

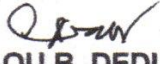
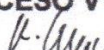


Republic of the Philippines  
DEPARTMENT OF EDUCATION  
CARAGA Administrative Region  
DIVISION OF SURIGAO DEL SUR  
Tandag City

**DIVISION MEMORANDUM**

Number 253 s. 2019

To: District Supervisors/ In charge of  
This Division

From:   
**MARILOU B. DEDUMO, Ph. D., CESO V**  
Schools Division Superintendent 

Subject: Psychosocial First Aid and Contingency Planning Training  
Date: **May 31, 2019**

1. Please find attached letter of Balay Mindanao and Save the Children dated May 29, 2019 , re: Conduct of Contingency Planning and Psychosocial First Aid Training on June 10-14, 2019 at TBA Hotel, San Francisco, Agusan del Sur.
2. Expenses relative to this activity such as meals, accommodation and transportation shall be shouldered by Save the Children while other incidental expenses shall be charged to School MOOE subject to usual COA and Accounting rules and regulations.
3. Note on specific timelines for your guidance.
4. Immediate and wide dissemination of this memorandum is desired.

May 31, 2019

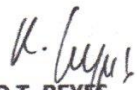
Travel Order to: RO-259-2019


Name	Position/Designation	School/Station
1. Joel Tejero	School Head	Logdeck ESLT
2. Rey Raz	School Head	Kabahian ESLT
3. Dixon Pedrablanca	School Head	Huangan ES
4. Reynaldo Mangadlao	School Head	Neptune ES
5. Jonathan Cuadrillero	School Head	San Isidro ES
6. Leysur Pantaleon	Dist ALS Coordinator	Lianga 2 Dist.
7. Merco Loren	SDIC	Lianga 2 dist.
8. Arlyn B. Menil	DPO	Lianga 2 Dist
9. Merlinda G. Balili	District Nurse	Lianga 2 Dist
10. Johnson Cabuyoc, IV	School Head	Teodoro Alviso TS
11. Ronilo Bual	ALS Coordinator	San Agustin 2
12. Concisa Pedroso	School Head	Buhisan ES
13. Juanita Dumas	School Head	Pong on ES
14. Alma Clarabal	School Head	Diatagon ES

You are hereby directed to attend training on Contingency Planning and Psychosocial First Aid on June 10-14 at TBA Hotel, San Francisco, Agusan del Sur pursuant to Div. Memorandum No. \_\_\_\_\_ s. 2019.

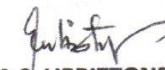
Meals, accommodation and transportation will be shouldered by Save the Children while other incidental expenses shall be charged against school MOOE/Local funds subject to usual COA and accounting rules and regulations.

Requested by:


  
**RUFINO T. REYES**  
 Div. DRR Coordinator

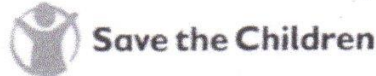
**BETHANY I. EVILLA, CPA**  
 Accountant III 

With Consent:

  
**ELVIRA S. URBIZTONDO, Ph. D.**  
 SGOD Chief

APPROVED:

  
**MARILOU B. DEDUMO, Ph. D., CESO V**  
 Schools Division Superintendent



Financed by  
European Union  
Civil Protection and  
Humanitarian Aid

29 May 2019

**DR. MARILOU B. DEDUMO, CESO V**  
Schools Division Superintendent  
DepEd Division of Surigao del Sur  
Balilahan, Mabua, Tandag City, Surigao del Sur

**Attention: ELVIRA S. URBIZTONDO, PH.D**  
Chief – SGOD

**RUFINO T. REYES**  
EPS-I / Division DRR Focal Person

**Dear Dr. Dedumo:**

Greetings of peace!

Save the Children believes every child deserves a brighter future. In the Philippines and around the world, we give children a healthy start in life, the opportunity to learn and protection from harm. We do whatever it takes for children – every day and in times of crisis – transforming their lives and the future we share.

Save the Children is continuing our support to DepEd in addressing Education in Emergency needs in areas affected by recurring conflicts. In view of this, Save the Children in partnership with Balay Mindanaw, Kadtabanga Foundation, and Ranaw Women and Children Resource Centre (RWCRC) is currently implementing a project in Lanao, Maguindanao, and Surigao del Sur that focuses on providing access to Education in Emergencies, WASH, and Protection for children affected by conflict. Activities set for the project includes the conduct of Psychological First Aid Training (based on the result of TNA) and Contingency Planning. The training aims to enhance the knowledge and skills of school heads, district, division and Lianga-LGU personnel on EiE strategies and components that are useful during emergencies.

The activity will be conducted on **June 10-14** in **San Francisco, Agusan del Sur or Butuan City (hotel TBA)**. Save the Children will cover the participants' accommodation, meals, and transportation (from and back to duty station) using the common fare matrix.

We would like to seek your support by issuing a memorandum and travel order for this activity. We hope to receive the confirmation of participants on or before **08 June 2019**, attached is the list of participants from **Surigao del Sur**. Since this is a 5-day activity, all participants are hereby enjoined to take note of the following:

- Arrival of participants is on day 0 (June 9, 2019) and check out is on day June 14, 2019 (9:00AM).
- Daily registration starts at 7:30 AM and session starts at 8:30 AM

Save the Children  
Midland Building, 1040 EDSA  
Magallanes Village, Makati City  
Philippines

Registered with the Securities  
and Exchange Commission  
SEC registration number:  
FN201114555

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[www.savethechildren.org.ph](http://www.savethechildren.org.ph)

Marawi Response Office  
2/F Marietta Tower, Echiverri St.  
Quezon Avenue, Poblacion, Iligan City  
Telephone: (063) 228 - 3506

- First arranged meal at the venue is dinner on day June 9, 2019 and last arranged meal is breakfast on day 5.
- Bringing of family member/s to the venue is highly discouraged.
- Participants are reminded of their maintenance medicines and vitamins.

For confirmation and/or inquiries, you may contact **Adrienne Dequina, Project Coordinator**, thru this number: **09177077239**.

Thank you very much and looking forward to your positive response.

Sincerely yours,



**Leonardo H. Bautista**  
Area Manager – Balay Cagwait and Lianga  
Balay Mindanaw Foundation Inc.

List of participants



Save the Children

School / Institution	Names
Logdeck ESLT	Joel Tejero /
Kabahian ESLT	Ray Raz /
Huangan ES	Dixon Pedrablanca /
Neptune ES	Reynaldo D. Magadlao /
San Isidro ES	Jonathan Cuaderillero /
Lianga ALS Coordinator	Leysur Pantaleon /
Lianga 2: District Supervisor	Merco G. Loren /
Lianga 2: District Planning Officer	Arlyn B. Menil /
Lianga 2: District Nurse	Merlinda Balili /
SDS Division DRR Coordinators	Rufino Reyes (On travel ban)
	Osias Manlucob / due to I.S.O

