



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

OFFICE MEMORANDUM

SGOD-2024-1009

To : **JAYZON T. CARDINES**
Division DRRM Coordinator

LEA NIÑA C. TAMBILAWAN
Administrative Assistant I - Budget

Subject : ATTENDANCE IN THE CONDUCT OF FIDUCIARY WORKSHOP FOR THE FISCAL YEAR (FY) 2023 DISASTER PREPAREDNESS AND RESPONSE PROGRAM (DPRP)


Date : May 02, 2024

In reference to the Regional Memorandum ESSD-2024-068 from Allan G. Farnazo, Regional Director, Director IV titled "**Fiduciary Workshop for the FY 2023 Disaster Preparedness and Response Program (DPRP)**", you are hereby directed to participate in the above-mentioned activity **on May 6-10, 2024 at DepEd EcoTech, Cebu City**. Its primary objectives are to convene field offices to collect and/or update the utilization status of FY 2023 DPRP funds and identify areas of bottlenecks to develop catch-up plans to address them.

Board and lodging, supplies and materials shall be charged against DRRMS-CO DPRP funds while traveling and other incidental expenses will be chargeable to respective local DRRM downloaded funds subject to the usual accounting and auditing rules and regulations.

For information and compliance.


MELANIE P. ESTACIO
OIC-Schools Division Superintendent 

DepEd Schools Division of Digos City
RECORDS SECTION
24-120330
DATE: MAY 03 2024 TIME: 11:31
BY: 

Enclosed: As stated.
SGOD/DRRM/jtc



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)
Telephone Nos.: (082) 553-8375; (082) 553-8396



Republic of the Philippines
Department of Education
 DAVAO REGION

Office of the Regional Director

REGIONAL MEMORANDUM
 ESSD-2024-182

To : Schools Division Superintendents

WARLITO E. HUA, EDD
 Chief - Education Support Services Division

LORADEL L. BARICAUA
 Chief - Finance Division

Subject: CONDUCT OF FIDUCIARY WORKSHOP FOR THE FISCAL YEAR (FY)
 2023 DISASTER PREPAREDNESS AND RESPONSE PROGRAM

Date : April 30, 2024

Enclosed is the Memorandum OUOPS No. 2024-04-03256 dated April 25, 2024, titled "Conduct of Fiduciary Workshop for the Fiscal Year (FY) 2023 Disaster Preparedness and Response Program" on May 6-9, 2024 at DepEd Ecotech, Cebu City.

In line with this, it is hereby requested that the following will attend the said activity:

Regional Office	Schools Division Office
Regional Budget Officer Regional DRRM Coordinator	Division Budget Officer Division DRRM Coordinator

Board and lodging, supplies and materials shall be charged against DRRMS-CO DPRP funds while traveling and other incidental expenses will be chargeable to their respective DRRM downloaded funds subject to the usual accounting and auditing rules and regulations.

Immediate dissemination of this Memorandum is desired.

ALLAN G. FARRAZO
 Director IV

Enclosed: As stated.
 ROE6/jav



Address: F. Torres St., Davao City (8000)
 Telephone Nos.: (082) 291-1665; (082) 221-6147
 Email Address: region11@deped.gov.ph
 Website: www.depedroxi.ph



Republic of the Philippines
Department of Education
OPERATIONS

OUOPS No. 2024-0328
MEMORANDUM

FOR : **Regional Directors**
Schools Division Superintendents
Regional and Division DRRM Coordinators
Regional and Division Budget Officers

FROM : 
ATTY. REVSEE A. ESCOBEDO
Undersecretary for Operations

SUBJECT : **CONDUCT OF FIDUCIARY WORKSHOP FOR THE FISCAL
YEAR (FY) 2023 DISASTER PREPAREDNESS AND
RESPONSE PROGRAM (DPRP)**

DATE : April 25, 2024

The Office of the Undersecretary for Operations (OUOPs) through the Disaster Risk Reduction and Management Service (DRRMS) will hold the **Fiduciary Workshop for the FY 2023 Disaster Preparedness and Response Program (DPRP)**. Its primary objectives are to convene field offices to collect and/or update the utilization status of FY 2023 DPRP funds and identify areas of bottlenecks to develop catch-up plans to address them.

With this, the Regional and Division DRRM Coordinators and Regional and Division Budget Officers are urged to participate in the activities scheduled from **May 6 to 9, 2024 (excluding travel time) at the DepEd EcoTech, Cebu City**. For the schedule of programs and the program venue, please refer to the table below:

Schedule	Activity	Venue
May 6, 2024 (Morning)	Arrival and Registration of participants	DepEd EcoTech
May 6, 2024 (Afternoon)	Fiduciary Workshop for the FY 2023 DPRP	
May 7, 2024		
May 8, 2024		
May 9, 2024 (Morning)	End of Program / Departure	
May 9, 2024 (Afternoon)		

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 workshop. All expenses incurred 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 the DRRMS at (02) 8637 4933 or email at drmo@deped.gov.ph.

For information and guidance.

Annex A: Administrative Arrangements

1.

Particulars	Participants	Fund Source
Board and Lodging	All participants	- FY 2024 DPRP Continuing Funds (Central Office)
Supplies and Materials	All participants	- FY 2024 DPRP Continuing Funds (Central Office)
Contingencies	DRRMS	- FY 2024 DPRP Continuing Funds (Central Office)
Transportation and other allowable Expenses	DRRMS Central Office Staff	- FY 2024 DPRP Continuing Funds (Central Office)
Transportation and other allowable expenses	Regional and Division DRRM Coordinators and Budget Officers and/or representatives	- FY 2024 DPRP Continuing Funds Downloaded in Field Offices - FY 2024 DPRP Current Funds Downloaded in Field Offices - Local Funds

2.

Days	Breakfast	AM Snack	Lunch	PM Snack	Dinner	Check-in/Check-out time
Day 1	/	/	/	/	/	2:00PM
Day 2	/	/	/	/	/	
Day 3	/	/	/	/	/	
Day 4	/	/	/	/	/	12:00 NN

Annex B. Guideline for Pre-registration

In preparation for the events, please take note of the following instructions and guidelines:

For pre-registration

1. All participants are instructed to send their confirmation of attendance by accessing the link for the registration. Accomplish needed information from the Microsoft Teams Forms not later than **April 30, 2024**. Late registration is strictly not encouraged as this may affect the logistic preparations for the events. Access the link below:

DRRMS_NJB/04252024

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

<http://bit.ly/FiduciaryWorkshop>



2. All participants are advised to bring their own laptops and extension as well as their own drinking tumblers.

Annex C. Indicative Program

DAY 1		
Time	Activity	Assigned To
8:00 a.m. – 12:00 p.m.	Arrival and Registration of Participants	DRRMS
12:00 p.m. – 1:00 p.m.	Lunch	
1:00 p.m. – 2:00 p.m.	Preliminaries <ul style="list-style-type: none">- National Anthem- Interfaith Prayer- Quality Policy- Mindfulness Exercise- Safety Briefing- House/Workshop Rules	TBD LUZON Cluster
	Welcome Remarks	NENNETH ESPLANA-ALAMA Director IV, DRRMS
	Objective Setting	CECILIO PERALTA PDO III, DRRMS
2:00 p.m. – 2:30 p.m.	Session on Expenditure Matrix and Committed Output	TBD Planning Service

DRRMS_NJB/04252024

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

2:30 p.m. – 3:00 p.m.	Session on Collection and Schedule of Utilization Reports	TBD Finance Service/ Budget/Accounting
3:00 p.m. – 3:15 p.m.	Afternoon Break	
3:15 p.m. – 3:45 p.m.	Session on Preparation of Supplemental PPMP/APP and Procurement Timelines	TBD Procurement Service
3:45 p.m. – 4:15 p.m.	Session on COA Guidelines and Compliance with Budgeting Policy	TBD Commission on Audit
4:15 p.m. – 5:00 p.m.	Q&A Session and Administrative Announcement	
DAY 2		
Time	Activity	Assigned To
8:00 a.m. – 8:15 a.m.	Preliminaries - Nationalistic Song - Interfaith Prayer Recap of Day 1 and Introduction to Day 2 Agenda	TBD VISAYAS Cluster
8:15 a.m. – 8:30 a.m.	Overview of Workshop 1 Mechanics: Finalization of FY2023 DPRP Utilization Report	
8:30 a.m. – 9:30 a.m.	Workshop 1 Proper: Finalization of FY2023 DPRP Utilization Report	Regional/Division DRRM Coordinators and Budget Officers
9:30 a.m. – 9:45 a.m.	Morning Break	
9:45 a.m. – 12:00 p.m.	Workshop 1 Proper Continuation	Regional/Division DRRM Coordinators and Budget Officers

DepEd - Division Office - Cebu

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

12:00 p.m. – 1:00 p.m.	Lunch Break	
1:00 p.m. – 3:30 p.m.	Regional Presentation of the FY2023 DPRP Fund Utilization Report	Regional/Division DRRM Coordinators and Budget Officers
3:30 p.m. – 3:45 p.m.	Afternoon Break	
3:45 p.m. – 4:00 p.m.	Overview of Workshop 2 Mechanics: Development/ Revision/Enhancement of FY2023 DPRP Catch-up Plan with Coverage Until 30 June 2024	
4:00 p.m. – 4:45 p.m.	Workshop 2 Proper: Development/Revision/Enhancement of FY2023 DPRP Catch-up Plan	Regional/Division DRRM Coordinators and Budget Officers
4:45 p.m. – 5:00 p.m.	Administrative Announcement	DRRMS
DAY 3		
Time	Activity	Assigned To
9:30 a.m. – 10:30 a.m.	Workshop 2 Proper Continuation Working Morning Break	Regional/Division DRRM Coordinators and Budget Officers
10:30 a.m. – 12:00 p.m.	Presentation and Critiquing of the Revised Regional Catch-up Plan for FY 2023 DPRP Funds	Regional/Division DRRM Coordinators and Budget Officers
12:00 p.m. – 1:00 p.m.	Lunch Break	
1:00 p.m. – 3:00 p.m.	Q&A Session and Awarding of the Top 3 Regions and 3 Divisions with Highest Utilization Rate	

DRRMS 2023-2024

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

3:15 p.m. – 4:00 p.m.	Presentation of FY 2024 DPRP Supplementary Guidelines	DRRMS
4:00 p.m. – 5:00 p.m.	Q&A Session and Administrative Announcement	DRRMS
DAY 4		
Time	Activity	Assigned To
9:00 a.m. – 9:30 a.m.	Preliminaries - Nationalistic Song - Interfaith Prayer Recap of Day 3 and Introduction to Day 4 Agenda	DRRMS
9:30 a.m. – 12:00 p.m.	Break-out Session: Preparation, Presentation, and Critiquing of Regional Catch-up Plan for FY 2024 DPRP Funds	Regional/Division DRRM Coordinators
12:00 p.m. – 1:00 p.m.	Lunch Break	
1:00 p.m. – 1:30 p.m.	Ways Forward	CECILIO PERALTA PDO III, DRRMS
1:30 p.m. – 2:00 p.m.	Awarding of Certificates	
2:00 p.m. – 2:15 p.m.	Closing Remarks	REYNANTE M. SOFERA PDO V
2:15 p.m. – 3:00 p.m.	Photo Opportunity and Networking Session	
3:00 p.m. onwards	Departure	