



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- 044

TO : Evelyn C. Marapao - SEPS SocMob
Phillip Marcelo R. Vigonte - Division DRRMC
Felipineri Calape - PSDS
Nathaniel Toradio - School Head (INCIS-Elementary)
Francisco Divinagracia - School Head (INCIS-Secondary)
Ailen Pinote - Teacher (INCIS-Secondary)
Niño Rey Cupta - Teacher (INCIS-Secondary)

FROM : **FAY C. LUAREZ PhDTM, CESO V**
ASDS, OIC-Schools Division Superintendent

SUBJECT : **Request to Conduct Level IV Assessment and SDRR Chart at Model School (Inabanga North Central Integrated School)**

DATE : **April 3, 2025**

1. Relative to the communication received by this Office from Ms. Nana Sugaya, Philippine Country Representative of SEEDS Asia dated March 27, 2025, you are hereby informed of their intent to visit Inabanga North Central Integrated School on April 10-11, 2025.
2. For thorough details of their 2-day visit, kindly refer to the attached communication
3. Meals, snacks, travelling and incidental expenses of participants are chargeable to DPRP/Division/School MOOE/local funds subject to usual accounting and auditing rules and regulations.
4. This Memorandum will serve as **Travel Order**.
5. Please be guided accordingly.

SGOD/SOCMOB/DRRM



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March 27, 2025

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

SUBJECT: REQUEST TO CONDUCT LEVEL IV ASSESSMENT AND SDRR CHART AT MODEL SCHOOL (INABANGA NORTH CENTRAL INTEGRATED SCHOOL)

Dear Dr. Luarez,

Warm greetings from SEEDS Asia!

We would like to express our sincerest gratitude for your continued support of our "**Project for Strengthening and Promoting School-based Disaster Risk Reduction (DRR) in Central Visayas**" (2022–2025). We are currently in the stage of assessing the "model school," Inabanga North Central Integrated School, in relation to its disaster risk reduction and management initiatives. This assessment will utilize the SDRR tool developed by SEEDS Asia and the SDRR Task Force.

In connection with this activity, the SEEDS Asia project team, together with selected members of the School Disaster Risk Reduction Task Force (SDRR-TF), will conduct the Level IV assessment and utilize the school-based DRR assessment tool (SDRR Chart) with the following objectives:

1. Level IV Assessment Objective:

To evaluate the impact of the school-based DRR training program gained by teachers, established within the school and extended to their families and the broader community.

2. SDRR Chart Assessment Objectives:

To comprehensively evaluate, monitor, and advocate for the enhanced implementation of School-based Disaster Risk Reduction (DRR) such as activities, projects, and programs as mandated by the Department and its partners, at the model school, Inabanga North Central Integrated School, by utilizing the SDRR Chart.

We respectfully request your approval and issuance of Division **Memorandum with Limited Circulation** to **conduct a school visit to Inabanga North Central Integrated School on April 10–11, 2025**, for the **Level IV assessment and SDRR Chart**. The two-day arrangements will include interviews with GPTA members, selected learners and teachers, the school head, and representatives from Barangay Lapacan Norte.

Furthermore, we would also like to request the presence of **Engr. Philippe Marcelo Bigonte**, Project Development Officer II, **Ms. Evelyn Marapao**, SocMob-EPS and **Mr. Felipenire Calape**, PSDS, Inabanga North District on **April 11, 2025**. Their invaluable expertise and insights will be crucial in ensuring the successful achievement of the school visit's objectives.

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!

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Respectfully,

菅谷 奈々

NANA SUGAYA

Philippine Country Representative

SEEDS Asia

HEAD OFFICE:

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The following objectives guide the assessment process, with the first being related to the Level IV assessment and the second focused on the SDRR Chart assessment.

1. Level IV Assessment Objective:

- To evaluate the impact of the School-based DRR training program gained by teachers, established within the school and extended to their families and the broader community.

1. SDRR Chart Assessment Objectives:

- To comprehensively evaluate, monitor, and advocate for the enhanced implementation of School-based Disaster Risk Reduction (DRR) such as activities, projects, and programs as mandated by the Department and its partners, at the model school, Inabanga North Central Integrated School, by utilizing the SDRR Chart.

DAY 1 April 10, 2025 (Thursday)		
Time	Activity	Remarks
6:00 – 8:00 am	Breakfast @ the Hotel	
8:00 – 9:00 am	Travel to INCIS	
9:00 – 10:30 am	Level IV Assessment - INCIS Elementary representatives (Pupils and Teachers will be filling up the Google forms) - General PTA – Elementary Level IV Assessment - Interview with INCIS Secondary representatives (Students and Teachers) - General PTA – Secondary	Spearheaded by SEEDS Asia <i>Note: The Level IV Assessment between INCIS Elementary and Secondary shall be conducted simultaneously. This is in consideration of the 2 different methodologies of the assessment. Distribution of Consent forms shall also be observed.</i>
10:30 – 12:00 nn	Level IV Assessment - Interview with Community members BLGU – Lapacan Norte	Spearheaded by SEEDS Asia <i>Note: Distribution of Consent forms shall also be observed.</i>
11:30 – 12:00 nn	Ways forward -A brief discussion on how their responses and participation will contribute to the project's success.	Spearheaded by SEEDS Asia
1:00 – 3:30 pm	Level IV Assessment -Distribution of Consent forms - Interview with Community members - Bureau of Fire Protection- Municipal Local Government Unit	Spearheaded by SEEDS Asia
3:30 – 4:00 pm	Ways forward -A brief discussion on how their responses and participation will contribute to the project's success.	Spearheaded by SEEDS Asia
DAY 3 April 11, 2025 (Friday)		
Date	Date	Date
6:00 – 8:00 am	Breakfast @ the Hotel	
8:00 – 9:00 am	Travel to INCIS	
9:00 – 10:00 am	Catch-up meeting with model school INCIS - Share updates, address challenges, collaborate on solutions, and discuss project sustainability.	Spearheaded by SEEDS Asia with the support of SDRR – Task force members w/ Regional DRRM Coordinator



10:00 – 11:30 am	Model school INCIS: School tour - Visit the Automatic Weather Station - Observation of IEC Materials on DRR - Class simulation (DRR class integration, Weather class)	Spearheaded by INCIS
11:30 – 12:00 nn	Ways forward - Discuss organization's future activities and plans.	
1:00 – 1:30 pm	Introduction of the new and improved SDRR Chart - Phases of SDRR Chart - Initial findings - Guidelines	Spearheaded by SEEDS Asia with the support of SDRR – Task force members w/ Regional DRRM Coordinator
1:30 – 4:30 pm	Conduct of Assessment - Evaluation of Project's effectiveness - School DRRM team's justification in remarks column, MoVs	Spearheaded by SEEDS Asia with the support of SDRR – Task force members w/ Regional DRRM Coordinator
4:30 – 5:00 pm	Unpacking and Ways Forward - Unpacking session - Feedbacking: Identify strengths & weaknesses and actionable lessons. - Celebrate successes	Spearheaded by SEEDS Asia with the support of SDRR – Task force members w/ Regional DRRM Coordinator
5:00 – 6:00 pm	Travel to Tubigon port	
6:00 – 7:00 pm	Dinner	
7:00 – 9:00 pm	Tubigon port to Cebu Pier 3	
BACK TO BASE		

Based on the details provided, we kindly request that the following school personnel of Inabanga North Central Integrated School be temporarily excused from their classes or duties to serve as participants for the upcoming three-day activity:

List of participants (INCIS)		
#	Name	Position
1.	Nathaniel Toradio	School head (INCIS-Elem)
2.	Francisco Divinagracia	School head (INCIS-Sec)
3.	Ailen Pinote	Teacher (INCIS-Sec)
4.	Nino Rey Cupta	Teacher (INCIS-Sec)

Note: Given the varying priorities outlined by the Department and directed by the Division office, the individuals listed in this request letter may request a substitute participant. The substitute should be actively involved in the relevant activities and possess sufficient knowledge and expertise to contribute effectively to the discussions and objectives of the activity.