



24-10288

Republic of the Philippines  
**Department of Education**  
REGION XI  
SCHOOLS DIVISION OF PANABO CITY

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

SGOD-2024-0392

To : Assistant Schools Division Superintendent  
Chief of the Schools Governance and Operations Division

Subject : **REQUEST FOR RESOURCE SPEAKER IN THE CONDUCT OF  
CONTINGENCY PLANNING**

Date : August 13, 2024

Attached is Regional Memorandum No. ESSD-2024-329 dated August 5, 2024, re: Request for Resource Speakers in the Conduct of Contingency Planning, which will be conducted by Davao Occidental Division **August 12-21, 2024 at Hotel de Crisbelle, Digos City.**

Anent this, **Hernani A. Resueño Jr, Project Development Officer II** is requested to attend the second batch of the said activity as resource speaker on **August 15-17, 2024**, excluding travel time.

Compensatory Overtime Credit (COC) shall be given for services rendered on Saturdays, Sundays, and Holidays per CSC & DBM Joint Circular No. 2, s. 2004 re: Non-Monetary Renumeration for Overtime Services Rendered".

Board and lodging, supplies and materials shall be charged against DPRP funds of the inviting Office while travelling and other incidental expenses shall be chargeable to respective Division MOOE or downloaded DRRM Funds, all subject to the usual accounting and auditing rules and regulations.

For your preferential attention.

  
**JINKY B. FIRMAN PhD, CESO VI**  
OIC - Schools Division Superintendent

**RELEASED**

**AUG 14 2024**

Enclosed: As Stated  
SGOD/aba/har

RECORDS SECTION-SDO PANABO CITY  
BY 



Schools Division of Panabo City  
City Hall Compound, Panabo City  
Tel. No. (084) 823-1469  
Email: panabocity.division@deped.gov.ph

**DepEd Panabo:**  
**Empowering Champions in Education**  
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providing quality education, MATATAG for all.







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

**Office of the Regional Director**

REGIONAL MEMORANDUM  
ESSD-2024-329

To : Schools Division Superintendents  
Chief Education Supervisor -ESSD

Subject : REQUEST FOR RESOURCE SPEAKERS IN THE CONDUCT OF  
CONTINGENCY PLANNING

Date : August 5, 2024

Herewith is the basic communication dated August 2, 2024 from Rommel R. Jandayan, EdD, CESO VI, Schools Division Superintendent, Davao Occidental Division regarding the request of resource speakers in the conduct of "Contingency Planning" at Hotel de Chrisbelle, Digos City.

In this connection, Region and Division DRRM Coordinators shall participate on the following schedules:

First Batch	August 12-14, 2024	Mc Adrian Nove Cobero – Davao Oriental Mary Kristine C. Sagot – Davao del Norte Cherrey Joy Chicote – Davao del Sur
Second Batch	August 15-17, 2024	John Arnel P. Villacorte- RO Joel S. Jumalon – Davao de Oro Marjun T. Dawal – Tagum City Hernane A. Resueño – Panabo City
Third Batch	August 19-21, 2024	John Arnel P. Villacorte- RO Joel S. Jumalon – Davao de Oro Joey M. Bantog – Mati City Mechel Rafalles – Island Garden City of Samal Cherrey Joy Chicote – Davao del Sur

Further, Compensatory Overtime Credit (COC) is allowed for the services rendered on Saturdays, Sundays and Holidays per CSC & DBM Joint Circular No. 2 s. 2004 "Non-monetary Remuneration for Overtime Services Rendered".



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

Doc. Ref. Code	RO-KMT-P001	Rev	00
Effectivity	07.01.24	Page	1 of 2







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

**Office of the Regional Director**

Board and lodging, supplies and materials shall be charged against DPRP funds of the inviting Office 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. FARNAZO**  
Director

Enclosed: As stated.  
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DEPARTMENT OF EDUCATION  
RECORDS SECTION  
**RELEASED**

13, 2024  
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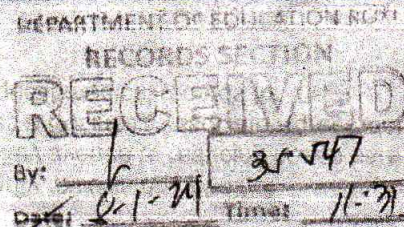




Republic of the Philippines  
**Department of Education**  
REGION XI  
SCHOOLS DIVISION OF DAVAO OCCIDENTAL

Office of the Schools Division Superintendent  
August 02, 2024

**ALLAN G. FARNAZO**  
Director IV  
Regional Director  
DepEd Regional Office XI



Thru: **John Arnel P. Villacorte**  
PDO II- DRRM Coordinator

Dear Dir. Farnazo,

Greetings of Peace and Prosperity!

We are pleased to inform you that our office will be conducting a series of Contingency Planning Training Courses as part of the Project Handa Yan initiative. These training courses are scheduled to be held on the following dates at Hotel de Chrisbelle, Rizal Avenue, Digos City:

- First Batch: August 12-14, 2024
- Second Batch: August 15-17, 2024
- Third Batch: August 19-21, 2024


In line with this, we would like to request the participation of the Region and Division DRRM Coordinators as Technical Resource Speakers for these sessions. Their expertise and experience in Disaster Risk Reduction and Management (DRRM) will be invaluable in equipping our participants with the necessary skills and knowledge to develop effective contingency plans for their respective schools and offices.

We believe that the insights and guidance provided by the Region and Division DRRM Coordinators will greatly enhance the quality of the training and ensure that the participants are well-prepared to handle potential emergencies and disasters.

We appreciate your continued support and look forward to your positive response. Together, let us work towards a safer and more resilient educational environment.

Thank you very much.  
Stay Safe.

Sincerely yours,

  
**ROMMEL R. JANDAYAN, EdD, CESO VI**  
OIC- Schools Division Superintendent  
Schools Division of Davao Occidental

"DAVOCC LEADS: AS WE TURN VISIONS INTO REALITIES"



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Republic of the Philippines  
**Department of Education**  
 REGION XI  
 SCHOOLS DIVISION OF PANABO CITY

**TRAVEL AUTHORITY FOR OFFICIAL TRAVEL**

NAME	<b>HERNANI A. RESUEÑO JR</b>
Position / Designation	PROJECT DEVELOPMENT OFFICER II
Permanent Station	Schools Governance and Operations Division (SGOD), Department of Education, Panabo City Division
Purpose of Travel (must be supported by attachments)	Attend as Resource Speaker for the conduct of Contingency Planning
Host of Activity	SDO – Davao Occidental
Inclusive Dates	August 15-17, 2024
Destination	Hotel de Crisbelle, Digos City
Fund Source	Division MOOE / DRRM Downloaded Funds

*I hereby attest that the information in this form and in the supporting documents hereto attached are true and correct.*

  
**HERNANI A. RESUEÑO JR**

\_\_\_\_\_  
 Name and Signature of Requesting Employee

8/13/24  
 Date

*This is to certify that the trip of the requesting employee satisfies all minimum conditions for authorized official travel and that alternatives to travel are insufficient for the purpose stated herein.*

  
**AILENE B. ANONUEVO, PhD**

\_\_\_\_\_  
 Chief, Education Supervisor-SGOD

AUG 13 2024  
 Date

**APPROVED**

  
**JINKY B. FIRMAN PhD, CESO VI**

\_\_\_\_\_  
 Schools Division Superintendent

\_\_\_\_\_  
 Date





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**Department of Education**  
 REGION XI  
 SCHOOLS DIVISION OF PANABO CITY

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**HERNANI A. RESUEÑO JR**

8/13/24

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**AILENE B. ANONUEVO, PhD**

AUG 13 2024

Chief, Education Supervisor-SGOD

Date

**APPROVED**

  
**JINKY B. FIRMAN PhD, CESO VI**

Schools Division Superintendent

Date

