



Republic of the Philippines
DEPARTMENT OF EDUCATION
CORDILLERA ADMINISTRATIVE REGION

Wangal, La Trinidad, Benguet, 2601
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November 3, 2017

REGIONAL MEMORANDUM

No. 354.2017

CONDUCT OF ACTIVITIES IN CELEBRATION OF CLIMATE CHANGE CONSCIOUSNESS WEEK

**TO: Schools Division Superintendents
Schools Division DRRM Coordinators**



1. In celebration of the Climate Change Consciousness Week scheduled on November 6-17, 2017, Schools Divisions are requested to conduct activities on the said dates to ramp up preparations for the National Conference on Climate Change on November 20-21, 2017. Activities to be conducted are those that raise awareness on science and impact of climate change.
2. Schools Divisions may conduct school level climate change-related activities (quiz bee, photo/video documentation, tree planting, etc.). Funds will be downloaded to each Schools Division for the conduct of these activities.
3. Schools Divisions and schools are requested to post online photos, videos and other media of their activities and to use the official DRRM hashtag #ResilienceEducationPH in social media sites (Facebook, Instagram, Twitter).
4. For clarification/concerns, please coordinate with Evangeline P. Malag, DRRM Coordinator via landline 423-2218.
5. For information and guidance.

MAY B. ECLAR, Ph.D., CESO V
Regional Director

Reference:
Memorandum from USEC Alain Del B. Pascua released on Oct. 23, 2017

ESSD/DRRM
ABG/epm

Contact Numbers (Area Code: 074):

| | | | | | | | |
|---------------------------------|----------|-------------------------|----------|------------------|----------|--------|----------|
| Office of the Regional Director | 422-1318 | Administrative Division | 422-1804 | CLMD | 422-7096 | HRDD | 422-9590 |
| Fax | 422-4074 | Cash Section | 423-2215 | LRMDS | 422-0615 | NEAP-R | 422-5500 |
| Office of the ARD | 422-9590 | Payroll Section | 424-3993 | ESSD | 423-2218 | PPRD | 422-9590 |
| ICT Unit | 422-1318 | Records Section | 423-2213 | Finance Division | 422-5155 | QuAD | 422-5187 |
| Public Affairs Unit | 422-1318 | Supply Section | 422-2198 | FTAD | 424-5187 | COA | 422-7434 |
| Legal Unit | 423-2214 | General Services Unit | 422-1804 | | | | |

DEPARTMENT OF EDUCATION
RECORDS DIVISION



Republika ng Pilipinas

Kagawaran ng Edukasyon

Tanggapan ng Pangalawang Kalihim

MEMORANDUM

9 October 2017

**For: Regional Directors
Regional DRRM Coordinators
Schools Division Superintendents Concerned
Division DRRM Coordinators Concerned
School Heads Concerned**

**Subject: GUIDELINES ON THE USE OF DOWNLOADED FUND
FOR THE CARAVAN IN CELEBRATION OF
CLIMATE CHANGE CONSCIOUSNESS WEEK**

The Disaster Risk Reduction and Management Service (DRRMS) hereby downloads funds to regions for Regional Caravan activities scheduled to run simultaneously on November 6-17, 2017. The activities will raise awareness on the science and impact of climate change and ramp-up preparations for the National Conference on Climate Change on November 20-21, 2017. The DRRM Caravan will educate school administrators, teachers, learners, and stakeholders on Disaster Risk Reduction and Management (DRRM) and Climate Change Adaptation and Mitigation (CCAM). There will be two activities:

1. Regional Conference on climate change;
2. Conduct of school level climate change-related activities (quiz bee, photo/video documentation, tree planting, others).

Funds for the purpose will be downloaded to all regional offices.

Regions IV-A, VII (Cebu), and XI (Davao) shall follow the program on Annex 'B' and will have conference dates as follows:

- **Region IV A** - November 8, 2017
- **Region 7 (Cebu)** - November 10, 2017
- **Region XI (Davao)** - November 13, 2017

Office of the Undersecretary for Administration

(Administrative Services, Information and Communications Technology, Disaster Risk Reduction and Management, Schools Health, Youth Formation, Eguio Teachers' Camp, Education Facilities/School Buildings)

Department of Education, Central Office, Meralco Avenue, Pasig City
Room 519, Mabini Building; Mobile: +639260320762; Landline: +6326337203, +6326376207

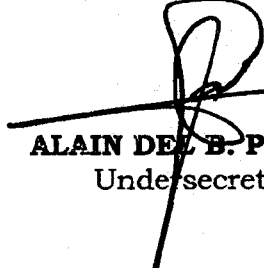
Other regions shall conduct their regional caravan/conference on any day from November 6 to 17, 2017 and may follow the program in Annex 'B'.

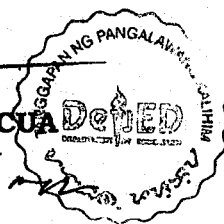
Schools are also encouraged to conduct school-level activities related to climate change, its adaptation and mitigation.

All are requested to post online their photos, videos, and other media of the activities and to use the official DRRM hashtag #ResilienceEducationPH in social media sites (Facebook, Instagram, Twitter).

Regional offices shall observe proper documentation and utilization of the downloaded funds (see Annex 'A') and follow the proposed program(see Annex 'B').

For clarifications/concerns, please communicate with **Anthony Gil Q. Versoza**, via landline(02) 637-4933, mobile 0923-451-8910, or email:anthony.versoza@deped.gov.ph.


ALAIN DEL B. PASCUA
Undersecretary



Annex 'A' - Documentation and Utilization of Downloaded Funds

1. The DepEd Central Office, Budget Division, shall release fund allocation to all regional offices thru a Sub-Allotment Release Order (Sub-ARO) in the sum of Php110,000 per region. The fund may be used for the following:
 - a. Payment for the venue of the event;
 - b. Payment for food/snacks of event, mainly for the following:
 - i. School heads
 - ii. School administrators
 - iii. School teaching and non-teaching personnel, resource speakers, and invited guests;
 - iv. Parents and/or learners
 - v. School Division Office Personnel; and/or
 - vi. Regional Office Personnel
 - c. Procurement, reproduction, and dissemination of DRRM/CCAM materials and kits;
 - d. Procurement of materials, supplies, and/or labor for installation of a DRRM/CCAM Corner or Booth.
2. The division DRRM coordinators shall work with the Regional office in identifying and mobilizing resource speakers for the caravan. The speakers can come from within or outside the region or division. The DRRMS shall assist in the request for resource persons at the National level. The Regional DRRM coordinators are instructed to facilitate the request for resource persons to DRRMS;
3. Regions and Divisions are encouraged to augment their fund - to cover other related costs such as transportation, honorarium, etc. - by finding other internal resources and/or thru partnerships within their respective Local Government Units (LGUs) and Non-Government Organizations (NGOs);
4. Regional DRRM Coordinators shall be accountable for the disbursement and liquidation of funds downloaded to their respective offices. A statement of expenditures following required accounting and auditing procedures shall be submitted to the Chief of the Accounting Division, DepEd Central Office, copy furnished the Disaster Risk Reduction and Management Service (DRRMS), on or before 31 November 2017;
5. All regional DRRM coordinators concerned shall observe judicious utilization of funds.

Annex 'B'- Suggested Flow of DRRM Caravan/Conference Program

| TIME | TOPIC | FACILITATOR/ RESOURCE SPEAKERS FOR REGIONS IV-A, VII, XI |
|------------------|---|---|
| 8:00 – 8:30 AM | Registration | |
| 8:30 – 8:45 AM | Opening Ceremony | Host Region |
| 8:45 – 9:00 AM | Welcome remarks | Host Region |
| 9:00 – 9:15 AM | Overview and Rationale (conveying the messages of Laudato Si) (15 minutes) | Host Region |
| 9:15 – 9:30 AM | BREAK | |
| 9:30 – 10:20 AM | Presentation 1 Understanding climate change and its impacts (30 minutes) Q&A (15 minutes) | National Panel of Technical Experts (NPTE) Moderator |
| 10:20 – 11:05 AM | Presentation 2 Climate change Outlook: Global, National and Local Scenarios (30 minutes) Q&A (15 minutes) | National Panel for Technical Experts Moderator |
| 11:05 – 11:50 AM | Presentation 3 Understanding the 1.5 C temperature goal and the imperative for climate action at all levels (30 minutes) Q&A (15 minutes) | National Panel for Technical Experts Moderator |
| 12:00 – 1:00 PM | LUNCH BREAK | |
| 1:00 – 1:45 PM | Presentation 4 Mainstreaming climate change knowledge in school curriculum and education (30 minutes) Q&A (15 minutes) | Host Region Moderator |
| 1:45 – 2:30 PM | Presentation 5 Introduction to teaching methods and tools on understanding climate change and related issues (30 minutes) Q&A (15 minutes) | National Panel for Technical Experts Moderator |
| 2:30 – 2:50 PM | Overview of knowledge products on climate change and related issues | Climate Change Commission |
| 2:50 – 3:00 PM | BREAK | |
| 3:00 – 3:30 PM | Response of school representatives (30 minutes) | Host Region |
| 3:30 – 3:45 PM | Signing of Pledge (15 minutes) | Participants, Host region |
| 3:45 – 4:15 PM | Closing Remarks (30 minutes) | Host Region |