



Republic of the Philippines
Department of Education
Region V (Bicol)
DIVISION OF CATANDUANES
Virac, Catanduanes



December 2, 2014

DIVISION MEMORANDUM

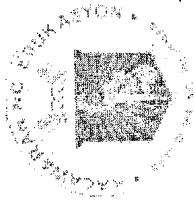
No. 131 s. 2014

**DIVISION TRAINING ON BASIC LEAVES AND GENDER-BASED VIOLENCE PREVENTION
AND RESPONSE IN HUMANITARIAN/EMERGENCY SETTING**

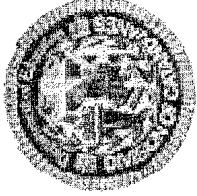
To: Education Program Supervisors/
Division Coordinators
Public Schools District Supervisors
Secondary School Heads
Division Section Chiefs & Personnel
District/School GAD Coordinators

1. Conformably with Regional Memorandum No. 69, s. 2014 re: 2014 National Disaster Consciousness Month through the Gender and Development Focal Point System and Civil Service Rules, a Three-Day Division Training on Basic Leave Laws and Gender-Based Violence Prevention will be conducted on December ~~18-20~~, 2014 at the Division Conference Hall-C.
2. The Objectives of the training are:
 - to demonstrate familiarity with the provisions of the Basic Leave Laws;
 - understand the proper implementation of the policies pertinent to the provisions on Basic Leave Laws;
 - intensify preparedness as a key strategy in reducing disaster risk;
 - highlight learner engagement, awareness on disaster risk concerns and assessment of the capacity of the schools in managing emergencies;
 - prepare action plan for the roll-out activity in respective school/district.
3. Participants to this training are:
 - Public Schools District Supervisors/Coordinating Principals
 - District GAD Coordinators
 - Secondary School Heads
 - Secondary School GAD Coordinators
 - Education Program Supervisors
 - Section Chiefs/Division Personnel
4. Public Schools District Supervisors and Secondary School Heads will only attend on the first day only.
5. A registration for Php 250.00/day (Php for 750.00 for 3 days) to cover meals (6 snacks and 3 lunch), travel and other incidental expenses shall be charged to School/Division GAD/INSET Funds subject to the usual accounting and auditing rules and regulations. Participants from elementary and nationalized high schools will just be deducted from their Local GAD funds while for Implementing Units shall register to the cashier.
6. It is expected that participants shall re-echo the training in their respective schools/districts.
7. Attached is the training matrix.
8. For information and dissemination.


JOSE L. DONCILLO, CESO VI
Schools Division Superintendent



Republic of the Philippines
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 VALLEJO, CATALAN, CATANDUANES



DIVISION TRAINING ON BASIC LEAVES AND GENDER-BASED VIOLENCE PREVENTION

TIME	DAY 1	DAY 2	DAY 3
7:00 – 7:30	Registration		
7:30 – 8:00	Opening Program	MOL	Schools Division Superintendent
8:00 – 10:00	Basic Leave Law	Guiding Principles	Hour
10:00 – 11:00	Commutation, monetization, terminal leave, maternity leave.	Multi Sectoral Response & referral	Child Protection Emergencies Action Planning
12:00	NOON BREAK		
1:00 – 2:00	Jurisprudence, opinions & rulings on leaves	Humanitarian Cluster Approach	Closure
2:00 – 3:00		Mainstreaming GBV Prevention	
3:00 – 5:00	Key Components of the GBV, Types, Contributing Factors	Evaluation Center Child /Women Friendly Space	