



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
 Region VII, Central Visayas  
**SCHOOLS DIVISION OF NEGROS ORIENTAL**  
 www.depednegor.net

019.3334

October 28, 2019

**TRAVEL ORDER**  
 No. 1507 s. 2019

To : **JOSEPH R. GEMINA**  
 Project Development Officer II

Purpose : To attend the Regional Field Visit and Coordination Meeting.



Date : November 4-5, 2019

Place/Venue : Tanjay City

ALLOWED/CHARGED TO: (Division MOOE, subject to the usual accounting and auditing rules and regulations)

- \_\_\_\_\_ : Registration
- \_\_\_\_\_ : Transportation
- \_\_\_\_\_ : Board and Lodging
- \_\_\_\_\_ : Meals
- : Transportation & other incidental expenses

For the Schools Division Superintendent:

  
**NILITA L. RAGAY, Ed.D.**  
 Assistant Schools Division Superintendent  
 Office In-Charge  10/28/19

Tel. Nos: (035)225-2838 / 225-0867/422-7644 (Division Supl's Office); (035) 225-1622 (CID); (035) 225-1623 (Legal Section); (035)225-6180 (SGOD); (035) 422-7843 (Cash Section); (035) 422-8511 (Planning Section); (035) 225-6987 (Record's Section); (035) 422-5283 (Admin. Section); (035) 422-0287 (Personnel Section); (035) 225-2378 (Guard/Medical/Dental Sections); (035) 225-7012 (Educ. Facilities Section); (036) 225-1840 & (035) 225-1840 (Acct. Budget Section); (035) 422-3921 (Supply Section)

V



Republic of the Philippines  
**Department of Education**  
CENTRAL VISAYAS REGION

Office of the Regional Director

D: 10/21/19

OCT 16 2019

REGIONAL MEMORANDUM

No. 0557 s. 2019

REGIONAL DRRM FIELD VISIT AND COORDINATION MEETING

TO: Schools Division Superintendents

1. This Office through Education Support Services Division (ESSD) will conduct Regional DRRM Coordination Meeting and School Visits on November 4-5, 2019 (inclusive travel time) at Melania's Garden Resort, Nono Limbaga, Lawton Drive, Tanjay City, Negros Oriental. There shall be school visit on November 5, 2019 at Tanjay City Division.

2. In view of this, Region and Division DRRM Coordinators are directed to attend the Regional Coordination Meeting on November 4, 2019. The following are the agenda:


- a) Finalization and validation of physical accomplishment report for DRRMS Year-End Evaluation and Planning on November 20-22;
- b) Utilization of DRRM Downloaded Funds with supporting documents (photo documentations/certificates);
- c) Assessment of the Region and Division DRRM Plan (FY 2019);
- d) Catch-up Plan for the remaining activities to be conducted with in FY 2019;
- e) Best Practices;
- f) Issues and Concerns;
- g) Planning of various activities for FY 2020.

3. Division DRRM coordinators are requested to send their respective accomplishment, monitoring of the utilization of funds support report on/or before October 31, 2019 for consolidation through email address of Mr Raniio L. Edar, raniloedar@gmail.com. Please refer to the attached template/sample of the reports.

4. First meal is lunch of Day 1 (November 4, 2019) while the last meal is lunch of Day 2 (November 5, 2019).

5. For the transportation of the participants from respective station, per diem and other incidental expenses shall be charged to respective MODE/local/DRRM or any available fund, transportation of participants for school visit shall be provided by the host Division (Tanjay City) while food, accommodation on this activity, the DepEd Regional Office is on the process of downloading funds from the allocation on DRRM Planning and Monitoring to Tanjay City Division for the procurement of food and accommodation subject to usual accounting and auditing rules and regulations.

6. Immediate dissemination of this Memorandum to all concerned is desired.

  
SALUSTIANO T. JIMENEZ, LLB, JD, CESO V  
Director III  
OIC-Regional Director

W