



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION

JUL 18 2025

REGIONAL MEMORANDUM

No. 165, s. 2025

**SEEDS ASIA REQUEST FOR COURTESY VISIT AND PROJECT BRIEF
AND INVITATION FOR THE FINAL CONFERENCE**

To OIC-Assistant Regional Director
Schools Division Superintendents of Bayawan City, Bais City,
Canlaon City, Dumaguete City, Guihulngan City, Negros Oriental,
Tanjay City and Siquijor
All Others Concerned

1. Attached is an invitation letter from SEEDS Asia titled, **Strengthening and Promoting School-Based Disaster Risk Reduction in Central Visayas (2022-2025)** regarding the final conference scheduled on August 26, 2025, (Tuesday) from 8:00 a.m. to 5:00 p.m., at the Grand Ballroom Hall, Harolds Hotel, located at 146 Gorordo Avenue, corner Real Street, Kamputhaw Cebu City.

2. The identified participants are as follows:

SCHOOLS DIVISION SUPERINTENDENT		
Dr. Anelito A. Bongcawil	School Division Superintendent	SDO Bayawan City
Dr. Bernadette A. Susvilla	School Division Superintendent	SDO Bais City
Dr. Nonale Q. Resoor	OIC-School Division Superintendent	SDO Canlaon City
Dr. Edmark Ian Cabio	OIC-School Division Superintendent	SDO Dumaguete City
Dr. Orlando G. Cadano CESO V	School Division Superintendent	SDO Guihulngan City
Dr. Neri C. Ojastro, CESO V	School Division Superintendent	SDO Negros Oriental
Dr. Rosalie M. Pasaol CESO V	School Division Superintendent	SDO Siquijor
Dr. Estela B. Susvilla, CESO VI	School Division Superintendent	SDO Tanjay City
DIVISION DRRM COORDINATOR		
Mr. Armando Adicoy	Project Development Officer II	SDO Tanjay City
Ms. Kristine Gallardo	Project Development Officer II	SDO Guihulngan City
Mr. Juanito Cuizon	Project Development Officer II	SDO Canlaon City
Mr. Samuel Masayon	Project Development Officer II	SDO Bayawan City
Mr. Sean Adrian Guardiano	Project Development Officer II	SDO Dumaguete City
SCHOOL DISASTER RISK REDUCTION TRAINERS		
Mr. Joseph Gemina	PDO II, Division DRRM Coordinator	SDO Negros Oriental
Mr. Jhonrey Legara	School Head	SDO Negros Oriental
Mr. Renato Tabilon	School Head	SDO Guihulngan City
Mr. Brendo Torres	ESP 1	SDO Tanjay City



Address: Batinguel, Dumaguete City, 6200

Telephone Nos:

Email Address: nir@deped.gov.ph

Website: <https://tinyurl.com/nir-gov-ph>



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3. Accommodation and transportation for members of the School Disaster Risk Reduction Trainers (SDRRT) shall be shouldered by the said organization. Travel and incidental expenses are chargeable against local funds subject to the usual accounting, auditing, rules and regulations.
4. For participants who wish to join the Model School Tour, refer to the attached logistical arrangements and activity matrix for guidance.
5. The participants shall confirm their attendance on or before July 31, 2025 (Thursday) by submitting their details via the following link <https://bit.ly/FinalConConfirmation>.
6. Immediate dissemination of and compliance with this Memorandum are desired.

RAMIR B. UYTICO EdD, CESO III
Regional Director

Encl.: As Stated

Reference: None

To be indicated in the Perpetual Index
under the following:

Attendance

MBB/ESSD/RM Request for courtesy visit and project brief and invitation for the final conference
036/July 16, 2025



Address: Brgy. Batinguel, Dumaguete City, 6200

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June 11, 2025

DR. RAMIR B. UYTICO EdD, CESO III
Regional Director
Department of Education Negros Island Region

**SUBJECT: SEEDS ASIA REQUEST FOR COURTESY VISIT AND PROJECT BRIEF
AND INVITAION FOR THE FINAL CONFERENCE**

Dear Dr. Uytico,

Warm greetings to you!

Thank you once again for your support during the closing program of our weather education project, which was attended by selected members of the School Disaster Risk Reduction Trainers (SDRRT) from the DepEd Division of Negros Oriental and the DepEd Division of Tanjay City. As part of the culminating activities of our initiative, *Strengthening and Promoting School-Based Disaster Risk Reduction in Central Visayas (2022–2025)*, we are pleased to inform you that the project's **Final Conference** will be held on **August 26, 2025 (Tuesday)**, from **8:00 AM to 5:00 PM**, at the **Grand Ballroom Hall, Harolds Hotel**, located at **146 Gorordo Avenue, corner Rosal Street, Kamputhaw, Cebu City**.

In line with this, we would like to **invite you** to participate in this important event together with **Dr. Anthony H. Liobet**, Asst. Regional Director **and Mr. Marlon Bungcasan**, PDO II, Regional DRRM Coordinator. Additionally, we respectfully seek your approval for the following identified participants to attend the Final Conference:

SCHOOLS DIVISION SUPERINTENDENT		
DepEd Division Bayawan City	Schools Division Superintendent	Dr. Anelito A Bongcawil
DepEd Division of Bais City	Schools Division Superintendent	Dr. Bernadette A. Susvilla
DepEd Division of Canlaon	OIC-Schools Division Superintendent	Dr. Nonale Q. Resoor
DepEd Division of Dumaguete City	OIC-Schools Division Superintendent	Dr. Edmark Ian Cabio
DepEd Division of Guihulngan City	Schools Division Superintendent	Dr. Orlando G. Cadano
DepEd Division of Negros Oriental	Schools Division Superintendent	Dr. Neri C. Ojastro
DepEd Division of Siquijor	Schools Division Superintendent	Dr. Rosalie M. Pasaol
DepEd Division of Tanjay City	Schools Division Superintendent	Dr. Estela B. Susvilla
DIVISION DRRM COORDINATOR		
Deped Division of Tanjay	Project Development Officer II	Mr. Armando Adicoy

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Unit 303 Allprime Building
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Barangay Lahug, Cebu City 6000 Philippines
Contact No.: +63-995-873-5257
Email: nana.sugaya@seedsasia.org



DepEd Division of Guihulngan City	Project Development Officer II	Ms. Kristine Gallardo
DepEd Division of Canlaon	Project Development Officer II	Mr. Juanito Cuizon
DepEd Division of Bayawan City	Project Development Officer II	Mr. Samuel Masayon
DepEd Division of Dumaguete City	Project Development Officer II	Mr. Sean Adrian Guardiano
DepEd Division Bais City	Project Development Officer II	Mr. Franco Derequito
SCHOOL DISASTER RISK REDUCTION TRAINERS		
DepEd Division of Negros Oriental	PDO II, Division DRRM Coordinator	Mr. Joseph Gemina,
DepEd Division of Negros Oriental	School Head	Mr. Jhonrey Legara,
DepEd Division of Guihulngan City	School Head	Mr. Renato Tabilon
DepEd Division of Tanjay City	ESP I	Mr. Brendo Torres

Furthermore, we would like to provide you with an overview of our organization and the projects we have implemented in partnership with DepEd Regional Office VII, including details of our third JICA-funded initiative. In this regard, we kindly request a **courtesy visit to your office on July 30, 2025, at 1:00 PM** to discuss these matters in person.

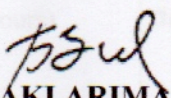
SEEDS Asia will provide accommodation, and transportation as well as for members of the **School Disaster Risk Reduction Trainers (SDRRT)** to facilitate their travel and ensure their active participation in the event. For participants who wish to join the Model School Tour, please refer to the attached logistical arrangements and activity matrix for guidance.

Participants are kindly requested to confirm their attendance on or before July 31, 2025 (Thursday) by submitting their details via the following link <https://bit.ly/FinalConConfirmation>.

We look forward to your favorable response to our request. Should you require further information or clarification, please do not hesitate to contact us at edwinmarquez.seedsasia@gmail.com or via phone at **(+63) 945 186 2384**.

Your continued support in this endeavor is deeply appreciated. Thank you for being a champion of disaster risk reduction in education.

Yours truly,


SAKI ARIMA
Chief Operating Officer
SEEDS Asia



“Final conference: Strengthening and Promoting School-based Disaster Risk Reduction in Central Visayas”

Grand Ballroom Hall, Harolds Hotel

Brgy. Kamputhaw, Cebu City

August 26-28, 2025

OBJECTIVES:

- To share the project activities and outcomes from the phase 3 and other projects by DepEd and SEEDS Asia in the past 10 years in Central Visayas
- To share an understanding of what will constitute sustainable and widely rolled out school-based DRR
- To benchmark school-based DRR at the Model School
- To witness the pledge of commitment by DepEd RO7 Regional Director to sustainable and widely rolled out school-based DRR

DAY 1: AUGUST 26, 2025

Time	Activity	Resource Speaker/Remarks
8:00 – 8:30 am (30 mins)	Registration	SEEDS Asia
8:30 – 8:40 am (10 mins)	Invocation <ul style="list-style-type: none"> ○ Prayer ○ National anthem/nationalistic song ○ Short recognition of guests 	MC: SHEENA MAE TAMPUS Project Development Officer I DepEd Division of Lapu Lapu City
8:40 – 9:00 am (20 mins)	Opening Remarks <ul style="list-style-type: none"> ○ Department of Education - Region VII ○ Consulate-General of Japan in Cebu ○ JICA Philippines ○ SEEDS Asia 	DR. SALUSTIANO T. JIMENEZ, Ed.D, JD, CESO III Regional Director DepEd – Region VII HIDEAKI MATSUO Consul General Consulate-General of Japan in Cebu TAKASHI BABA Chief Representative JICA Philippines Office MITSUKO OTSUYAMA Executive Director SEEDS Asia
9:00 – 11:00 am (2 hours)	Best Practices of School-based DRR in Hyogo, Japan <ul style="list-style-type: none"> ○ 3 decades of school-based DRR practices in Hyogo Prefecture ○ ‘Schools as the Core of Community Disaster Safety’ 	TAKESHI HATANAKA Education Supervisor Hyogo Prefectural Board of Education AYA YOSHIDA Teacher EARTH Member

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		Interpretation: SAKI ARIMA Chief Operating Officer SEEDS Asia
11:00 – 11:10 am (10 mins)	H E A L T H B R E A K	
11:10 – 11:40 am (30 mins)	10-Year Milestone in Disaster Risk Reduction in Region VII <ul style="list-style-type: none"> DepEd Region VII's and SEEDS Asia's partnership throughout the years – video presentation Impacts and key activities of JICA funded projects "Project for Capacity Building on Disaster Risk Reduction Education through Cooperation with Local Community in Cebu Province" and "Support Project on Promotion of School Disaster Risk Reduction and Management in Cebu Province" 	DR. EMILIANO B. ELNAR, JR CLMD Chief DepEd – Region VII MAURITA F. PONCE Manager – LRMDs Curriculum and Learning Management Division DepEd – Region VII MA. ELENA D. BERAME Project Development Officer II Division DRRM Coordinator DepEd Division of Lapu-lapu City SAKI ARIMA Chief Operating Officer SEEDS Asia
11:40 am – 12:40 nn (1 hour)	L U N C H B R E A K	
12:40 – 1:00 pm (20 mins)	Recap of JICA-funded Project "Strengthening and Promoting School-based Disaster Risk Reduction in Central Visayas"	ANNA LIZA E. SARDOVIA Project Development Officer II Division DRRM Coordinator DepEd Division of Toledo City SAKI ARIMA Chief Operating Officer SEEDS Asia
1:00 – 1:20 pm (20 mins)	Certification Ceremony of the Eight School Disaster Risk Reduction Trainers	RANILO L. EDAR Project Development Officer II Regional DRRM Coordinator DepEd - Region VII EDWIN F. MARQUEZ Project Coordinator SEEDS Asia
1:20 – 2:00 pm (40 mins)	Project Impact in Project Model School <ul style="list-style-type: none"> Introduction of Inabanga North Central Integrated School 	Inabanga North Central Integrated School

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	<ul style="list-style-type: none"> ○ Changes in the Model School ○ Lessons learned from cross learning activities 	
2:00 – 2:10 pm (10 mins)	H E A L T H B R E A K	
2:10 – 2:40 pm (30 mins)	Launching of Comprehensive School Safety Assessment Tool (CSSAT) <ul style="list-style-type: none"> ○ Introduction of the tool <ul style="list-style-type: none"> a) Rationale b) Objective c) Importance ○ Salient points: context and conditions ○ Question and answer 	RAPHAEL FRANCE D. EMPERIO Assistant Project Manager SEEDS Asia
2:40 – 3:20 pm (40 mins)	MOA Signing: School-based DRR Roll-out Plan <ul style="list-style-type: none"> - Introduction of the roll-out plan <ul style="list-style-type: none"> a) Rationale b) Objective c) Importance - Salient points of roll-out plan - MOA signing of the SDRR roll-out plan 	Signatories: DR. SALUSTIANO T. JIMENEZ, Ed.D, JD, CESO III Regional Director DepED – Region VII DR. RAMIR B. UYTICO, CESO III Regional Director DepED – NIR SAKI ARIMA Chief Operating Officer SEEDS Asia Witnesses: SDRR Task force members & Hyogo Prefectural Board of Education personnel
3:20 – 4:20 pm (1 hour)	Open Forum <ul style="list-style-type: none"> ○ Grassroots sustainability ○ Perceived challenges ○ Sharing of best practices 	RAPHAEL FRANCE D. EMPERIO Assistant Project Manager SEEDS Asia
4:20 – 4:50 pm (30 mins)	Closing Remarks <ol style="list-style-type: none"> 1. DRRMS DepEd – Central Office 2. DepEd - Region VII 3. Hyogo Prefectural Board of Education 4. SEEDS Asia 	FELINO O. CASTRO V Director of DRRMS DepEd – Central Office DR. TOMAS T. PASTOR Division Chief – ESSD DepEd - Region VII RANILO L. EDAR Regional DRRM Coordinator DepEd - Region VII TAKESHI HATANAKA

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		Education Supervisor Hyogo Prefectural Board of Education SAKI ARIMA Chief Operating Officer SEEDS Asia
4:50 – 5:00 pm (10 mins)	Ways forward	JOSE ANTONIO S. FERNANDEZ Project Assistant SEEDS Asia
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We're excited to share that as part of the culminating activities for our final conference, **SEEDS Asia warmly invites you all to join a special Model School Tour at Inabanga North Central Integrated School on August 28, 2025.** This is a wonderful opportunity to witness firsthand the inspiring efforts of a model school in promoting school-based DRR at the grassroots level. To help you prepare and make your participation as smooth as possible, please take note of the following **logistical reminders** regarding transportation, accommodation, and travel reimbursements.

LOGISTICAL REMINDER FOR MODEL SCHOOL VISIT PARTICIPANTS

TRANSPORTATION

- Participants who will be using public transportation are kindly requested to attach all travel receipts to the **Travel Reimbursement Form** to ensure proper processing. This form will be provided by **Mr. Edwin Marquez**, Project Coordinator of SEEDS Asia. For any concerns, you may contact him at **+63-945-186-2384**. We highly encourage everyone to **complete and submit the Travel Reimbursement Form** to Mr. Edwin by **12:00 noon on Day 3 (August 28, 2025)**.
- The transportation and hotel accommodation expenses eligible for reimbursement by SEEDS Asia are as follows:
 - Ferry fares from **Cebu Pier 3 to Tubigon, Bohol and vice versa**.
 - Hotel accommodation budget ceiling of **Php 2,000.00 only**.

HOTEL ROOM ASSIGNMENTS

- On **August 26 and 27**, participants who express interest in joining the Model School Tour (scheduled on **August 28**) will be accommodated provided prior coordination has been made regarding your participation.
- Upon arrival in **Tubigon, Bohol on August 27**, participants must book their accommodation and present official receipts to SEEDS Asia for reimbursement. The reimbursement covers the stay from **August 27-28 only**.

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DAY 3: AUGUST 28, 2025

Time	Specific Activity(ies)	Resource Speaker/Remarks
9:30 – 10:00 am (30 mins)	Preliminaries <ul style="list-style-type: none"> ○ Prayer ○ Nationalistic song ○ DepEd Regional & Division hymns ○ Acknowledgement of guests ○ Intermission number (Folk dance) 	INCIS – School personnel
10:00 – 10:30 am (30 mins)	Welcome remarks <ul style="list-style-type: none"> ○ INCIS ○ DepEd - Region VII 	NATHANIEL TORADIO School Head INCIS Elementary FRANCISCO DIVINAGRACIA School Head INCIS Secondary DR. SALUSTIANO T. JIMENEZ, Ed.D, JD, CESO III Regional Director DepEd – Region VII
10:30-12:00 nn (1 hr & 30 mins)	School tour – Showcasing the changes in the Model School <ul style="list-style-type: none"> ○ Greening project “Gulayan sa Paaralan” ○ Automatic weather station ○ Flood marking per classroom ○ Poster making outputs during the Commemoration Activity 	INCIS School Heads
12:00 – 1:00 nn (1 hour)	L U N C H B R E A K	
1:00 – 2:00 pm (1 hour)	Class simulation – DRRE integration <ul style="list-style-type: none"> ○ Notable DRRE integration 	INCIS – Classes of Elementary and Secondary <i>*Based on the number of visitors, conduct a drawing of lots to divide them into two groups: one group will participate in both the elementary and secondary class simulations, with one representative selected for each simulation.</i>

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2:00 – 2:30 pm (30 mins)	Changes in the Model School <ul style="list-style-type: none">○ Notable works of DRRE integration, resource mobilization, and others○ Weather observation○ Commemoration Activity highlights○ Question and answer	INCIS – School personnel
2:30 - 3:00 pm (30 mins)	Closing remarks <ul style="list-style-type: none">○ EARTH teacher○ Hyogo Prefectural Board of Education○ JICA Philippines○ SEEDS Asia	AYA YOSHIDA Teacher Asago Municipal Yanase Elementary School EARTH Member TAKESHI HATANAKA Education Supervisor Hyogo Prefectural Board of Education TAKASHI BABA Chief Representative JICA Philippines Office MITSUKO OTSUYAMA Executive Director SEEDS Asia
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