



Republic of the Philippines

Department of Education

Region VII, Central Visayas

**DIVISION OF CEBU PROVINCE**

Sudlon, Lahug, Cebu City



November 17, 2017

Division Memorandum:

No. 793 S. 2017

**COORDINATION MEETING AND NOMINATION OF 12 TEACHERS FOR SCHOOL DRRM TEAM**

To: Assistant Schools Division Superintendent  
Education Supervisor/Coordinators  
District Supervisors / OICs  
Elementary & Secondary School Heads  
School DRR Coordinator  
Pilot School Teachers

1. Attached is a letter from SEEDS Asia informed about the "COORDINATION MEETING AND NOMINATION OF 12 TEACHERS FOR SCHOOL DRRM TEAM" on November 23, 2017 1:30 PM at Daanbantayan Central Elementary School.
2. Immediate dissemination of this Memorandum to all concern is desired.

  
RHEA MARIA ANGTUD, Ed.D., CESO VI  
Schools Division Superintendent

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November 16, 2017

**DR. Rhea Mar A. Angtud**

Schools Division Superintendent

**Cebu Province Division**

Dear **Dr. Angtud**,

We are happy to announce that we have successfully conducted the Capacity Building for the SDRRM Instructing Team last October 16-20, 2017. Moving on to the next step of project implementation, we are going to conduct meeting with the nominated Pilot Schools to present the Project, the roles and responsibilities of the school and its teachers that will be trained and presentation of the School Disaster Resilience Assessment (SDRA) Survey results as well as the DRRM programs/projects/activities of the LGU DRRM Office and concerned barangay where the Pilot School is located. Likewise, this meeting will also include getting the confirmation of the nominated Pilot School after the presentation of the Project and the commitment needed. If and when the nominated school is unable to commit with the specified roles and responsibilities, a new school may be nominated that is willing to be piloted for the Project.

In this regard may we request the following from your good office for the **issuance of Division Memo** for:

1. Your nominated Pilot School, *Daanbantayan Central Elementary School* to submit the list of ten (12) Teachers that includes the School Head and the School DRRM Coordinator that will be trained under the Project for an effective School DRRM Team (*please refer to Attachment No. 1: List of School Head & Teachers of Pilot School Form*) to be submitted on **November 21, 2017, Wednesday to SEEDS Asia**. Each individual will need to fill-out the Individual Profile Template (*please see Attachment No. 2: Individual Profile Template Form*) to be submitted also to SEEDS Asia on the same date;
2. The nominated Pilot School together with the nominated teachers, school head and school DRRM Coordinator (total of 12) to attend the meeting on *November 23, 2017*;
3. The two (2) other schools which were surveyed for the SDRA with the school heads and school DRRM Coordinators as attendees, specifically from *Tapilon National High School and Daanbantayan National High School* to attend the same meeting on *Friday November 23, 2017 at 1:30 pm*;

Further, may we also request you or your authorized representative to **deliver the Welcome Remarks/Inspirational Message to encourage the Pilot School for an effective and functional School DRRM** during the said Meeting. Additionally, may we request from your good office to **host the said**

## SEEDS Asia



meeting that includes snacks which venue will be at Daaubantayan Central Elementary School with the expected number of participants of twenty-six(26) with the following list of attendees:

1. SDS/Division Personnel	2
2. Pilot School Head + 9 Teachers	12
3. 2 SDRA Surveyed School Heads + 2 School DRRM Coordinators	4
4. Barangay Captain Of Pilot School + 1 Extra (Barangay Secretary)	2
5. LGU DRRM Officer + 1 Extra	2
6. SEEDS Asia	4
Total Expected	26

With regards to the nomination of the Pilot School of its teachers, we have set the following minimum criteria:

1. At least Teacher II level that does not have any pending notice for transfer or not be transferred in different school within three (3) years upon the implementation of SEEDS Asia Project;
2. Will not be retiring soon;
3. Willing to be trained and is passionate of the tasks given for the successful implementation of School DRRM;
4. Has the time to attend trainings/seminars, meetings and activities as required by the Project;
5. Will actively participate and contribute significantly in the preparation of the School DRRM Manual will be drafted;
6. Has interest, existing knowledge and preferably has attended other projects or training/seminars regarding DRRM/CCA or DRR Education.
7. Fully committed to work for the Project and with SEEDS Asia.
8. Physically fit and active on extra-curricular activities in school.

As previously mentioned this meeting will also be attended by the LGU DRRM Officer & Barangay for them to present their plans, programs and projects regarding DRRM and bridge the school with the DRRM-related government authorities. Attached is the Agenda of the Meeting for your reference (*Attachment No. 3: Meeting Agenda*).

We are hoping to get full participation and cooperation of the attendees in order to achieve our overall Project goal which is to establish an organized DRRM system at the school level together with your Division's strong support. Together we can make this Project successful for a safe and resilient schools under your Division.



We shall be coordinating with your office for the follow-up confirmation of this request. For any further clarifications, please do not hesitate to contact us at [karenchiva.seedsasia@gmail.com](mailto:karenchiva.seedsasia@gmail.com) and our contact numbers at 0977-789-6001(mobile) or 263-2381 (landline).

Thank you very much for your usual support and we are looking forward to your favorable response.

Sincerely,

**KATHLEEN B. ALMONTE**

Local Project Manager,  
SEEDS Asia Cebu Project Office

Noted by:

  
**MS. YO KUNIEDA**

Country Representative  
SEEDS Asia – Philippines

**Attachments:**

1. *Attachment No. 1: List of School Head & Teachers of Pilot School Form*
2. *Attachment No. 2: Individual Profile Template Form*
3. *Attachment No. 3: Meeting Agenda*

Attachment No. 1: List of School Head and Teachers of Pilot School

NAME OF SCHOOL:

DIVISION:

<b>NAMES</b> <i>(Total of 10)</i>	<b>POSITION/ DESIGNATION</b>	<b>YEARS OF SERVICE WITH THE PILOT SCHOOL</b>
1.	School Head	
2.	School DRRM Coordinator /	
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Noted by:

\_\_\_\_\_  
Signature above printed name of School Head

Please submit via **email** to SEEDS Asia at [karenchiva.seedsasia@gmail.com](mailto:karenchiva.seedsasia@gmail.com) or via **fax** at **263-2381** on

**Nov. 15, Wednesday**

## Individual Profile Template

**I PERSONAL DATA**

Name:		
(Surname)	(First Name)	(Middle Name)
Employee Number (If Applicable):		Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female
Date of Birth:		
Home Address:		
Contact #:	e-mail address:	
Region: <b>VII</b>	Division:	District:
Office/School:	Address:	
Current Position:	Other Designations:	
Highest Educational Attainment:		

**II. WORK EXPERIENCE**

(List from most current.)

POSITION	MAIN AREA OF RESPONSIBILITY e.g. subjects taught, level supervised	LEVEL e.g. Elem/Sec/ALS school, district, division, region	INCLUSIVE PERIOD

**Attachment No. 2: Individual Profile Template**

**III. TRAINING ATTENDED OVER THE LAST THREE YEARS**

Please check training focus and management level for all training attended over the last three years.

Training Focus	Training attended over last 3 years (✓)	Management Level of Training				
		Central	Region	Division	Cluster	School
Curriculum						
Resource Materials Development						
Planning						
Management						
Policy Development						
Research						
Other, please specify _____						

**IV. SIGNIFICANT EXPERIENCES**

Identify which of the following areas you consider to be your area(s) of expertise:

- |  |  |
|--|--|
| <input type="checkbox"/> School Based Management                 | <input type="checkbox"/> Monitoring and Evaluation       |
| <input type="checkbox"/> Quality Assurance                       | <input type="checkbox"/> Subject Specialization: (_____) |
| <input type="checkbox"/> Access Education                        | <input type="checkbox"/> Policy Development              |
| <input type="checkbox"/> Education Planning                      | <input type="checkbox"/> ICT                             |
| <input type="checkbox"/> Learning Resource Materials Development | <input type="checkbox"/> Other, please specify _____     |
| <input type="checkbox"/> Delivery of Training                    |  |

List your significant experiences in the identified areas

**Attachment No. 2: Individual Profile Template**

*Use additional sheet if necessary.*

**V. TRAINING AND DEVELOPMENT EXPERIENCES**

Identify which of the following specific areas you consider to be your area(s) of expertise:

Competency Assessment

Program Planning

Program Designing

Resource Materials Development

Program Delivery

Program Management

Monitoring and Evaluation of Training

List your significant experiences in the identified areas

*Use additional sheet if necessary.*

I certify that the information I have given to the foregoing questions are true, complete, and correct to the best of my knowledge and belief.

Date:

Signature:

Please submit completed form to SEEDS Asia via email at **NOVEMBER 15, 2017, WEDNESDAY**: [karenchiva.seedsasia@gmail.com](mailto:karenchiva.seedsasia@gmail.com)

**Or via fax at 263-2381.**





## **CONFIRMATION MEETING WITH PILOT SCHOOL & PRESENTATION OF SDRA SURVEY RESULTS**

**Venue:** Daanbantayan Central Elementary School, Daanbantayan Cebu

**Date:** November 23, 2017 Thursday

**Time:** 1:30 PM

### **AGENDA**

- I. Call to Order**
- II. Opening Program**
  - a. Prayer
  - b. Welcome Remarks/Inspirational Message by the Schools Division Superintendent (SDS)
  - c. SEEDS Asia Message
  - d. Message from the host
  - e. Acknowledgement of Participants
- III. Introduction of SEEDS Asia**
- IV. Project Brief: "Support Project on the Promotion of School DRRM in Cebu Province"**
- V. School Disaster Resilience Assessment (SDRA) Survey Results Presentation**
- VI. Presentation of DRRM Programs/Projects/Activities (PPAs) of:**
  - a. LGU
  - b. Barangay (where Pilot School is located)
- VII. Confirmation of Participation of the Nominated Pilot School**
  - a. Message of Commitment from the School Head
- VIII. Next Steps/Upcoming Project Activities (Nov. 2016- April 2018)**
- IX. Other Matters**
- X. Closing Remarks**