

**INTERFACING-DIALOGUE ON DRR AND CCA ISSUES, CONCERNS AND CONVERGENCE
BETWEEN YOUTH SECTOR (BYLC PARTICIPANTS) AND DILG**

SCHEDULE OF REQUIREMENTS

Venue situated within the Province of Sorsogon, accessible by public transportation with parking space, a concrete enclosed/soundproof hall; can accommodate:

- Regional Director, Assistant Regional Director, Provincial Director, DRR CCA RFP, DRR CCA PFP, 15 Youth Sector representatives, Cluster Head, Program Manager, 15 CMLGOOs, 6 Central Office Officials and Guests and 3 PO Staff/Secretariat

Functionality:

- Training Hall can accommodate the required number of pax for two days; no viewing obstruction between the lecturers and the participants following health protocols.
- Air-conditioned and well ventilated.

Facilities:

- Comfort Rooms with a sufficient water supply and clean basic facilities;
- Properly lit room;
- Functioning fire escapes with proper signage and escapes route map; a sufficient number of fire-fighting facilities;
- Fast internet speed and strong WIFI connection;
- Complete sound system with at least 3 wireless microphones; 2 microphones with stand; provide multimedia projector; provide extension wires/cord with 3-4 outlets;
- Stage with a podium for the program
- With available thermal scanner and alcohol/sanitizer
- Standby generator set in case of power interruption; assigned staff for technical assistance
- With space for food and beverage preparation

Catering Services:

MENU

BATCH 1

DAY 0	
Date:	September 18, 2022
DINNER (46 pax)	<ul style="list-style-type: none"> • Fried Chicken • Beef with Broccoli • Steamed Rice • Fruit Salad
DAY 1	
Date:	September 19, 2022
BREAKFAST (46 pax)	<ul style="list-style-type: none"> • Beef/Long/Spam/Cornsilog • Brewed Coffee • Fried Rice
AM Snacks (46 pax)	<ul style="list-style-type: none"> • Pancit Guisado • Ham Sandwich • Softdrinks in bottle
LUNCH (46 pax)	<ul style="list-style-type: none"> • Steamed Rice • Crab & Corn Soup • Breaded Porkchop • Chopsuey • Fruit Salad • Bottled water
PM Snacks (46 pax)	<ul style="list-style-type: none"> • Clubhouse sandwich • Pineapple Juice in can

- Manner of Serving: Buffet
- Time of Serving: Breakfast – 6:30-7:00AM; AM Snacks – 10:00AM; Lunch – 12NN, PM Snacks – 3:00PM, Dinner-6:30PM
- Free-flowing water in a dispenser & brewed coffee with creamer and sugar

Accommodation:

Batch 1

DAY	DATE	TOTAL
Day 0	September 18, 2022	46
Day 1	September 19, 2022	0

- Rooms with complete amenities:
 - With free bottled water, coffee, creamer, and sugar
 - With heater
 - With free hygiene kit
 - With fast and strong WIFI connection
 - With hot and cold shower

OTHER Requirements:

- Free tarpaulin backdrop (8 ft x 6 ft) and welcome streamer, no comfort room odor
- With spacious parking space
- Security Guard on duty for entire duration of training/conference