




Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of Bohol

Office of the Schools Division Superintendent

DIVISION MEMORANDUM
MLC-2025- 25

TO: **MR. FRANCISCO DIVINAGRACIA**
School Head
Inabanga North Central Integrated School (INCIS)
Inabanga North District

FROM:  **FAY C. LUAREZ EdD, PhD, CESO VI**
OIC- Schools Division Superintendent

Subject: **Request to Conduct School Visit at Inabanga North Central Integrated School by SEEDS Asia**

Date: February 20, 2025

1. Relative to the communication received by this Office from Ms. Nana Sugaya, Philippine Country Representative of SEEDS Asia dated February 19, 2025, you are hereby informed of their intent to visit your school on February 24-25, 2025.
2. For thorough details of their 2-day visit, kindly refer to the attached communication.
3. Please be guided accordingly.



February 19, 2025

FAY C. LUAREZ, EdD, TM, CESO VI
 Schools Division Superintendent
 DepEd Division of Bohol

SUBJECT: REQUEST TO CONDUCT SCHOOL VISIT AT INABANGA NORTH CENTRAL INTEGRATED SCHOOL

Dear Dr. Luarez,

Warm greetings from SEEDS Asia!

We extend our heartfelt appreciation for your unwavering support and commitment to the "Project for Strengthening and Promoting School-based Disaster Risk Reduction (DRR) in Central Visayas" (2022-2025).

In connection with our recent visit to Inabanga North Central Integrated School for the finalization of their Workplace Application Plan (WAP) as part of the commitment of the "model school" after the pilot testing of the School-based Disaster Risk Reduction Training Program, we also need to conduct another round of pilot testing for the end-of-project assessment tool (SDRR Chart). We need more suggestions and feedback from the "model school."

As agreed upon by the selected members of the identified Technical Working Group (TWG) of INCIS, we will continue the pilot testing (verification and discussion) of the SDRR Chart since we only covered Pillar 1 of the assessment tool during the last visit. In this regard, we respectfully **request your approval and issuance of Division Memorandum Limited Circulation (DMLC) to conduct a school visit to Inabanga North Central Integrated School by SEEDS Asia on February 24 and 25, 2025.** The two-day arrangements will involve consultative meetings. The first meeting will be held in the morning of February 24, 2025, with the PDO II, Division DRRM Coordinator, and EPS-SocMob in the DepEd Division Office of Bohol. In the afternoon, the meeting will be with the PSDS of Inabanga North District. On the following day, Tuesday the 25th, we are requesting a continuation of the consultative meeting regarding the SDRR Chart, which would require pulling out of teachers from their classes who are also members of the Technical Working Group. Their inputs in the meeting are vital in providing the school with a comprehensive analysis. Therefore, we would like to request the presence of the School Heads and selected members of the TWG from both INCIS Elementary and Secondary schools on the said date.

Please refer to the table below for the activities planned during the two-day visit:

February 24, 2025 – Consultation Meeting		
Time	Session title / Objectives / Detailed flow	Facilitator & Resources
2:00-3:00 pm	Consultation Meeting with PSDS Felipeneri E. Calape	SEEDS Asia & Division DRRM Coordinator
February 24, 2025 – WAP Documents		
Time	Session title / Objectives / Detailed flow	Facilitator & Resources
3:00-5:00 pm	Follow through WAP Documents	SEEDS Asia
February 25, 2025 – 1 day Verification process		
Time	Session title / Objectives / Detailed flow	Facilitator & Resources
8:30-9:00 am	Registration and Preliminaries	SEEDS Asia & Division DRRM Coordinator
9:00-10:00 am	PILLAR 1: Verification and Discussion	
10:00-11:00 am	PILLAR 2: Verification and Discussion	

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 Contact No.: +63-995-873-5257
 Email: nana.sugaya@seedsasia.org

SEEDS Asia



11:00-12:00 nm	PILLAR 3: Verification and Discussion	
L U N C H T I M E		
1:00-2:00 pm	PILLAR 1X2: Verification and Discussion	SEEDS Asia & Division DRRM Coordinator
2:00-3:00 pm	PILLAR 2X3: Verification and Discussion	
3:00-4:00 pm	PILLAR 1X3: Verification and Discussion	
4:00-5:00 pm	WAYS FORWARD	

Should you have any questions or require further details, please do not hesitate to reach out to our Project Coordinator, Mr. Edwin F. Marquez, via email at edwinmarquez.seedsasia@gmail.com or by phone at 0945-186-2384. Together, we can make a lasting impact on the safety and resilience of our schools and communities. Thank you for your continued partnership!

Thank you very much!

Respectfully,

菅谷 奈々

NANA SUGAYA

Philippine Country Representative
SEEDS Asia

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