



24-19162

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

*Office of the Schools Division Superintendent*

**DIVISION MEMORANDUM**

SGOD-2023-0562

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

Subject : **NATIONAL YEAR-END EVALUATION AND PLANNING WORKSHOP**

Date : November 4, 2024

In relation to DepEd Advisory dated October 29, 2024, re: *National Year-End Evaluation and Planning*, which will be held on **November 25-29, 2024**, at **DepEd Ecotech Center, Cebu**.

Anent this, **Hernani A. Resueño Jr, Project Development Officer II**, is hereby directed to attend the said activity on the dates mentioned above.

Travel and other allowable expenses incurred by the participant during the activity shall be chargeable against the Division downloaded DRRM funds subject to the usual accounting and auditing rules and regulations.

For your guidance and compliance.

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

For the SDS  
**ILENE B. ANONUEVO, Ph.D.**  
Chief Education Supervisor, SGOD  
Incharge of the Division

**RELEASED**

**NOV 05 2024**

RECORDS SECTION, SDO PANABO CITY  
BY *[Signature]*

Encl.: as stated.  
SGOD/aba/har



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Empowering Champions in Education  
through Journeying, Blending and Fostering commitment in  
providing quality education, MATATAG for all.





## ADVISORY

October 29, 2024

**FOR** : **Regional Directors**  
**Schools Division Superintendents**  
**Regional and Division DRRM Coordinators**  
**All others concerned**

**SUBJECT** : **NATIONAL YEAR-END EVALUATION AND PLANNING WORKSHOP**

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1. The Disaster Risk Reduction and Management Service (DRRMS) issues this advisory for the "National Year-end Evaluation and Planning Workshop" in reference to DRRMS Memorandum **DRRMS-03-21-2024-0003**, dated March 19, 2024. The activity will take place from November 25 to 29, 2024, at DepEd Ecotech Center Cebu. (Refer to Annex A. Indicative Program)
2. To register and confirm your participation, please access the registration link: [https://bit.ly/2024\\_NYEP](https://bit.ly/2024_NYEP) no later than November 15, 2024.
3. Participants are reminded of the following:
  - a. Check-in of participants starts on November 25, 2024, 2:00 p.m. with p.m. snacks as the first meal. Check-out is on November 29, 2024, 12:00 p.m. with lunch as the last meal.
  - b. A written justification signed by their respective immediate supervisor is required for the following cases:
    - i. **Incomplete Participation.** Participant needs to leave before the end of the activity.
    - ii. **Non-participation.** Participant is unable to attend the entire activity for valid reasons.
  - c. Laptops and extension cords are required for the duration of the activity.
  - d. Please note that transportation services from the airport to venue, and vice versa, will not be provided. Transportation and incidental expenses may be charged to their local funds (FY 2024 Current and Continuing Funds), subject to existing accounting and auditing rules.

For further concerns regarding this matter, you may communicate with DRRMS through email [drromo@deped.gov.ph](mailto:drromo@deped.gov.ph) or 8637-4606.

For your information and appropriate action.

  
**DENNETH ESPLANA - ALAMA**  
Director IV, DRRMS

## ANNEX A. INDICATIVE PROGRAM

TIME	TOPIC	REMARKS
<b>Day 0 – November 25, 2024</b>		
08:00 onwards	Arrival	
12:00 onwards	Registration	
02:00 onwards	Check-In	
<b>Day 1 – November 26, 2024</b>		
08:00 – 08:30	Preliminaries: <ul style="list-style-type: none"> <li>National Anthem</li> <li>Interfaith Prayer</li> <li>Quality Policy</li> <li>Energizer</li> <li>Introduction of Participants (MC)</li> <li>Safety Briefing</li> </ul>	
08:30 – 08:35	Welcome Remarks	<b>Salustiano Jimenez</b> Regional Director DepEd Region VII
08:35 – 08:45	Inspirational Message	<b>Sonny Angara</b> Secretary Department of Education
08:45 – 09:00	Message of Support	<b>Atty. Revsee A. Escobedo</b> Undersecretary for Operations
09:00 – 10:00	Setting of Objectives and Expectations Annual Reflection and Strategic Alignment Challenges and Lessons Learned in 2024, and their Impacts in 2025 Strategic Priorities for 2025	<b>Nenneth Esplana-Alama</b> Director IV DRRMS
10:00 – 10:15	Morning Break	
10:15 – 10:45	Photo Opportunity	
10:45 – 11:45	Presentation of 2024 Physical and Financial Accomplishment (DRRMS)	
11:45 – 12:00	Question and Answer	
12:00 – 01:00	Lunch Break	
01:00 – 01:15	Energizer	
01:15 – 01:30	Presentation of Workshop Mechanics	
01:30 – 04:30	Workshop 1: Preparation of FY 2024 Physical and Financial Accomplishment per Region	
04:30 – 04:45	Collection of Workshop 1 outputs	
04:45 – 05:00	Administrative Announcements	
<b>Day 2 – November 27, 2024</b>		
08:00 – 08:15	Preliminaries: <ul style="list-style-type: none"> <li>Nationalistic Song</li> <li>Interfaith Prayer</li> <li>Management of Learning</li> <li>Energizer</li> </ul>	
08:15 – 09:00	Presentation of DRRMS PPAs for 2025	
09:00 – 09:15	Presentation of Regional and Division Fund Allocation for 2025	<b>Lorenzo Masandero</b> Technical Assistant II <b>Rachel Calungsod</b> Technical Assistant II <b>Jemaima Dalogdog</b> Technical Assistant II
09:15 – 09:30	Presentation of Workshop Mechanics	
09:30 – 12:00	Workshop 2: Crafting of FY 2025 DPRP Continuing and Current Fund Expenditure Matrices	<b>With morning break in between</b>
12:00 – 01:00	Lunch Break	
01:00 – 01:15	Energizer	

## ANNEX A. INDICATIVE PROGRAM

TIME	TOPIC	REMARKS
01:15 – 03:00	Presentation of Data and Analysis of School Days Lost due to Disasters from 2019 to 2024	<b>Jose Gabriel Noveno</b> Project Development Officer III
03:00 – 03:15	Afternoon Break	
03:15 – 04:45	Presentation of Comprehensive School Safety Data	<b>Jose Gabriel Noveno</b> Project Development Officer III
04:45 – 05:00	Administrative Announcements	
<b>Day 3 – November 28, 2024</b>		
08:00 – 08:15	Preliminaries: <ul style="list-style-type: none"> <li>• Nationalistic Song</li> <li>• Interfaith Prayer</li> <li>• Management of Learning</li> <li>• Energizer</li> </ul>	
08:15 – 09:15	Technical Assistance on Development of Write-ups and Press Releases	<b>Nikko Joy Bognalbal</b> Project Development Officer II
09:15 – 09:30	Morning Break	
09:30 – 10:30	Technical Assistance on DepEd Visual Identity	<b>Erika Denise Pacio</b> Technical Assistant II
10:30 – 12:00	Workshop on Regional Climate Change Caravan Activity Report	<b>Marie Julianne Camille Sapuay</b> Technical Assistant II
12:00 – 01:00	Lunch Break	
01:00 – 01:15	Energizer	
01:15 – 03:00	Orientation on DRRM Planning	<b>April Allen Sayde</b> Technical Assistant II
03:00 – 03:15	Afternoon Break	
03:15 – 04:45	Workshop on DRRM Planning	<b>April Allen Sayde</b> Technical Assistant II
04:45 – 05:00	Administrative Announcements	
<b>Day 4 – November 29, 2024</b>		
08:00 – 08:15	Preliminaries: <ul style="list-style-type: none"> <li>• Nationalistic Song</li> <li>• Interfaith Prayer</li> <li>• Management of Learning</li> <li>• Energizer</li> </ul>	
08:15 – 09:15	DDRRMCAP Hour	
09:00 – 09:15	Morning Break	
09:15 – 10:15	Wrap Up and Presentation of Ways Forward	
10:15 – 11:15	Closing Program and Awarding of Certificates	
11:15 – 12:00	Photo Opportunity and Check Out	