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Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

OUA MEMO 00-0521-0197
MEMORANDUM
27 May 2021

For: **Regional Directors and School Division Superintendents
CLMD and CID Chiefs
ESSD and SGOD Chiefs
Regional and Division DRRM Coordinators
All Other Concerned**

Subject: **GUIDELINES ON THE RELEASE, UTILIZATION,
MONITORING AND REPORTING OF FUNDS FOR CY2021
REGIONAL CLIMATE CHANGE CARAVAN**

The Disaster Risk Reduction and Management Service (DRRMS) of the Department of Education hereby downloads funds to regions for the conduct of the **Regional Climate Change Caravan (RCCC)** to run simultaneously from **25 October to 17 November 2021** as a run-up and celebration of the 14th Global Warming and Climate Change Consciousness Week on 18-25 November 2021, declared in Proclamation No. 1667, s. 2008.

The RCCC aims to increase awareness on the importance of Climate Change Adaptation and Mitigation (CCAM) to the different education stakeholders, showcase CCAM good practices in the basic education sector, and provide a platform for learners to encourage climate action.

The regional offices shall observe proper documentation and utilization of the downloaded funds in the amount of One Hundred and Ninety Thousand Pesos (Php 190,000.00) per region (**See Annex A**) according to the approved program of activities and subject to existing budgeting, accounting, and auditing rules and regulations as well as procurements guidelines. The reports shall be submitted to drmo+ccam@deped.gov.ph on or before 20 December 2021.

All activities under the RCCC shall be led by the Regional and Division DRRM Coordinators and supported by the concerned regional and division personnel.

All Regional and Division DRRM Coordinators shall attend the Online Orientation on the Conduct of Activities on 7 June 2021, Monday, 10:00 a.m. to 12:00 p.m. They may register at <https://forms.gle/CiuFuva4hcETNnez9>. The



Office of the Undersecretary for Administration (OUA)

[Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (DRRMS), Bureau of Learner Support Services (BLSS), Baguio Teachers' Camp (BTC), Central Security & Safety Office (CSSO)]

Department of Education, Central Office, Meralco Avenue, Pasig City
Rm 519, Mabini Bldg; Mobile: +639260320762; Tel: +63286337203, +63286376207
Email: usec.admin@deped.gov.ph; Facebook/Twitter @depedtayo



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platform and meeting link will be sent at 6:00 a.m. on the same day. Likewise, a regional meeting to plan for the Regional Climate Change Caravan will be held on 8 June 2021, 1:30 p.m. to 5:00 p.m.

Should you have any questions, you may contact Ms. Lara Jean L. Salaysay of DRRMS at drmo+ccam.salaysay@deped.gov.ph (e-mail) or +632-635-3764 (landline).

For immediate and appropriate action.



ALAIN DEL B. PASCUA
Undersecretary



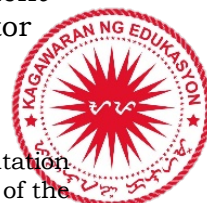
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ANNEX A. Guidelines on the Release, Utilization, Monitoring and Reporting of Funds for CY2021 Regional Climate Change Caravan

Funding Source and Use of Funds

1. The Department of Education Central Office - Budget Division, shall release fund allocation to all regional offices through a Sub-Allotment Release Order (Sub-ARO) amounting to **One Hundred Ninety Thousand Pesos (Php 190,000.00)** from the DPRP 2021 Current Funds. The fund may be used for the following components:
 - a. For Online Activities
 - i. Meals of the secretariat
 - ii. Communication expenses for the secretariat and attendees¹
 - iii. Travel expenses of the secretariat
 - iv. Materials, supplies, and labor for installation of the set
 - v. Procurement, reproduction, and dissemination of IEC materials
 - vi. Honorarium for resource persons
 - vii. Production cost
 - b. For In-Person Activities (following the required local health standards and protocols including but not limited to wearing of PPEs and physical distancing)
 - i. Venue of the event
 - ii. Meals for the event, mainly for
 1. School Heads,
 2. School Administrators,
 3. School Teaching or Non-Teaching Personnel,
 4. Parents and Community Stakeholders,
 5. Learners,
 6. School Division Office Personnel,
 7. Regional Office Personnel, and
 8. Resource Speakers and Invited Guests
 - iii. Honorarium for resource persons
 - iv. Travel expenses (secretariat, participants, and resource speakers)
 - v. Communication expenses¹ for attendees specially DepEd teaching or non-teaching personnel and learners
 - vi. Procurement, reproduction, and dissemination of CCAM IEC materials and kits
 - vii. Materials, supplies, and labor for installation of a CCAM corner or booth
 - viii. Materials, supplies, and labor for theater production and community-based CCAM projects
 - ix. Materials, supplies, and labor for maintenance and improvement of ecosystems within or near the school/office vicinity (e.g. gulayan sa paaralan, mangrove area, and protected areas)
 - c. All of the eligible expenditures should be categorized under MOOE category.
2. Regions and divisions are encouraged to create projects that are within the budget of Php 190,000.00. Should augmentation be needed, they may seek for regional/division-level fund and/or partnership within the Local Government Units (LGUs), Non-Government Organizations (NGOs), and/or private sector

¹ Allowed communication expense should follow DepEd orders such as D.O. 40, s. 2020 Implementation of Learning and Development for Non-Teaching Personnel in the Department of Education in View of the COVID-19 Pandemic among others.



provided that identified partners do not have any conflicting projects with climate change adaptation and mitigation.

3. Regional DRRM Coordinators shall be accountable for the disbursement and liquidation of funds downloaded to their respective offices. Should they wish to sub-allot the fund, they may do so provided that the division agrees to the arrangement. Nonetheless, a statement of expenditures following required accounting and auditing procedures shall be submitted to the Chief of the Accounting Division, DepEd Central Office, copy furnished the Disaster Risk Reduction and Management Service (DRRMS), on or before 20 December 2021.
4. All Regional and Division DRRM Coordinators concerned shall observe judicious use of funds.
5. The use of funds shall be subject to existing budgeting, accounting, and auditing rules and regulations as well as procurements guidelines.

Program and Activities

6. The Regional Climate Change Caravan shall have three phases. It is as follows:

Phase	Month Covered
Stocktaking of division and regional climate change adaptation and mitigation initiatives	June to July 2021
Regional Climate Change Caravan	October 25 to November 17, 2021

7. All activities under the **Regional Climate Change Caravan** shall be led by the **Regional and Division DRRM Coordinators** and supported by the concerned regional and division personnel.
8. All Regional and Division DRRM Coordinators shall attend the **Online Orientation on the Conduct of Activities** on **7 June 2021, Monday, 10:00 a.m. to 12:00 p.m.** They may register at <https://forms.gle/CiuFuva4hcETNnez9>. The platform and meeting link will be sent at 6:00 a.m. on 8 June 2021.
9. The Region and Division may also meet on **7 June 2021, 1:30 to 5:00 p.m. to discuss their plans for the Regional Climate Change Caravan.** Should the region and division opt to meet on a separate date, the region shall issue a separate meeting for the coordination meeting.

PHASE 1: Stocktaking of division and regional climate change adaptation and mitigation initiatives

10. The stocktaking of division and regional climate change adaptation and mitigation initiatives shall serve as the **basis for the proposed activities** by highlighting good practices of the region or augmenting gaps in the implementation.
11. The stocktaking shall involve **region/division initiatives** on the following within the past **six years**:
 - a. Development of learning materials with CCAM Integration
 - b. Conduct of curricular activities with CCAM Integration
 - c. Conduct of co-curricular activities focused on CCAM



- d. Conduct of advocacy activities focused on CCAM
- e. Conduct of training for teachers focused on CCAM
- f. Development and distribution of IECs on CCAM
- g. Implementation of policy on CCAM
- h. Conduct of research on CCAM

12. School-level initiatives should not be included unless the school demonstrated excellent implementation of CCAM initiatives based on its uniqueness, recognition by other institutions/award-giving bodies, and consistent reference of division/region as benchmark in the locality. **Data captured by EBEIS should no longer be included.**

13. The **scope of initiatives** is anchored on the **Priority Areas listed in the National Climate Change Adaptation Plan 2011-2028**. The topics relevant to the education sector are as follow:

- a. Food Security (FS)
 - i. Partnerships with Farmer/Fisherfolk (Agri Schools)
 - ii. Implementation of Gulayan sa Paaralan (GPP)
- b. Water Sufficiency (WS)
 - i. Rainwater harvesting
 - ii. Water conservation
 - iii. Drought
- c. Ecological and Environmental Stability (EES)
 - i. Adopting a specific ecosystem (natural or human-made)
 - ii. Outdoor education for students
 - iii. Schools near protected areas
 - iv. Implementation of Schools in a Garden (SIGA)
 - v. Partnerships with Indigenous communities
- d. Human Security (HS)
 - i. Early Warning Systems for climate and weather-related systems
 - ii. Sea level rise, extreme flooding, and drought
- e. Climate-friendly Industries and Services (CIS)
 - i. Sustainable lifestyles (e.g. plant-based diet, transport, composting, waste reduction and management, etc.)
 - ii. Green jobs
 - iii. Green procurement
 - iv. Green tourism
- f. Sustainable Energy (SE)
 - i. Efficient use of energy
 - ii. Shift to renewable energy
- g. Knowledge and Capacity Development (KCD)
 - i. Curriculum integration through
 - 1. Development of learning materials
 - 2. Project-Based Learning
 - ii. Community/MKOs Exchanges
 - iii. Co-curricular integration
 - iv. Training of personnel

14. The template for stocktaking can be found from Annex B-

- a. Annex B – Regional Summary of Initiatives
- b. Annex C – Division Summary of Initiatives
- c. Annex D – Research Summary

15. All attachments should have the final name: Region_Division_Type of Initiative_NCCAP Priority Area_Project Title (e.g. RIVA_Cavite City_Policy_CIS_Zero Waste Division)



16. Compilations of attachments should be in .zip file.
17. All **Division DRRM Coordinators** shall submit the **summary of their initiatives** to the **Regional DRRM Coordinator on or before the third week of July**.
18. The **Regional DRRM Coordinators** will **consolidate the submissions from the region including region-wide initiatives**. It shall be **submitted to DRRMS through <http://bit.ly/DepEdCCAMInitiatives> on or before the third week of August**.

PHASE 2: Regional Climate Change Caravan

19. The **Regional Climate Change Caravan** will be held from 25 October to 17 November 2021. One region will be hosting the activity per day. The schedule of each region is as follows:
- a. 25 October – NCR
 - b. 26 October – Region I
 - c. 27 October – Region II
 - d. 28 October – Region III
 - e. 29 October – Region IV-A
 - f. 3 November – Region IV-B
 - g. 4 November – Region V
 - h. 5 November – Region CAR
 - i. 8 November – Region VI
 - j. 9 November – Region VII
 - k. 10 November – Region VIII
 - l. 11 November – Region CARAGA and BARMM
 - m. 12 November – Region IX
 - n. 15 November – Region X
 - o. 16 November – Region XI
 - p. 17 November – Region XII
20. Should regions opt to swap their schedule, a written letter of agreement between regions should be submitted to DRRMS at least a month before the conduct of the activity.
21. **Activities prior to the scheduled Regional Climate Change Caravan are allowed.**
22. All pre-caravan activities **must be documented and shown during the schedule of the Region**. In addition, a **one-minute video** showcasing their **online pre-caravan activities to DRRMS on or before 25 October 2021**.
23. The Regional Climate Change Caravan should last from thirty minutes to two hours.
24. The coordinators are to decide on the format of the Regional Climate Change Caravan for their assigned date. Suggested activities are as follow:
- a. Panel Discussion
 - b. Quiz Show
 - c. Contest
 - d. Concert
 - e. Storytelling



- f. Arts-based activities
 - g. Nature Exposure
 - h. Workshop
25. In planning the activities, the following should be taken into consideration:
- a. Climate change vulnerability of the region,
 - b. Good practices in the region,
 - c. Filling gaps in the NCCAP Priority Areas, and
 - d. Support to DRRMS-led initiatives.
26. The Regional Coordinator shall submit the proposal for the Regional Climate Change Caravan and other pre-caravan activities on or before 24 August 2021.
27. The proposal should include the following:
- a. Title
 - b. Rationale
 - c. Objectives
 - d. Target Audience
 - e. Program Flow
 - f. Mechanics
 - g. Budget Breakdown
28. To have a balance of activities, repetition of format and focus will be discouraged.
29. All Regions should submit a 30-second clip highlighting their online culminating activity two days after their schedule.
30. All regional DRRM Coordinators are advised to promote the caravan by developing IEC materials and/or campaign. All materials should be subject to approval of DRRMS and their local learning resource office.
31. The entire DepEd community will be encouraged to participate in the Regional Climate Change Caravan through another memo that will be issued by the Central Office.

DOCUMENTATION

32. All regional DRRM Coordinators shall submit a report of the regional and division activity using Annex E on or before **20 December 2021** to drmo+ccam@deped.gov.ph with the subject [RCCC2021] Region y Report (e.g. [RCCC2021] Region I Report).

