



DepEd – DIVISION OF QUEZON

Sitio Fon, Brgy. Talipan, Pagbilao, Quezon
Cell # 09175824627 or at www.depedquezon.com.ph
"Creating Possibilities, Inspiring Innovations"



Registration Number:
QAC/R63/0216

AUTHORITY TO TRAVEL

(outside the Division and within CALABARZON – for Field Office use)

Document Tracking No.: 082

Date: December 5, 2018

NAME OF OFFICIAL/ EMPLOYEE AND DESIGNATION:

DOMINGO J. PANCIPANE	T-III	Fourth District
JERRYMAE D. ESGUARRA	T-I	First District
RODANTE FLESTADO	T-III	Second District

PURPOSE: To attend training for the Contingency Planning Workshop for DRRM Coordinators.

DESTINATION: Tanza Oasis Hotel and Resort, Tanza Cavite

PERIOD OF TRAVEL: December 9-11, 2018

TRAVEL IS ON:

- Official Business
 Cash Advance
 Reimbursement
- Official Time

(NO EXPENSE to be incurred by the Division Office/School)

SOURCE OF FUND:

(if on Official Business)

- Division Fund
 LSB Fund
 School MOOE
 Others (Pls. specify) _____

ESTIMATED EXPENSE/S:

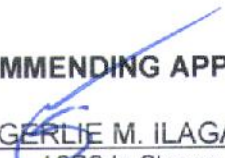
Registration Fee: x
Transportation: x
Travel Allowance: x
On Travel Time only
Full Allowance

TOTAL ESTIMATED EXPENSES: x


REQUESTED BY:


MARY JOYCE P. SALAMAT
Project Development Officer II

RECOMMENDING APPROVAL:


GERLIE M. ILAGAN
ASDS In-Charge

APPROVED BY:


MERTHEL M. EVARDOME, CESO VI
Schools Division Superintendent

REMARKS (IF ANY):

X

	
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Date/Time:	<u>12/7/18</u>
By:	<u>Rommel</u>
Ref. no.:	<u>105</u>

DEPEDQUEZON-TM-SDS-04-008-003

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Comments: Txt HELEN – 09178902327 (Smart/Sun/TalknTxt) 2327 (Globe and TM)

Cell No: 09175824629





Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
Gate 2 Karangalan Village
1900 Cainta, Rizal



TO : ALL SCHOOLS DIVISION/CITY SUPERINTENDENTS
PDO II /SCHOOL HEADS / School DRRM Coordinators

FROM : **DIOSDADO M. SAN ANTONIO**
Director IV

SUBJECT : ADDENDUM TO THE CONTINGENCY PLANNING WORKSHOP FOR
DRRM COORDINATORS OF REGION / DIVISIONS / SCHOOL

DATE : 26 NOVEMBER 2018

1. The schedule of the Contingency Planning Workshop will be held at Tanza Oasis Hotel and Resort, Tanza, Cavite on December 9 – 11, 2018.
2. Each Division will bring their Tarpaulin presentation of Accomplishments and/or Best practices in 2' x 5' with stand.
3. Participants are expected to prepare the following reports prior to the training date in preparation to Contingency Planning Workshop.
 - a. Historical Data (School and/or Division)
 - b. Baseline Data (School and/or Division)
4. Number of participants per Division is stated on Annex 1.
5. Travel expenses shall be charged against the local funds, subject to the usual accounting and auditing rules and regulations.
6. For further details, please contact Mr. Wilbert C. Ulpindo, Regional DRRM Coordinator at 647-4914 loc. 111 or at CP number: 0917 854 2321 / 09192248195.
7. Immediate dissemination of this Memorandum is earnestly desired

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ANNEX 1

Number of Participants	OFFICE
1	Central Office DRRMS
2	Regional Office
4	Antipolo City
4	Bacoor City
4	Batangas
4	Batangas City
4	Biñan City
4	Cabuyao City
4	Calamba City
4	Cavite City
4	Cavite
4	Dasmariñas City
4	General Trias City
4	Imus City
4	Laguna
4	Lipa City
4	Lucena City
4	Quezon
4	Rizal
4	San Pablo City
4	Sta. Rosa City
4	Tanauan City
4	Tayabas City
87	TOTAL

BASELINE DATA 2017 - 2018

School	Hazards Exposed To	Number of Classrooms (SY 2017-2018)			Number of Learners (SY 2017-2018)			Occupancy (OCP)				Furniture					Number of Personnel (SY 2017-2018)					Remarks (if any, please elaborate)				
		Inhabitable (Available)	Non-Inhabitable (Not Available)		Male	Female	Total	No. of PK Learners	No. of Learners	Arm Chair	Desk	Chair & Table	Teacher's Chair	Teaching Personnel			Non-Teaching Personnel		Total							
			Available	Not Available										Male	Female	Total	PK Teaching Personnel	Male		Female	Total		Male	Female	Total	
School C																										

Remarks: Data is based on OCS (SY 2017-2018)

2018 CONTINGENCY PLANNING WORKSHOP

Indicative Program

December 9 – 11, 2018

Time			Activity	Person/s In Charge
From	To	Mins		
9 December 2018				
Day 0 Travel Time				
12:00	1:00	60	LUNCH	
1:00	2:00	60	Orientation	Host Division
2:00	4:00	120	Completion of Historical Background and Baseline Data	Participants
6:00	8:00	120	Dinner	
10 December 2018				
Introduction to Contingency Planning				
7:00	8:00	60	Registration	Host Division
8:00	8:10	10	National Anthem and Invocation	Moderator
8:10	8:25	15	Objectives of the ConPlan Workshop	Angelina L. Umali
8:25	8:40	15	Message	Celedonio Balderas
8:40	10:00	80	Introduction to Contingency Planning	Wilbert Ulpindo
10:00	10:15	15	HEALTH BREAK	
10:00	12:00	105	Understanding Hazards	Edward Landayan
12:00	1:00	60	LUNCH	
1:00	2:30	95	Localized Contingency Planning	John Idefonso Pascual
2:30	2:45	15	HEALTH BREAK	
2:45	4:15	90	Workshop 1: Capacity and Vulnerability	Jesselle Mark P. Reyes
4:15	4:30	15	Synthesis	Wilbert Ulpindo
6:00	8:00	120	Dinner	
END OF DAY 1				
11 DECEMBER 2018				
8:00	8:15	15	Preliminaries	Host Division
8:15	9:45	90	Workshop 2: Resource Mapping and Planning	Josephus Perseus B. Banaag
9:45	10:00	15	HEALTH BREAK	
10:00	12:00	120	Workshop 3: Action Response	Noel Merino
12:00	1:00	60	LUNCH	
1:00	2:00	60	Mapping of Local Partners	Estrella Gonzales
2:00	3:00	60	Division DRRM Ways Directions and Ways forward	Wilbert Ulpindo
3:00	3:15	15	HEALTH BREAK	
3:15	4:15	60	Closing Program	Host Division
4:15	5:00	45	Synthesis	Wilbert Ulpindo
6:00	7:00	60	Dinner	
End of Day 2				