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

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

SGOD-2024-0394

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

Subject : **FORMULATION OF CLIMATE AND DISASTER RISK  
ASSESSMENT (CDRA) FOR THE CALENDAR YEAR 2025-2030**

Date : August 14, 2024

Attached is a letter from the City Disaster Risk Reduction and Management Office dated August 12, 2024, re: Formulation of the Climate and Disaster Risk Assessment (CDRA) for Calendar Year 2025-2023, which will be held on **August 21-23, 2024, at Apo View Hotel, Davao City.**

Anent this, **Ker Denzel G. Infiesto, Planning Officer III**, is hereby directed to attend the said activity on the dates mentioned above in lieu of Hernani A. Resueño Jr, Project Development Officer II, who will be attending another official engagement on those dates. Participants are reminded to bring laptop and data of critical facilities for the formulation of different elements of the CDRA.

Compensatory Overtime Credit (COC) shall be given for services rendered on August 21, 2024 (Holiday) per CSC & DBM Joint Circular No. 2, s. 2004 re: Non-Monetary Renumeration for Overtime Services Rendered".

Travelling and other allowable expenses incurred by the participant shall be chargeable to Division MOOE Funds subject to the usual accounting and auditing rules and regulations.

For your preferential attention.

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

Enclosed: As Stated  
SGOD/aba/har

**RELEASED**

**AUG 15 2024**

RECORDS SECTION-SDO PANABO CITY



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City Hall Compound, Panabo City  
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**Empowering Champions in Education**  
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providing quality education, MATATAG for all.





Republic of the Philippines  
Province of Davao del Norte  
CITY OF PANABO

DISASTER RISK REDUCTION AND MANAGEMENT OFFICE

*Service to Panaboans  
Service to God*

#10387 805

August 12, 2024

**Ms. Jinky B. Firman, CESO VI**  
Schools Division Superintendent  
DepEd Panabo City

Dear Ms. Jinky B. Firman, CESO VI:

Greetings of Good Day!

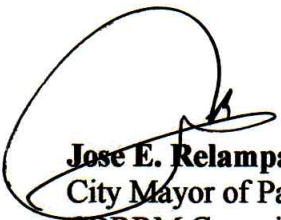


Pursuant to the mandates of Republic Act 10121 in mainstreaming disaster risk reduction and climate change adaptation in the development processes especially in the formulation of policies anchored to agriculture, education, health, environment and infrastructural progress, the City Disaster Risk Reduction and Management Office shall now commence the revision of its Climate and Disaster Risk Assessment for the calendar Year 2025-2030.

In regards to that, we would like to request **one (1)** personnel from your office to attend the **3-DAY STAY IN Formulation of CDRA** to be held at the Apo View Hotel, Barangay J. Camus St. Poblacion District, Davao City on **August 21-23, 2024**. Please be notified that the participant must bring a Laptop or Desktop Computer for this activity. Data must be provided by the participant for the formulation of the different elements identified in the CDRA especially the **Critical Facilities**.

Kindly endorse the name of the participant on or before **August 14, 2024**. You may send it directly at the CDRRM Office or message our assigned personnel, Jonallie R. Jimena through her mobile number **09085750831** or email us via [cdrrmopanabo@gmail.com](mailto:cdrrmopanabo@gmail.com). We hope for your active response on this matter.

Respectfully Yours,

  
**Jose E. Relampagos**  
City Mayor of Panabo  
CDRRM Council Chairperson

