



Republic of the Philippines  
**Department of Education**  
REGION I



REGIONAL MEMORANDUM  
No. 566 s. 2023

JUN 20 2023

**2<sup>ND</sup> QUARTER REGIONAL AND DIVISION DISASTER RISK REDUCTION AND  
MANAGEMENT (DRRM) COORDINATORS ONLINE MEETING**

To: Schools Division Superintendents

1. This Office shall conduct the 2<sup>nd</sup> Quarter Regional and Division DRRM Coordinators online meeting on June 23, 2023 at 9:00 AM via Zoom in preparation to the 2023 National Disaster Risk Reduction and Management Mid-Year Evaluation and Planning Workshop. The link shall be provided in the morning of the said schedule
2. The following are the agenda of the meeting:
  - Status of the 2023 Comprehensive Released Funds
  - 2023 Consolidated Regional DRRM Coordinators Accomplishment Report and means of presentation; and
  - Consolidated 2023 Catch-Up Plans.
3. For the Mid-Year Evaluation and Planning Workshop the following are to be submitted and/or accomplished on or before June 21, 2023:
  - Division 2023 FCR Utilization Report using the prescribed file format name: **2023 Accomplishment\_Region/Division** (e.g. 2023 Accomplishment\_Region1/SDO\_Alaminos\_City) at <https://bit.ly/43ItYNw> and copy furnish: [joseritchie.perez@deped.gov.ph](mailto:joseritchie.perez@deped.gov.ph).
  - FY 2023 Catch-Up Plans at [https://bit.ly/2023\\_NMYEP\\_PreWork](https://bit.ly/2023_NMYEP_PreWork) and copy furnish: [joseritchie.perez@deped.gov.ph](mailto:joseritchie.perez@deped.gov.ph).
4. For information and compliance.

  
**TOLENTINO G. AQUINO**  
Director IV

Reference

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

SAFETY EDUCATION      HEALTH EDUCATION

ESSD/jrbp/2ndQuarterDRRMMeeting2023  
June 19, 2023



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**ADVISORY**

*June 16, 2023*

**TO :** **All Education Support Services Division Chief**  
**All School Governance and Operations Division Chief**  
**All Regional and Division DRRM Coordinators**  
**All Others Concerned**

In reference to the Memorandum **OUOPS No. 2023-04-4510** about the forthcoming **2023 National Disaster Risk Reduction and Management (DRRM) Mid-Year Evaluation and Planning Workshop** scheduled on **27 to 30 June 2023** at the **Legazpi City Convention Center, Province of Albay**, the Disaster Risk Reduction and Management Service (DRRMS) issue this advisory considering the prevailing situation and alert level status of Mayon Volcano in Albay, Bicol. We acknowledge the potential risks associated with holding the workshop. However, after careful consideration and consultation with relevant authorities, it is recommended to proceed with the workshop based on the following factors:

- a. **Assessment** – close monitoring of the situation is conducted. Received assessment reports from the Philippine Institute of Volcanology and Seismology V (PHIVOLCSV), Regional Office of the Civil Defense V (ROCDV), and Provincial Disaster Risk Reduction and Management Office (PDRRMO) of Albay. The said reports indicate that while the alert level status of Mayon Volcano remains elevated, the potential hazards posed by the volcano are manageable and can be mitigated effectively.
- b. **Transportation** – there is no issuance of cancellation of transportation (land/air/sea)
- c. **Venue** – the workshop venue is situated at a safe distance from the volcano and is not within the designated permanent and extended danger zone.
- d. **Safety** – the safety and well-being of all workshop participants are of paramount importance. Close and constant communication with the local authorities to conduct regular risk assessments and implement appropriate safety protocols throughout the event is maintained.

In case the situation escalates and/or reached the worst-case scenario, the contingency plan shall be activated. Please refer to the contingency plan for Mayon Volcano eruption of the Local Government Unit (LGU) of Albay.

In addition, the DRRMS is pleased to provide the following as **reminders and reiterations** on administrative matters relative to the conduct of the said activity for the guidance of the participants:

- a. **Transportation Arrangements** – the host region will arrange drivers and vehicles for arriving participants. There are two (2) identified and designated pick-up points: **1) Bicol International Airport** and **2) Legazpi City Integrated Terminals**. The former is for passengers travelling by plane while the latter is for participants travelling by land/sea.
- b. **Registration** – All participants are expected to have accomplished the confirmation sheet through the link provided in the original memorandum. Meanwhile, participants who failed to register are required to submit through their Area of Responsibility (AOR) Leads their Expected Date and Time of Arrival (ED/ETA) and Expected Date and Time of Departure (ED/ETD) including their food restrictions **on or before 19 June 2023, Monday**.

**Failure to submit the said details would mean giving the host region the authority to arrange the accommodation, food, and other logistical requirements.**

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

- c. **Check-In and Check-Out** – all participants will be accommodated for the board and lodging. Likewise, participants can check-in at 2:00 PM on Tuesday, 27 June 2023, and the first meal to be served is PM Snack of the same day. Check-out is at noon of 01 July 2023, and the last meal to be served is dinner of 30 June 2023. **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:

<b>DATE</b>	<b>ACTIVITY</b>
June 27	Arrival of Participants: Check-in at 2:00 PM
June 28	Workshop Proper
June 29	Workshop Proper
June 30	Workshop Proper
July 01	Check-out and Departure of Participants: 12:00 NN

For those participants travelling by land accompanied by drivers, the accommodation of the drivers is at the **Regional Education Learning Center in Rawis, Albay**. Expenses incurred such as board and lodging, daily subsistence allowance, and other allowable expenses by the drivers shall be charged to their respective local funds subject to existing accounting and auditing rules and regulations.

- 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.**

All Chiefs of Education Support Services Division (ESSD) Chiefs of Regional Offices and School Governance and Operations Division (SGOD) Chiefs of Division Offices are required to attend. **In the absence of the identified personnel, a representative shall present an approved endorsement or authority as the official representative.**

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
- c. FY 2023 Regional and Division Catch-Up Plans
- d. Toys to be distributed for learners affected by the situation of the Mayon Volcano


For the instructions for the pre-works: 1) 2023 Regional Accomplishments and 2) Consolidated FY 2023 Regional and Division Catch-Up Plans, please refer to *Annex B*.

In view of the **Joint Circular No. 2, s. 2015** of the Civil Service Commission (CSC) and Department of Budget and Management (DBM) titled *Policies and Guidelines on Overtime Services and Overtime Pay for Government Employees* are provided as reference to address the significant concerns of the participants on the grant of Compensatory Time Off for the **Proclamation No. 258, declaring Wednesday, 28 June 2023, a regular holiday in observance of Eid'l Adha (Feast of the Sacrifice)**. Under this circular, those who are on travel status are not authorized to render overtime services with pay or compensation.

All other provisions in the previously issued memorandum shall remain in effect.

It is assured that the safety and health of participants are utmost priority.

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

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

**ANNEX A. PROGRAM OF ACTIVITIES**

**Activity** : 2023 National Disaster Risk Reduction and Management Mid-Year Evaluation and Planning Workshop  
**Date** : 27-30 June 2023  
**Venue** : **Legazpi City Convention Center, Legazpi City**  
**Objectives** :

- To provide guidance on the Strand direction and enhanced Disaster Risk Reduction and Management Service (DRRMS) Charter and Key Result Areas (KRAs);
- To assess the implementation status of the 1<sup>st</sup> Semester FY 2023 DRRM and CCAM PPAs;
- To develop a catch-up plan for FY 2023 DRRM and CCAM PPAs;
- To presentation the DRRMSFY 2024 Physical and Financial Plans and CO-RO Interface
- To offer an opportunity for DRRMS, DRRM Coordinators, and all its partners to share knowledge, including good DRRM and CCAM practices
- To serve as a platform for networking and fostering camaraderie as instruments to galvanize an inclusive, forward-looking, and innovative DepEd DRRMS.

<b>Time</b>	<b>Activity</b>	<b>In-Charge</b>
<b>June 27, 2023 (Day 1)</b>		
	<ul style="list-style-type: none"> <li>• Arrival of the Management Team and Participants</li> <li>• Registration</li> <li>• Final Meeting of DRRMS and Region V TWG</li> <li>• Check-in of Participants</li> <li>• Dry Run/Tech Run</li> </ul>	<b>DRRMS and Region V</b>
<b>June 28, 2023 (Day 2)</b>		
8:00 AM – 8:15 AM	Preliminaries <ul style="list-style-type: none"> <li>• National Anthem</li> <li>• Interfaith Prayer (Christian, Muslim and IP)</li> <li>• Regional Hymn</li> <li>• Quality Policy</li> <li>• Introduction of Participants TWG and DRRMS staff</li> </ul>	<b>Master of Ceremonies</b>  <b>Region V</b>
8:15 AM – 8:35 AM	Welcome Remarks	<b>Hon. Geraldine Rosal</b> Mayor, Legazpi City <b>Dr. Gilbert T. Sadsad</b>

		Regional Director, Region V PDRRMO Albay Province
8:35 AM – 8:45 AM	Safety Briefing	
8:45 AM – 8:50 AM	Mindfulness Session	<b>Host Region</b>
8:50 AM- 9:10 AM	Message of Support	<b>Hon. Joey Salceda</b> Representative, 2 <sup>nd</sup> District of Albay  <b>Hon. Francis Escudero</b> Senator, Republic of the Philippines
9:10 AM – 9:25 AM (Option: Recorded Video)	Opening Message and Presentation of Strand Direction	<b>Atty. Revsee A. Escobedo</b> Undersecretary for Operations
9:25 AM – 9:40 AM	Morning Break	
9:40 AM – 10:00 AM	Setting of Objectives and Presentation of the Enhanced DRRMS Charter and KRAs	<b>Atty. Christian E. Rivero</b> Director IV, DRRMS
10:00 AM – 10:30 AM	Open Forum	
10:30 AM – 11:00 Noon	Photo Opportunity	<b>All Guests and Participants</b>
11:00 AM - 12:00 NN	<ul style="list-style-type: none"> <li>• Presentation DRRMS FY 2023 Physical and Financial Accomplishments</li> <li>• Status of FLR</li> </ul>	<b>Cecilio Peralta</b> OIC Assistant Chief
12:00 NN – 1:00 PM	Lunch Break	
1:00 PM – 1:15 PM	<ul style="list-style-type: none"> <li>• Discussion on the DRRMS Catch-Up Plan</li> </ul>	<b>Lorenzo Masandero</b> Technical Assistant II
1:15 PM – 2:15 PM	<ul style="list-style-type: none"> <li>• Discussion of Gaps, Issues and Concerns on the Implementation of PPAs and Actions Taken</li> <li>• Open Forum</li> </ul>	<b>DRRMS</b>
2:15 PM – 3:15 PM	Interactive Session on the Regional Accomplishments	<b>All Regions</b>
3:15 PM – 3:30 PM	Health Break	
3:30 PM – 5:00 PM	Interactive Session on the Regional Accomplishments	<b>All Regions</b>

5:00 PM – 5:10 PM	Administrative Announcement	<b>Master of Ceremony</b>
<b>June 29, 2023 (Day 3)</b>		
8:00 AM – 8:30 AM	<b>Preliminaries</b> <ul style="list-style-type: none"> <li>• Nationalistic Song</li> <li>• Morning Prayer</li> <li>• Mindfulness Exercise</li> <li>• Brief Management of Learning</li> </ul>	<b>Master of Ceremony</b>
8:30 AM – 9:30 AM	Finalization of the Consolidated Regional Catch-Up Plans	<b>All Regions</b>
9:30 AM – 10:00 AM	Presentation of the Proposed FY 2024 Physical and Financial Plan of the DRRMS	<b>Jemaima Dalogdog</b> Technical Assistant I
10:00 AM – 10:15 AM	Morning Break	
10:15 AM – 11:00 AM	Presentation of the result of CO and RO Convergence	<b>Cecilio Peralta</b> OIC Assistant Chief
11:00 AM – 12:00 AM	Open Forum	Master of Ceremonies
12:00 NN – 1:00 PM	<b>Lunch Break</b>	
1:00 PM – 2:30 PM	Parallel Session with ESSD and SGOD Chiefs	<b>DRRMS and DRRMCAAP</b>
2:30 PM – 3:30 PM	DDRRMCAAP Hour	<b>DDRRMCAAP</b>
3:30 PM – 3:45 PM	Health Break	
3:45 PM – 5:00 PM	Presentation of Partners	<b>Partners</b>
5:00 PM – 5:05 PM	Administrative Announcement	<b>Master of Ceremonies</b>
<b>June 30, 2023 (Day 4)</b>		
8:00 AM – 8:15 AM	<b>Preliminaries</b> <ul style="list-style-type: none"> <li>• Morning Prayer</li> <li>• Mindfulness Exercise</li> <li>• Brief Management of Learning</li> </ul>	<b>Region V</b>
8:15 AM – 10:00 AM	Presentation of DepEd Region V DRRM and CCAM Initiatives and Innovations	<b>Region V</b>



10:00 AM – 10:15 AM	Health Break	
10:15 AM – 11:00 AM	Presentation of Local Innovative Practices on Disaster Risk Reduction and Management and Climate Change Adaptation and Mitigation	<b>Mr. Cedric Daep</b> Chief, APSEMO
11:00 AM – 12:00 Noon	Open Forum	<b>Region V</b>
	Post Evaluation	<b>All Participants</b>
12:00 – 1:00 PM	<b>Lunch Break</b>	
1:00 PM – 1:15 PM	Energizer	<b>DRRMS</b>
1:15 PM – 1:45 PM	Wrapping-up and Ways Forward	<b>Atty. Christian E. Rivero</b> Director IV, DRRMS
1:45 PM – 2:00 PM	Closing Message	
2:00 PM – 4:00 PM	Distribution of Certificates	<b>DRRMS</b>
3:00 PM – 3:15 PM	Afternoon Break	
3:15 PM – 5:00 PM	Cliniquing	<b>DRRMS</b>
<b>July 1, 2023 (Day 5)</b>		
8:00 AM – 12:00 NN	Departure of participants	<b>All</b>

## **ANNEX B. INSTRUCTIONS FOR THE PRE-WORK**

### **INSTRUCTIONS FOR THE 2023 REGIONAL ACCOMPLISHMENTS PRESENTATION**

- a. All Regional DRRM Coordinators will be given time to showcase their 2023 consolidated regional accomplishments.
- b. 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.
- c. All regions are given the prerogative to decide on how to feature their consolidated regional accomplishments for the interactive session. All regions are encouraged to have their arrangement as creative and interactive as it can be. It is highly encouraged that the mode of presentation be in the form of printed boards for gallery walks. Projectors will not be provided and the use of powerpoint is not encouraged.
- d. A space will be provided for each region at the venue to set-up their respective accomplishments.
- e. The deadline for the submission of 2023 regional and division individual accomplishment reports is extended **on or before 23 June 2023**.
- f. The report must be uploaded at this drive: **[bit.ly/43ItYNw](https://bit.ly/43ItYNw)**. Kindly save the file using this format: **2023 Accomplishment\_Region/Division** (e.g., 2023 Accomplishment\_Region III/SDO Bulacan).

### **INSTRUCTIONS FOR THE FY 2023 CATCH-UP PLANS**

- a. For the FY 2023 Catch-Up Plans, all Regional and Division DRRM Coordinators are advised to revisit their approved FY 2023 Work and Financial Plans. Activities that were scheduled in the 1<sup>st</sup> semester but are not implemented will be indicated in the FY 2023 Catch-Up Plans for the remaining months of the year using the template that can be accessed at this link: **[bit.ly/2023\\_NMYEP\\_PreWork](https://bit.ly/2023_NMYEP_PreWork)**.