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Republic of the Philippines
Region VII, Central Visayas
SCHOOLS DIVISION OF NEGROS ORIENTAL
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April 13, 2015

MEMORANDUM TO :

DR. RACHEL B. PICARDAL
Education Program Supervisor
Acting Chief, Governance

This Office

Please be informed of your attendance to the National Training Workshop on Post-Disaster Psychosocial Support For Students at the Secondary Level on April 16-18, 2015 at the Shangrila Hotel, Lapulapu City.

For reference, attached is Unnumbered Regional Memorandum dated April 10, 2015.

Traveling expenses incurred during your attendance to this meeting shall be charged against local funds, subject to the usual accounting and auditing rules and regulations.

For your information, guidance and compliance.

GOD BLESS!

SALUSTIANO T. JIMENEZ, CESO VI
Schools Division Superintendent

STJ/bing



REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
REHIYON VII, GITNANG VISAYAS
REGION VII, CENTRAL VISAYAS
Sudlon, Labug, Cebu City



MEMORANDUM

TO : SCHOOLS DIVISION SUPERINTENDENTS
Divisions of Bogo City and Negros Oriental
MR. ALLAN P. VILLACAMPA
EPS, FTA Division RO7

FROM : Dir. JULIET A. JERUTA

SUBJECT : NATIONAL TRAINING WORKSHOP ON POST-DISASTER PSYCHOSOCIAL SUPPORT
FOR STUDENTS AT THE SECONDARY LEVEL

DATE : April 10, 2015

R: 4/13/15

1. The Department of Education (DepEd) with the Government of Japan and the United Nations Educational, Scientific and Cultural Organization (UNESCO) Jakarta has developed a Psychosocial Manual for secondary school teachers through the "Emergency Psychosocial Support for Secondary School-Aged Students Affected by Typhoon Yolanda in the Philippines Project".

2. In relation to this, a National Training Workshop shall be conducted on April 16-18, 2015 at Hotel Shangrila, Lapulapu City to establish core trainers in all regions on Post-Disaster Psychosocial Support (PSS) where participants are expected to obtain knowledge and skills specifically on Psychological First Aid (PFA).

3. In this connection, the following personnel shall be Region 7's core trainers and are hereby directed to attend the said training workshop.

1. Mr. Allan Villacampa, EPS, FTA Division, DepEd RO7
2. Dr. Norma Lepiten, EPS, Division of Bogo City
- ✓ 3. Dr. Rachel Picardal, EPS, Division of Negros Oriental

4. Transportation and other expenses incurred by the participants relative to this activity including board and lodging and adjusted per diem will be charged against UNESCO funds subject to their accounting and auditing rules and regulations. Attached is Annex 3: Administrative Information on the travel and accommodation rules and procedures.

5. This Memorandum also serves as Travel Order.

6. For your guidance and support.

Juliet A. Jeruta
JULIET A. JERUTA
Director III
Officer-in-Charge *AB*

Annex 3: Administrative Information

- Participants must have an official travel order from the approving authority of their respective offices
- UNESCO will provide transportation allowance to all participants through reimbursement of actual cost of expenses at the training venue hence participants will be responsible of their own travel arrangements and booking in the most cost efficient route
- Participants traveling with airplane are requested to submit to UNESCO at the training venue the original documents of the following: (1) Air Ticket Itinerary; (2) Air Ticket Purchase Receipt/Invoice; (3) Terminal Fee/Airport Tax Receipt; (4) Boarding Pass.
- Participants traveling with bus/boat/ferry are requested to submit to UNESCO at the training venue the original documents of following: (1) Bus/Boat/Ferry Ticket(s); (2) Terminal Fee/Passenger Tax Receipt.
- UNESCO will arrange an accommodation on twin-sharing for all participants with check-in on 15 April 2015 (2PM) and check-out on 19 April 2015 (12NN).
- UNESCO will provide reduced daily subsistence allowance to all participants covering the travel time and training duration, provided they attend the whole event
- Participants will be required to sign the Registration Form, Travel Statement, and Daily Attendance Sheet as this will also be the basis in the issuance of certificate of participation (from UNESCO) and appearance (from DepEd)