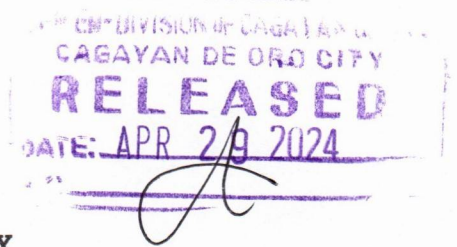




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

29 APRIL 2024

DIVISION MEMORANDUM
No. 322 s. 2024

PARTICIPATION TO THE REGIONAL ROLL OUT ON THE UPC MANAGERS AND
SUPERVISORS COURSE 5: SCHOOL-BASED PREVENTION INTERVENTIONS FOR
THE DEPARTMENT OF EDUCATION (MINDANAO)

TO: YVONNE KARLA B. MABAO – Nurse II
This Division

1. As regards the information note from Ms. Kimberly Kaye Mata, Project Officer, Colombo Plan – DAP, there will be a Regional Roll Out on the UPC Managers and Supervisors Course 5: School-Based Prevention Interventions for the Department of Education by the Colombo Plan – DAP on May 13-17, 2024 in Davao City.
2. You are hereby directed to attend the said activity.
3. Travel expenses shall be charged to Colombo Plan – DAP / U.S. Department of State's Bureau of International Narcotics and Law Enforcement Affairs (INL), DAP.
4. This activity is in line with the National Drug Education Program (NDEP) that aims to train the NDEP Coordinators on UPC to update their knowledge on the current developments in substance use prevention.
3. Attached is the communications for reference.
4. For compliance.

ROY ANGELO E. GAZO
Schools Division Superintendent

Encl: As stated
Ref: As stated
To be indicated in the Perpetual Index
under the following Subjects:

TRAINING

YKBM/DM-regional roll out on the upc managers and supervisors course 5: school-based prevention interventions for the department of education (mindanao)
April 29, 2024



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Mobile No: +63 975 6403 226 (Globe) | +63 951 1710 902 (Smart)
Email Address: cagayandeoro.city@deped.gov.ph

**Regional Roll Out on the UPC Managers and Supervisors Course 5:
School-based Prevention Interventions for the Department of Education
(Mindanao)**

13 – 17 MAY 2024
SEDA ABREEZA
Davao City
Philippines

INFORMATION NOTE

1. DURATION

Five days of training (9AM to 5PM)

NOTE: All participants are required to attend ALL training days and sessions to complete the program

2. VENUE

Seda Abreeza

J.P. Laurel Avenue, Bajada, Davao City 8000, Philippines

3. ACCOMMODATION

Accommodation is provided on a **twin-sharing** basis inclusive of breakfast during the training. The standard check-in time is 14:00 hrs (May 12, 2024) and standard check-out time is 12:00 hrs local time (May 18, 2024).

Room assignments are available upon check in at the hotel. Be ready to present your passport or any valid government I.D.

All personal expenses incurred such as phone calls, food from the Mini-bar, laundry, room services, etc. will be the responsibility of each guest. Room charges will not be available.

Important note: Participants may opt to add travel days during a sponsored initiative provided that prior written approval has been obtained from Colombo Plan DAP programme officer. Costs relating to additional airfare, transportation, lodging, meals and amenities for travel companion/s should be arranged and paid for by the participants.

4. TRANSPORTATION

Participants are required to arrange their airport transfers (if applicable) to and from the venue. Travel time is estimated at 20 minutes from Davao International Airport (Francisco Bangoy International Airport), Buhangin, Davao City.

5. VISA

Not applicable.

6. ATTIRE

Participants are expected to be in **smart casual** during the training. **No round neck shirts, shorts and slippers.**

7. TRAINING VENUE AND SCHEDULE

Training will be conducted at Seda Abreeza.



8. MEALS

Participants will be provided with meals during the training days. Breakfast, lunch and two snacks will be served at the hotel. Meal allowances for dinner, arrival and departure days will be included in cash disbursement of per diem during the training for those residing outside the city.

9. PER DIEM & REIMBURSEMENTS

Per Diem allowance is provided to Participants to cover for meals and incidental expenses (M&IE). For initiatives funded by the U.S. Department of State's Bureau of International Narcotics and Law Enforcement Affairs (INL), DAP adheres to the per diem rates provided at <https://aoprals.state.gov/web920/perdiem.asp>.

Participants will be provided with return airfare in economy class (if applicable). **You are required to provide the original receipts from the travel agent, boarding passes, and a copy of the e-tickets/boarding pass to the DAP officer for reimbursement purposes. For land / sea travel, please provide the original receipts for reimbursement purposes.** There is no need to provide meal receipts.

The following provisions and entitlements are provided for Participants based on the approved training duration using the following guidelines:

- Participants will be provided with 75 percent of the per diem's M&IE component upon their arrival and departure from the training venue.
- Participants will receive the per diem's allocation for dinner and incidental expenses on training days (and "non- training" days, if applicable).

Participants are responsible for retaining originals of all receipts/invoices and documentation for DAP-sponsored travel. These may include, but is not limited to, the following:

- a) Filled-up DAP Claim Form
- b) Copy of air ticket
- c) Receipt/ invoice for purchased air tickets
- d) Boarding passes
- e) Receipt/ invoice for visa application fees

DAP reserves the right to validate submitted claims and documents.

As a general rule, the submitted original receipts/ invoices should indicate the following details at a minimum:

- a) Name and address of the organization or individual who provided the goods or services (e.g. airlines, travel agency, hotel).
- b) Name of the individual who purchased the goods or service
- c) Details of goods or services purchased and fees charged (e.g. routes of travel, airfare class, room rate per type, applicable taxes)
- d) Transaction date depending on the nature of the transaction the original invoice/receipt may include the dates of service or delivery. For example invoices/receipts for airfare indicate the travel dates. Similarly, invoice/receipts for accommodation indicate the charges for each day.
- e) Method of payment for receipts issued (e.g. debit or credit card, cash, or cheque)

DAP will process reimbursement claims within 10 working days after the participant's submission of a legible and signed claim form with accurate bank account information and complete attachments as listed above.

Participants are responsible to ensure that their reimbursement claims are accurate, complete and submitted within the required timeframes. The relevant DAP programme officer or finance staff may seek additional supporting documents, clarify banking information, or signatures which will add to the time taken to complete processing the claim. It has to be noted that there

may be delays in receiving funds in the participant's nominated account due to delays in the international banking network.

10. MISCELLANEOUS

No other costs other than those specifically mentioned above will be borne by the Colombo Plan. In particular, the Colombo Plan will not assume responsibility for the following expenditures:

- Cost of travel insurance, accident insurance, medical bills, or hospitalization fees incurred during the training workshop;
- Compensation in case of death or disability of participants;
- Loss of or damage to the personal property about participation in the training

OTHER HELPFUL INFORMATION

Nearest mall / establishments

- Ayala Malls Abreeza
Pharmacies, restaurants, and shops are within the mall and around the vicinity.

COVID-19 Health Requirements and Guidelines

- **Please make sure to bring your vaccination card.** You may be asked to present this at the airport, hotel and other establishments.
- You are encouraged to keep your masks on during close interactions and when you are experiencing any symptoms of COVID-19.
- Protect yourself and others. Let's keep each other safe in this event.
- Always sanitize, wash hands, and practice good hygiene.
- If you are feeling unwell, observe your symptoms and send a message to the Colombo Plan team to advise.

For any further clarification, please contact:

- Therese Castillo: therese.castillo@colombo-plan.org
- Kimberly Kaye Mata: KimberlyKaye.Mata@colombo-plan.org

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