As part of the preparations, the Regional Health Unit shall visit the training venue and shall conduct an initial coordination meeting with the TWG members of Siargao Division on April 4, 2023.
5. Travelling expenses shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
6. For your information and dissemination.


MA. GEMMA MERCADO LEDESMA
 Director IV

Encl/s.: NONE

Reference/s: BLSS Memo dated March 16, 2023

To be indicated in the Perpetual Index
under the following subjects:

TECHNICAL WORKING GROUP

UPC TRAINING

ESSD/jcc
03/24/2023



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