



Republic of the Philippines  
**Department of Education**  
REGION VIII - EASTERN VISAYAS

April 30, 2024

**REGIONAL MEMORANDUM**

No. **513** s. 2024

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

To: Schools Division Superintendents  
Regional and Division DRRM Coordinators  
Regional and Division Budget Officers  
All Others Concerned

1. Attached is Memorandum OUOPS No. 2024-04-03286 from Atty. Revsee A. Escobedo, Undersecretary for Operations, dated April 25, 2024, informing the field of the conduct of fiduciary workshop for the FY 2023 Disaster Preparedness and Response Program (DPRP) through Disaster Risk Reduction and Management Service (DRRMS) on May 06-09, 2024, at Cebu Business Hotel, Cebu City through DepEd EcoTech.
2. This Office, through the Education Support Services Division (ESSD), directs the identified participants to participate in the aforementioned workshop as scheduled.
3. The transportation, meals, and other expenses incurred by the participants in the conduct of the activity shall be charged against FY 2023/2024 DPRP Funds subject to the usual accounting, auditing rules and regulations.
4. Additional details and information relative to the workshop are stipulated in the attached Memorandum.
5. Immediate dissemination of and compliance with this Memorandum are desired.

*[Signature]*  
**EVELYN R. FETALVERO CESO IV**  
Regional Director

Enclosures: None

References: As stated

To be indicated in the Perpetual Index under the following subjects:

FIDUCIARY

WORKSHOP

FY 2023 DPRP



ESSD-SPPS-DRRM-TJCP



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Republic of the Philippines  
**Department of Education**  
OPERATIONS

OUOPS No. 2024-04-03296  
**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 [DRRMS\\_NJR\\_04252024](#)

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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](mailto:drmo@deped.gov.ph).

For information and guidance.

DRRMS N/B/04252024

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**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:

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<http://bit.ly/FiduciaryWorkshop>



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

**Annex C. Indicative Program**

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

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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	
<b>DAY 2</b>		
<b>Time</b>	<b>Activity</b>	<b>Assigned To</b>
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 - Marikina

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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
<b>DAY 3</b>		
<b>Time</b>	<b>Activity</b>	<b>Assigned To</b>
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	

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
<b>DAY 4</b>		
<b>Time</b>	<b>Activity</b>	<b>Assigned To</b>
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	<b>CECILIO PERALTA</b> PDO III, DRRMS
1:30 p.m. – 2:00 p.m.	Awarding of Certificates	
2:00 p.m. – 2:15 p.m.	Closing Remarks	<b>REYNANTE M. SOFERA</b> PDO V
2:15 p.m. – 3:00 p.m.	Photo Opportunity and Networking Session	
3:00 p.m. onwards	Departure	

DepEd Pasig City

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