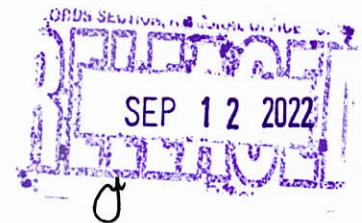




Republic of the Philippines
Department of Education
CARAGA REGION



September 9, 2022

REGIONAL MEMORANDUM
No. 0780, s. 2022

To: SCHOOLS DIVISION SUPERINTENDENTS
This Region

THREE-DAY WRITESHOP ON THE ENHANCEMENT OF CONTINGENCY
PLAN AND PUBLIC SERVICE CONTINUITY PLAN FOR SDOs-CUM-
3RD QUARTER DRRM COORDINATION MEETING AND
FIELD MONITORING

1. This office informs the Schools Division Offices that the Three-day Writeshop on the Enhancement of Contingency Plan and Public Service Continuity Plan for SDO DRRM Coordinators shall be moved from its initial plan on September 21-23, 2022, to **October 3-5, 2022**.
2. The writeshop shall be participated by all twelve (12) Division DRRM Coordinators and one (1) additional participant from SDOs Agusan del Sur and Surigao del Sur, preferably knowledgeable on BE-PSCP. The activity shall be held in Butuan City with the specific venue to be communicated thru an advisory once finalized.
3. To maximize time, the DRRM Coordinators shall also attend the 3rd Quarter DRRM Coordination Meeting-cum-Field Technical Assistance and Monitoring on **October 6-7, 2022**, to be hosted by SDOs Agusan del Norte and Butuan City.
4. Participants of the meeting are required to present updated status of fund utilization of all downloaded funds using the CO-prescribed monitoring report template as well as catch-up plans for the remaining quarter. Attached herewith are the reporting templates for reference.
5. The Division Engineers of SDOs Agusan del Norte and Butuan City are also requested to join during the field monitoring. The schedule matrix and schools to be visited shall be planned by the host SDOs, to consider schools with challenges on disaster preparedness and issues on classroom repair/construction.
6. Expenses incurred during the field monitoring shall be charged against the DRRM Program Support Funds (PSF) of the host divisions to include food, lodging and vehicle rental/fuel. Reimbursements of travel expenses of the participants shall be charged against their respective local funds.
7. The host SDOs are reminded that the visit must not disrupt the ongoing classes. Hence, only the School Head and the School DRRM Coordinator are expected to attend in the technical sharing session along with the DRRM Coordinators and Engineers. As much as possible, maximum of only one (1) hour shall be allotted per school.



Address: J.P. Rosales Avenue,
Butuan City
Trunkline No: (085) 342-8207
Telefax No: (085) 342-5969
Email: caraga@deped.gov.ph



8. Should there be any concerns, your staff may contact Ms. Megnon P. Beldad, Regional DRRM Coordinator, thru her email address: megnon.beldad@deped.gov.ph.

9. For information and dissemination.


MA. GEMMA MERCADO LEDESMA
Director IV 

Encl/s.: FUND SUPPORT MONITORING TEMPLATES

Reference/s: NONE

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

DRRM PLANS

QUARTERLY DRRM MEETING

ESS/mpb
09/09/2022

ANNEX A. PROGRAM SUPPORT FUND MONITORING TEMPLATE

insulations. Please fill in necessary information below. The monitoring template on fund support for teachers' kids should be submitted two (2) weeks after receipt of approved fund support allocation, along with other pertinent documents and photos indicated in the guidelines.

[illegible]

Prepared by

Approved by:

DRRM Coordinator

Schools Division Superintendent

F1**F1****F1****F1****F1**

Instructions: Please fill in necessary information below. The monitoring template on fund support for learners' kits should be submitted two (2) weeks after receipt of approved fund support allocation, along with other pertinent documents and photos indicated in the guidelines.

[illegible]

Prepared by: _____
 Certified True and Correct by: _____
 Approved by: _____

DRRM Coordinator	Budget Officer	Schools Division Superintendent
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ANNEX A.1. FUND SUPPORT FOR CLEAN-UP AND MINOR REPAIR MONITORING TEMPLATE

Instructions: Please fill in necessary information below. The monitoring template on fund support for school clean-up should be submitted two (2) weeks after receipt of approved fund support allocation, along with other pertinent documents and photos indicated in the guidelines.

[illegible]

Prepared by:

Certified True and Correct by:

Approved by:

DRRM Coordinator

Budget Officer

Schools Division Superintendent

ANNEX A. FUND SUPPORT FOR TEACHERS' KITS MONITORING TEMPLATE

Instructions: Please fill in necessary information below. The monitoring template on fund support for teachers' kits should be submitted two (2) weeks after receipt of approved fund support allocation, along with other pertinent documents and photos indicated in the guidelines.

[illegible]

Prepared by:

Certified True and Correct by:

Approved by:

DRRM Coordinator

Budget Officer

Schools Division Superintendent

Question: The total assumed T1 S intake is fixed and should be equivalent to total T1 S intake implemented by the division if there are no late not applicable. Kindly indicate "N/A" The first second and third intake on T1 S Monitoring should be submitted on the second fourth and sixth week after receipt of approved T1 S allocation respectively. The first submission should include

complete information on (A) implementation Plan write the second and third submission should include information on the rest of the columns below. The last submission on the sixth week after receipt or approved. LBS allocation should include other pertinent documents and proofs indicated in the guidelines.

[illegible]

Prepared by: _____
 Certified True and Correct by: _____
 Approved by: _____

Certified True and Correct by:

Approved by:

DRRM Coordinator

Budget Officer

Schools Division Superintendent