



Republic of the Philippines
DEPARTMENT OF EDUCATION
Caraga Region XIII
Butuan City



June 20, 2018

REGIONAL MEMORANDUM

No. 331 s., 2018



**CONDUCT OF THE SIMULTANEOUS REGIONAL DRRM CARAVAN TO
CELEBRATE THE 2018 NDRM**

To: **Schools Division Superintendents**
Division DRRM Coordinators
This Region

1. In relation to the National Disaster Resilience Month (NDRM), DepEd will conduct series of activities for the Simultaneous Regional DRRM Caravan from July 2-6, 2018. The region will partner with OCD to conduct the Resilience Run on July 1, 2018 and the NDRM Regional level contests on July 9, 2018 where the Divisions and schools are the participants.
2. The Division Offices are also directed to conduct NDRM related activities on the said dates in offices and schools. Herewith attached is the memorandum for the divisions and schools' guidance.
3. The region will also visit the schools in Agusan del Sur Division particularly the regional winners of Gawad Kalasag 2018 and the Search for the best implementer of Ecological Solid Waste Management 2017 on **July 5-6, 2018**.
4. IP Schools of Agusan del Sur will also be visited. Hence, this office requests for any school supplies/materials that the Division Offices would want to share to the teachers and learners such as umbrellas, raincoats, rain boots, pencils, papers, etc. Supplies must be sent to the region on or before **July 2, 2018** with transmittal for documentation.
5. Participants of the said school visit are the Regional and Division DRRM Coordinators and Engineers. Representatives from DRRMS-Central Office will also join the team.
6. Traveling and all other allowable expenses of participants are chargeable against local funds subject to the usual accounting and auditing rules and regulations.
7. For any concerns, contact Ms. Megnon P. Beldad via landline no. (085) 342-8207 loc. 121 or thru mobile phone no. 0947-741-3624.
8. Immediate dissemination of and compliance with this memorandum are highly desired.


BEATRIZ G. TORNO, Ph. D., CESO IV
Regional Director



Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

MEMORANDUM

07 May 2018

For: **ARMM Regional Secretary
Regional Directors
Regional DRRM Coordinators
Schools Division Superintendents
Division DRRM Coordinators
School Heads**

Subject: **GUIDELINES ON USE OF DOWNLOADED FUNDS
FOR REGIONAL DRRM CARAVAN TO CELEBRATE
NATIONAL DISASTER RESILIENCE MONTH**

The Disaster Risk Reduction and Management Service (DRRMS) of the Department of Education (DepEd) hereby downloads funds to regions for the conduct of Regional DRRM Caravan to run simultaneously on 2-6 July 2018.

In celebration of the National Disaster Resilience Month, the caravan aims to raise awareness on the impacts of disasters and stress the importance of disaster prevention, mitigation, and preparedness. It shall inform school administrators, educators, learners, and stakeholders on Disaster Risk Reduction and Management. The caravan will involve two activities:

1. Regional Conference on topics related to disaster preparedness and mitigation; and
2. Conduct of school level activities related to DRRM e.g., Quiz bee, Photo/Video documentation, Tree planting, etc.

Downloaded funds to all regional offices will be used for the following:

1. Regions shall conduct their caravan on the dates mentioned and are encouraged to follow the program on Annex B; and

Office of the Undersecretary for Administration

(Administrative Services, Information and Communications Technology, Disaster Risk Reduction and Management, Schools Health, Youth Formation, Baguio Teachers' Camp, Education Facilities/School Buildings)
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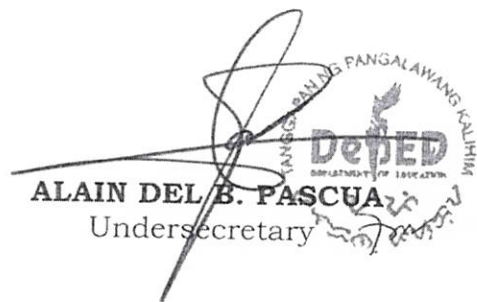
2. Schools are also encouraged to conduct school level activities related to disaster prevention and mitigation.

Everyone is enjoined to post photos and videos online and other media from the above activities. Campaigns via social media sites (FB, Instagram, Twitter) using the official caravan hashtag **#ResiliencethruEducationPH2018** is highly encouraged.

The Regional offices shall observe proper documentation and utilization of the downloaded funds (**See Annex A**) according to the proposed program of activities (**See Annex B**).

For concerns and clarifications, kindly communicate with **Mr. Renzo Ibana** or **Mr. Anthony Gil Versoza** of DRRMS via Landline **(02) 637-4933** or thru email renzo.ibana@deped.gov.ph and anthony.versoza@deped.gov.ph.

Thank you.



ALAIN DEL B. PASCUA
Undersecretary

ANGKAPANG PANGALAWANG KALHIM
DepEd
DEPARTMENT OF EDUCATION

ANNEX A: Documentation and utilization of the downloaded funds

1. The Department of Education (DepED) Central Office, Budget Division, shall release fund allocation to all regional offices through a Sub-Allotment Released Order (Sub-ARO) **amounting to Php 100,000**. The Fund may be used for the following components:
 - a. Payment for the venue of the event;
 - b. Payment for food/snack of the event, mainly for the following:
 - i. School heads
 - ii. School administrators
 - iii. School teaching and non-teaching personnel
 - iv. Parents and/or learners
 - v. School Division Office Personnel; and/or
 - vi. Regional Office Personnel
 - vii. resource speakers and invited guests;
 - c. Payment for honorarium and travel expenses (if will not be able to augment or outsource funds– See #3);
 - d. Procurement, reproduction, and/or dissemination of DRRM materials and kits; and
 - e. Procurement of materials, supplies, and/or labor for installation of a DRRM corner or booth;
2. The Regional DRRM coordinators shall work with the division DRRM Coordinators in identification and mobilization of resource speakers for the caravan. The resource speakers may come from the divisions of the host region or from other regions. The DRRMS shall assist in the request for resource persons at the national level if the mentioned division and region coordinators fail to invite resource persons. In this case, the regional DRRM coordinators must facilitate the request for resource persons to DRRMS no less than one month before the conduct of the activity;
3. Regions and Divisions are encouraged to augment the fund to shoulder other related costs such as transportation, honorarium etc. by finding other internal resources and or partnerships within their respective Local Government Units (LGUs) and Non-Government Organizations (NGOs);
4. All regional DRRM coordinators are advised to promote the caravan by developing IEC materials and/or campaign;
5. Regional DRRM Coordinators shall be accountable for the **disbursement** and **liquidation** of funds downloaded to their respective offices. A statement of expenditures following required accounting and auditing procedures shall be submitted to the chief of the accounting division, DepEd Central Office, copy furnish the Disaster Risk reduction and Management Service (DRRMS), on or before 31 October 2018; and
6. All regional DRRM coordinators concerned shall observe judicious utilization of funds.

ANNEX B: Suggested Flow of Regional Caravan Program

TIME	TOPIC	FACILITATOR / RESOURCE SPEAKER
8:00 – 8:30 AM	Registration	
8:30 – 9:00 AM	Opening Ceremonies	Host Region
9:00 – 9:15 AM	Overview and Rationale (Making Schools Resilient to Disasters) (15 minutes)	Host Region
9:15–10:15 AM	Presentation 1 Understanding Natural Hazards and Disaster Risks (45 minutes) Q&A (15 minutes)	RESOURCE SPEAKER Moderator
10:15 -10:30 AM	B R E A K	
10:30 –12:00 NN	Presentation 2 Outlook on Disasters: Global, National and Local Scenarios (70 minutes) Q&A (20 minutes)	RESOURCE SPEAKER Moderator
12:00 – 1:00 PM	L U N C H B R E A K	
1:00–2:15PM	Presentation 3 Hyogo and Sendai Frameworks and Sustainable Development Goals (60 minutes) Q&A (15 minutes)	RESOURCE SPEAKER Moderator
2:15– 3:15 PM	Presentation 4 Understanding Disaster Mitigation, Preparedness, and Response (45 minutes) Q&A (15 minutes)	RESOURCE SPEAKER Moderator
3:15 – 3:30 PM	B R E A K	
3:30 – 4:00 PM	DRRM Initiatives in Schools – Showcasing Good and Innovative Practices	Host Region
4:00 – 4:30 PM	Open Forum	Host Region
4:30 – 5:00 PM	Closing Ceremonies (30 minutes)	Host Region