

Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

REGIONAL MEMORANDUM

ORD-2024- 127

TO : **SCHOOLS DIVISION SUPERINTENDENTS**

FROM : **JOCELYN DR. ANDAYA**
 Director IV

SUBJECT : **TRAVEL ADVISORY ON THE REITERATION OF THE CONDUCT OF THE 2023 NATIONAL CLIMATE CHANGE CONFERENCE AND 2023 NATIONAL DISASTER RISK REDUCTION AND MANAGEMENT YEAR-END EVALUATION AND PLANNING WORKSHOP**

DATE : January 18, 2024

1. Attached is DepEd Advisory dated January 9, 2024 re: Travel Advisory on the Reiteration of the Conduct of the 2023 Climate Change Conference and 2023 National Disaster Risk Reduction and Management Year-end Evaluation and Planning Workshop, the content of which is self-explanatory.
2. Attention is particularly invited to the attached template for submission during the workshop. Participants should register to the given link for the confirmation of attendance.
3. Travel expenses and other miscellaneous expenses can be charged to DPRP Fund/Local Funds, subject to the usual accounting and auditing rules and regulations.
3. Immediate dissemination of this Memorandum is desired.

essd/lito/24



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DISASTER RISK REDUCTION AND MANAGEMENT SERVICE

**2023 National DRRM Year-End
Planning Workshop**



FY 2024 Plans and Priorities

Workshop Mechanics



WORKSHOP MECHANICS

- For the next 1 hour and 40 minutes, each DRRM Coordinator shall finalize and submit the Regional/Division Plans and Priorities for FY 2024
- Prepare and/or review/finalize your FY 2024 Plans and Priorities using the template provided and based on the following:
 - RBPF Outputs and Indicators
 - Program Support Funds (PSF)
 - 2023 Region/Division Accomplishment Report
- Proposed PPAs funded under the FY 2024 DPRP shall be in accordance to the presented guidelines
- Include proposed PPAs that will be funded from other sources (e.g. LGU, partners, etc.)
- The Regional DRRM Coordinator shall consolidate the FY 2024 Plans and priorities of the SDOs concerned and shall be submitted to the respective AOR leads right after the workshop.

WORKSHOP MECHANICS

After this session, the following expected outputs shall be submitted to the AOR Lead:

- **RO Plans and Priorities for FY 2024**
- **SDO Plans and Priorities for FY 2024**
- **Consolidated RO and SDO Priorities for FY 2024**



Thank you!

drmmo@deped.ph
(02) 8637-7933





ADVISORY

January 09, 2024

- FOR :** **All Regional Directors**
All Schools Division Superintendents
All Regional and Division DRRM Coordinators
All Others Concerned
- SUBJECT :** **TRAVEL ADVISORY ON THE REITERATION OF THE CONDUCT OF THE 2023 NATIONAL CLIMATE CHANGE CONFERENCE AND 2023 NATIONAL DISASTER RISK REDUCTION AND MANAGEMENT YEAR-END EVALUATION AND PLANNING WORKSHOP**

The Disaster Risk Reduction and Management Service (DRRMS) issues this advisory for the “**2023 National Climate Change Conference (NCCC) and the 2023 National Disaster Risk Reduction and Management (DRRM) Year-End Evaluation and Planning (NDYEP) Workshop**”. This event as referred to in memorandum **OUOPS No. 2023-04-10050** and an advisory released dated November 14, 2023, is scheduled to take place from **January 22 to 26, 2024** at the **Development Academy of the Philippines Convention Center (DAPCC), Tagaytay City**.

In view of the foregoing, the DRRMS is pleased to provide the following adjustments to these simultaneous activities as reminders and reiterations on administrative matters relative to the conduct of the said activity for the guidance of the participants:

- a. **Transportation Arrangements** – transportation (land/air/sea) to and from the venue shall be arranged by the attending participants and shall be charged to Fiscal Year (FY) 2023 Disaster Preparedness and Response Program (DPRP) Funds or local funds subject to existing accounting and auditing rules and regulations.
- b. **Registration** – all participants are advised to re-confirm their attendance through the new confirmation sheet **on or before January 15, 2024 (Monday)** by accessing the link below:



<https://forms.office.com/r/TZKugnS90U>

For those coordinators who cannot attend due to a conflict in schedules and will be sending a representative, the latter shall submit their confirmation via the same link provided and shall also follow the registration deadline.

- c. **Check-In and Check-Out** – all participants will be accommodated for the board and lodging at the DAPCC. Likewise, participants can check in at 2:00 PM on Monday, 22 January 2024, and the first meal to be served is dinner of the same day. Check-out is at noon on 26 January 2024 with breakfast as the last meal.

Please note that all participants are advised to go directly to the venue for the hotel/room assignment.

Board and lodging, supplies and materials, and items for contingencies of all participants, including transportation and allowable expenses of DRRMS staff shall be charged against the DPRP Funds. For those who will arrive earlier, the participants are responsible to look for their accommodation. Board and lodging expenses of the day/s prior to the schedule will be charged to their respective local funds subject to existing accounting and auditing rules and regulations. Please refer to the below matrix of schedule and meals:

DATE	BREAKFAST	AM SNACK	LUNCH	PM SNACK	DINNER	ACTIVITY
January 22					✓	Arrival of Participants: Check-in at 2:00 PM
January 23	✓	✓	✓	✓	✓	Workshop Proper
January 24	✓		✓	✓	✓	Workshop Proper
January 25	✓	✓	✓		✓	Workshop Proper
January 26	✓					Check-out and Departure of Participants: 12:00 NN


- d. **Workshop Requirements** – the participants are required to complete the total number of workshop hours in order to receive a Certificate of Participation and Appearance. Failure to do so would only receive a Certificate of Appearance indicating the actual number of day/s attended. Attached is the full workshop schedule and indicative program of activities (*Annex A*).
- e. **Attire** – in adherence to the DAPCC policy, the participants will be required to wear smart casual attire on Day 0, business casual attire on Days 1 to 4 or during the workshop proper, and *Filipiniana* attire on the recognition night.

Anent this, each office (Region/Division) is reminded to bring and prepare the following:

- a. Own **laptops** and **extension cords** for the workshop sessions
- b. 2023 Regional Accomplishments and FY 2024 Regional and Division Plans and Priorities

For the instructions of the pre-works: 1) 2023 Regional and Division DRRM and CCAM Accomplishments and 2) Proposed and Consolidated FY 2024 Regional and Division Plans and Priorities, please refer to *Annex B*.

Should you have clarifications or concerns, please contact DRRMS through telephone number (02) 8637-4933 or email at drmo@deped.gov.ph.



ATTY. CHRISTIAN E. RIVERO, EdD
Director IV, DRRMS

ANNEX A - INDICATIVE PROGRAM

ACTIVITY : 2023 National Climate Change Conference (NCCC) and 2023 National DRRM Year End Evaluation and Planning (NDYEP) Workshop
DATE : 22-26 January 2024
VENUE : DAPCC Tagaytay
AGENDA :

National Climate Change Conference

1. Strengthen awareness on the Department of Education (DepEd) personnel on Climate Change Adaptation and Mitigation (CCAM);
2. Showcase the good practices on CCAM initiatives being implemented by the DepEd field offices; and
3. Provide avenue for discussion with selected DepEd personnel and stakeholders for enhancement and/or development of CCAM-related policies.

2023 National Disaster Risk Reduction and Management Year-End Evaluation and Planning

1. Provide updates on FY 2023 Physical and Financial Accomplishments
2. 2023 Gaps and Challenges
3. Propose FY 2024 implementation plans and directions
4. Finalize and present 2023 regional and division accomplishments (Physical and Financial)
5. Prepare and present FY 2024 Regional DRRM Plans and Priorities
6. Present the breakdown of regional/division allocation of the FY 2024 For Comprehensively Release (FCR) Funds
7. Present the updated guidelines of the FY 2024 FCR Funds
8. Partners Hour
9. Orient DRRM Coordinators on the use of Project Management Information System (PMIS)
10. DRRMCAP Hour
11. Recognition of Best Practices and Service Awards

TIME	ACTIVITY	IN-CHARGE
<p align="center">Day 0 – January 22, 2024</p> <p>Arrival of Participants, Registration and Check-in</p>		<p align="center">DRRMS</p>
<p align="center"><i>Day 1 – January 23, 2024</i></p> <p align="center">The 2023 National Climate Change Conference</p>		
<p>8:00 AM to 9:00 AM</p>	<p>Preliminaries/Opening Ceremonies</p> <ul style="list-style-type: none"> - National Anthem - Interfaith Prayer - DepEd Quality Policy - Mindfulness Activity - Introduction of Participants - House rules 	<p align="center">Host SDO (Cavite Province)</p>

TIME	ACTIVITY	IN-CHARGE
9:00 AM – 9:15 AM	Opening Message	Atty. Revsee A. Escobedo Undersecretary for Operations
9:15 AM – 9:40 AM	Keynote Speech	Atty. Christian E. Rivero Director IV, DRRMS
9:40 AM – 9:55 AM	Setting of Objectives	Reynante Sofera PDO V, RPPD-DRRMS
9:55 AM – 10:10 AM	Health Break	All
10:10 AM – 10:50 AM	Session 1: Monitoring and Evaluation of the Implementation of National Climate Change Action Plan (NCCAP) FY 2017-2022	Climate Change Commission
10:50 AM – 11:05 AM	Open Forum	All
11:05 AM – 11:45 PM	Session 2: CCAM initiatives of Save the Children Philippines	Save the Children Philippines
11:40 AM – 12:00 NN	Open Forum	All
12:00 NN – 1:00 PM	Health Break	All
1:00 PM – 1:40 PM	Session 3: CCAM initiatives of UNICEF	UNICEF
1:40 PM – 2:00 PM	Open Forum	All
2:00 PM – 2:40 PM	Session 4: CCAM Good Practices of DepEd Field Offices	Selected DepEd Field Offices
2:40 PM – 3:00 PM	Open Forum	All
3:00 PM – 3:15 PM	Health Break	All
3:15 PM – 3:40 PM	Synthesis and Closing Message Closing Ceremony Awarding of Certificates	DRRMS
3:40 PM onwards	Post meeting and preparation for NDYEP	DRRMS

TIME	ACTIVITY	IN-CHARGE
Day 2 - The 2023 National DRRM Year-End Planning Workshop January 24, 2024		
8:00 AM - 8:30 AM	Preliminaries - Prayer - Opening Remarks - Keynote Message - Inspirational Message - Setting of Objectives	DRRMS and invited VIPs
8:30 AM - 9:00 AM	DRRMS Legacy Report	DRRMS
9:00 AM - 10:00 AM	- 2023 DRRMS Accomplishments (Physical and Financial) - 2023 Status of FCR Utilization	Cecilio D. Peralta
10:00 AM - 10:15 AM	Health Break	All
10:15 AM - 11:00 AM	Break out Session 1: Finalization of the 2023 Regional and Division DRRM Accomplishments (Physical and Financial)	Regional/SDO Participants
11:00 AM - 12:00 NN	Presentation of the 2023 Regional and Division DRRM Accomplishments (Physical and Financial)	Regional/SDO Participant Assigned
12:00 NN - 1:00 PM	Health Break	All
1:00 PM - 1:15 PM	Pre-activity Ice breaker/energizer	All
1:15 PM - 3:00 PM	Break out Session 2: Preparation of Regional Plans for 2024	DRRM Coordinators and Facilitated by DRRMS
3:00 PM - 3:15 PM	Health Break	All
3:15 PM - 4:30 PM	Plenary Presentation of finalized 2024 Regional Plans and Priorities	DRRM Coordinators and Facilitated by DRRMS
4:30 PM - 5:00 PM	Closing/Synthesis of Day 2 and Administrative announcements	DRRMS
Day 3 - The 2023 National DRRM Year-End Planning Workshop January 25, 2024		
8:00 AM - 8:30 AM	Preliminaries - Morning Warm-up - Management of Learning	DRRMS/ Assigned region

TIME	ACTIVITY	IN-CHARGE
8:30 AM – 9:00 AM	Presentation on the Breakdown of Regional/Division Allocation of the FY 2024 For Comprehensively Release (FCR) Funds	DRRMS
9:00 AM – 9:30 AM	Presentation of the Updated Guidelines of the FY 2024 For FCR Funds	DRRMS
9:30 AM – 10:30 AM	Open Forum	
10:30 AM – 10:45 AM	Health Break	All
10:45 AM – 12: 00 NN	Orientation on the Use of Program Management Information System	Planning and Programming Division
12:00 NN – 1:00 PM	Health Break	All
1:00 PM – 1:15 PM	Pre-activity Ice breaker/energizer	DRRMS
1:15 PM – 3:00 PM	Open forum (PMIS)	Planning and Programming Division
3:00 PM – 3:15 PM	Health Break	All
3:15 PM – 4:30 PM	DRRMCAP Hour	DRRMCAP
4:30 PM – 5:00 PM	Closing/Synthesis of Day 3 and Administrative announcements	DRRMS
Day 4 - The 2023 National DRRM Year-End Planning Workshop January 26, 2024		
8:00 AM - 8:30 AM	Preliminaries - Morning Warm-up - Recall of previous session	DRRMS/ Assigned region
8:30 AM – 9:30 AM	Synthesis of the Planning workshop and Ways Forward	DRRMS
9:30 AM – 11:00 AM	Closing program and giving of certificates	All DRRMS
11:00 AM – 12: 00 NN	DRRMS Debriefing session	DRRMS

TIME	ACTIVITY	IN-CHARGE
12:00 NN onwards	Pack-up and checking out	DRRMS

Approved by:



ATTY. CHRISTIAN E. RIVERO, EdD
Director IV, DRRMS

ANNEX B. INSTRUCTIONS FOR THE PRE-WORK

INSTRUCTIONS FOR THE 2023 REGIONAL ACCOMPLISHMENTS PRESENTATION

- a. All regions are expected to prepare their 2023 regional accomplishment reports.
- b. During the 2023 NDYEP Workshop, selected Regional DRRM Coordinator/s will be given time to present their 2023 consolidated regional accomplishments.
- c. The regional accomplishment to be showcased shall be consolidated regional-led and division-led programs, projects, and activities vis-à-vis the Result-Based Planning Frameworks output indicators.
- d. All regions are given the prerogative to decide on how to feature their consolidated regional accomplishments for the session.

INSTRUCTIONS FOR THE FY 2024 REGIONAL AND DIVISION PLANS AND PRIORITIES


- a. For the FY 2024 planning session, all Regional and Division DRRM Coordinators are advised to prepare their individual FY 2024 Plans and Priorities using the attached template. The plans shall consist of the programs, projects, and activities identified to be the 2024 priorities of the regions and divisions.
- b. The coordinators shall bring their prepared FY 2024 plans and priorities which will be used during the planning session.



Republic of the Philippines
Department of Education
OPERATIONS

OUOPS No. 2023-04- ~~10050~~
MEMORANDUM

For : **Regional Directors**
Schools Division Superintendents
Regional and Division DRRM Coordinators

FROM : 
ATTY. REVSEE A. ESCOBEDO
Undersecretary for Operations

Subject : **CONDUCT OF THE 2023 NATIONAL CLIMATE
CHANGE CONFERENCE AND THE 2023 NATIONAL
DRRM YEAR-END EVALUATION AND PLANNING
WORKSHOP**

DATE : October 26, 2023

The Office of the Undersecretary for Operations (OUOPs) through the Disaster Risk Reduction and Management Service (DRRMS) will hold its annual **2023 National Climate Change Conference** which aims to acquire learnings and exchange of knowledge on climate change and **2023 National DRRM Year-end Evaluation and Planning Workshop** that aims to evaluate the implementation of Disaster Risk Reduction and Management (DRRM) and Climate Change Adaptation and Mitigation (CCAM) for FY 2023 Programs Projects and Activities accomplishments including fund utilization and to present the proposed FY 2024 DRRM implementation plan.

With this, all Regional and Division DRRM Coordinators are enjoined to participate in the said activities on **November 20-24, 2023 (Inclusive of travel time)** at the **Development Academy of the Philippines Conference Center (DAPCC), Tagaytay City**. For schedule of programs as well as the program venue, please refer to the table below:

Activity	Venue	Schedule
Arrival of Participants		November 20, 2023
2023 National Climate Change Conference	Development Academy of the Philippines Conference Center – Tagaytay City	November 21, 2023
2023 National DRRM Year-end Evaluation and Planning Workshop		November 22-24, 2023

DRRMS_CDP/10252023

Ground Floor, Rizal Building, DepEd Complex, Meralco Avenue Pasig City 1600
Email: oure@deped.gov.ph; Website: www.deped.gov.ph
Tel. No.: (02) 8633-5313; (02) 8631-8492

For initial preparations and reference, Please refer to **Annex A** for the **Administrative Arrangements**, **Annex B** for the **Guidelines for Pre-registration**, and **Annex C** for the **Indicative Program of the 2 events**.

All expenses used 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 DRRMS at (02) 8637 4933 or email at drmmo@deped.gov.ph.

For information and guidance.



November 14, 2023

FOR : All Regional Directors
All Schools Division Superintendents
All Regional and Division DRRM Coordinators
All Others Concerned

SUBJECT : **ADVISORY ON THE POSTPONEMENT OF THE DISASTER RISK REDUCTION AND MANAGEMENT SERVICE (DRRMS) SCHEDULED ACTIVITIES DUE TO IMPENDING HAZARD**

In reference to the memorandum **OUOPS No. 2023-04-10050** titled *Conduct of the 2023 National Climate Change Conference (NCCC) and the 2023 National DRRM Year-end Evaluation and Planning (NDYEP) Workshop* dated October 26, 2023 and **OUOPS No. 2023-04-09781** titled *Invitation to the Workshop on the Enhancement of Safe Learning Environment and Facilities (Pillar 1) Guidebook* dated October 19, 2023, the Disaster Risk Reduction and Management Service (DRRMS) issues this advisory to inform all confirmed participants of the adjustments to these activities initially scheduled this month.

The DRRMS is monitoring the Low-Pressure Area (LPA) located at 1,620 km. East of Southeastern Mindanao that is possible to re-develop into a tropical cyclone, based on the latest advisory issued by the DOST-PAGASA on November 14, 2023, 5:00 AM. According to the weather advisory, the LPA is forecast to accelerate towards the west or west-northwestward. It may enter the Philippine Area of Responsibility (PAR) region later today or early tomorrow.

Considering the abovementioned circumstances that might expose participants at risk, the DRRMS hereby postpones the following activities and reschedules to the dates specified below:

Activity Title	Old Schedule	New Schedule	Venue
Workshop on the Enhancement of Pillar 1 Guidebook	November 16-19, 2023	January 19-21, 2024	National Educators Academy of the Philippines (NEAP) – CALABARZON Malvar, Batangas
2023 National DRRM Year-End Evaluation and Planning Workshop	November 22-24, 2023	January 22-26, 2024	Development Academy of the Philippines Convention Center (DAPCC) Tagaytay City

The DRRMS acknowledges the inconvenience this may cause, especially with regard to the travel arrangements that have already been finalized, the safety and well-being of everyone involved are of utmost importance. Please refrain from making further flight bookings at this time. For those who have already confirmed flight reservations,

this advisory will serve as an official document to support the cancellation of the activity and facilitate the reimbursement process for the rebooking and cancellation of the flights reserved. The travel expenses shall be charged against the FY 2023 Disaster Preparedness and Response Program (DPRP) Funds downloaded to field offices (*Refer to Annex A, Section 2.a of OUOPS Memorandum No. 2023-04-6762 titled Implementing Guidelines on the Utilization and Reporting of the FY 2023 DPRP Funds*).

Additional advisory will be issued to provide further information related to the aforementioned activities.

If there are any queries, you may contact your respective AOR lead through the existing communication channels.

For your information and immediate dissemination.



ATTY. CHRISTIAN E. RIVERO, EDD^{III}
Director IV, DRRMS

