

Republic of the Philippines

Department of Education

Region VII, Central Visayas

DIVISION OF CEBU PROVINCE

Sudlon, Lahug, Cebu City



January 29, 2018

DIVISION MEMORANDUM

No. 089, s. 2018

MEMBERS OF THE REGIONAL DRRE INTEGRATION TRAINING RESOURCE PERSONS/FACILITATORS

**To: Assistant Superintendents
Chiefs, CID and SGOD
Division Supervisors/Coordinators
District Supervisors/OICs
Elementary and Secondary School Heads**

1. Attached is Regional Memorandum No. 0049, s. 2018, entitled, "**Members of the Regional DRRE Integration Training Resource Persons/Facilitators.**"
2. The Regional Training of Trainers on DRRE Integration will be held on February 6-9, 2018 at Applied Nutrition Center, Banilad, Cebu City.
3. Prior to the training, a briefing of the Resource Persons/Facilitators will be conducted at Applied Nutrition Center, Banilad, Cebu City on February 5, 2018 at 4:00 PM.
4. Travel, per diem and other incidental expenses of the Resource Persons/Facilitators shall be chargeable against **local MOOE Funds**, while expenses for food and accommodation to be served by ANC, shall be chargeable against **HRDD obligated funds**, subject to the usual accounting and auditing rules and regulations.
5. This Memorandum serves as Authority to Travel.
6. Immediate dissemination of this Memorandum is desired.


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

Telephone Numbers:

Schools Division Superintendent: (032) 255-6405
Asst. Schools Division Superintendent: (032) 414-7457
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REGIONAL MEMORANDUM
No. 0749, s. 2018

JAN 25 2018

MEMBERS OF REGIONAL DRRE INTEGRATION TRAINING RESOURCE PERSONS/FACILITATORS

To: Schools Division Superintendents

1. This Office through Disaster Risk Reduction and Management Unit of the Education Support Services Division in Collaboration with Curriculum and Learning Management Division (CLMD) and SEEDS Asia Philippines announces the members of Resource Persons/Facilitators on DRRE Integration Training of Trainers to the Divisions of Bohol, Siquijor, and Negros Oriental Province and the Cities of Bais, Tanjay, Guihulngan, Bayawan, Dumaguete and Tagbilaran City.

The following are the Resource Persons/Facilitators of the following:

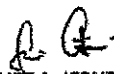
NAME	POSITION	FUNCTIONAL DIVISION/SCHOOL DIVISION OFFICE
Dr. Emiliano Einar	Chief	CLMD
Ms. Maurita Ponce	EPS	CLMD
MR. ARNOLD PEÑALOSA	PSDS	Danao City
MS. JOCELYN CONTA	CID Chief	Bogo City
MS. NORMA M. LEPTIN	SGOD Chief	Bogo City
MR. GERARDO S. MANTOS	EPS- SGOD	Cebu Province
MR. CHRISTOPHER BESIN	PDO II	Danao City
DR. GEMMA GAY T. ALVEZ	CID Chief	Toledo City
DR. GENDA P. DE GRACIA	CID Chief	Naga City
DR. FAY C. LUAREZ	CID Chief	Mandaue City
DR. OLIVER M. TUBURAN	CID Chief	Lapu-lapu City
DR. GRECIA F. BATALUNA	CID Chief	Cebu City
DR. MARY ANN P. FLORES	Chief	Cebu City
DR. MARY JANE J. POWAO	CID Chief	Carcar City
MS. LILIA R. YBAÑEZ	CID Chief	Danao City
DR. LOURDES IPONG	CID Chief	Talisay City
MR. TONY APLADOR	PSDS	Camotes
Mr. Joemarie C. Apor	Teacher	Mandaue City Comprehensive NHS

2. Attached is the training matrix for the specific assignment of topics/responsibilities.

3. A briefing of the Resource Persons/Facilitators will be conducted on February 5 afternoon (4:00 PM) at ANC, Banifad, Cebu City.

4. Travel, per diem and other incidental expenses of the Resource Person/Facilitators shall be charged to Division local MOOE or any available funds while expenses for food and accommodation to be served by ANC shall be charged to HRDD obligated funds subject to the usual accounting and auditing rules and regulation.

5. Immediate dissemination of this Memorandum to all concerned is desired.


JULIET A. JERUTA, Ph. D., CESO IV
Director III
OIC - Regional Director

TRAINING MANAGEMENT TEAM ASSIGNMENT OF ROLES

Note: Details of functions/responsibilities are in the attached PowerPoint (in PDF) on Trainers' Roles and Task Checklist

- PROGRAM MANAGER – ESSD and CLMD (SEEDS Asia to support)
- RESOURCE MANAGER – ESSD (SEEDS Asia to support)
- DOCUMENTATION OFFICER – ESSD and CLMD
- SUPPORT STAFF – ESSD
- PHOTOGRAPHER – ESSD and SEEDS Asia
- OFFICERS-OF-THE-DAY

Day	Officer-of-the-Day In-Charge
Day 1: Feb. 6	Dr. Grecia F. Bataluna, CID Chief, Cebu City Division
Day 2: Feb. 7	Ms. Lilia R. Ybafiez, CID Chief, Danao City Division
Day 3: Feb. 8	Dr. Gemma Gay T. Alvez, CID Chief, Toledo City Division
Day 4: Feb. 9	Dr. Mary Ann P. Flores, CID Chief, Cebu Province Division

- PROCESS OBSERVERS

Day	Process Observer In-Charge
Day 1: Feb. 6	Dr. Fay C. Luarez, CID Chief, Mandaue City Division
Day 2: Feb. 7	Dr. Oliver M. Tuburan, CID Chief, Lapu-Lapu City Division
Day 3: Feb. 8	Dr. Mary Jane J. Powao, CID Chief, Carcar City Division
Day 4: Feb. 9	Dr. Genda P. De Gracia, CID Chief, City of Naga Division

- F1 (Main Facilitator) and F2 (Co-Facilitator)

F1	F2	TOPICS
Day 1: Feb. 6		
Mr. Gerardo S. Mantos	Mr. Tony T. Aplacador	Basic DRR Terms
Ms. Maurita F. Ponce	Ms. Jocelyn M. Conta	School Safety Concept & Inclusive DRR
M. Jocelyn M. Conta	Ms. Maurita F. Ponce	KIDA Model
Day 2: Feb. 7		
Ms. Norma M. Lepiten	Kathleen B. Almonte, SEEDS Asia	Introduction of 21 DRR Education Activities
Ms. Kathleen B. Almonte, SEEDS Asia		Lecture & Video Presentation
Dr. Emiliano B. Elnar Jr.	Mr. Joemarie C. Apor, Teacher, Mandaue City Comprehensive National High School, Mandaue City Division	Use of DRR Jingle
Ms. Karen G. Chiva, SEEDS Asia	Dr. Mary Ann P. Flores	Picture and Story Show Including Role Playing, Puppet Show and DRR Mascot
Dr. Fay C. Luarez	Dr. Genda P. De Gracia	DRR Drawing and Coloring Including Poster & Slogan Making
Dr. Gemma Gay T. Alvez	Dr. Mary Jane J. Powao	DRR Memorial Corner Making
Dr. Ma. Lourdes L. Ipong	Mr. Christopher Besin	DRR Card/Board Game
Day 3: Feb. 8		
Ms. Maurita F. Ponce	Mr. Oliver M. Tuburan	DRR Reading Including DRR Reporter, Newspaper and Online/Offline News Reading

F1	F2	TOPICS
Dr. Grecia F. Bataluna	Dr. Gemma Gay T. Alvez	DRR Writing including Rain Diary, Essay Writing and Writing Contest
Mr. Gerard S. Mantos	Mr. Tony T. Aplacador	DRR Calculating
Mr. Tony T. Aplacador	Mr. Gerardo S. Mantos	Stories of Affected People
Mr. Arnold M. Peñalosa	Mr. Christopher Besin	Indigenous Knowledge
Dr. Mary Ann P. Flores	Dr. Mary Jane J. Powao	Emergency Bag Preparation
Dr. Genda P. De Gracia	Ms. Lilia R. Ybañez	Family Meeting
Dr. Oliver M. Tuburan	Dr. Fay C. Luarez	Evacuation Drill
Day 4: Feb. 9		
Mr. Christopher L. Besin	SEEDS Asia	Town Watching & Hazard Mapping
Mr. Christopher L. Besin	SEEDS Asia	School Watching & Hazard Mapping
Dr. Mary Jane J. Powao	Dr. Gemma Gay T. Alvez	Sandbag for Protection
Mr. Arnold M. Peñalosa	Christopher L. Besin	Emergency Cooking
Mr. Edwin F. Marquez, SEEDS Asia	Dr. Ma. Lourdes L. Ipong	DRR Sports Festival
Ms. Kathleen B. Almonte, SEEDS Asia		DRRE Goals & DRRE Matrix
Dr. Emiliano B. Elnar Jr.	Ms. Maurita F. Ponce	Lesson Plan Lecture Refresher



TRAINERS' ROLES AND TASKS CHECKLIST

WALKTHROUGH & BRIEFING
Jan. 18, 2018

it is not only for
what we do that
we are held
responsible, but
also for what
we do not do.

Möfiere

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ROLES AND RESPONSIBILITIES


- Program Manager
- Officer of the day
- Process Observer
- Resource Manager
- Documentation Officer
- Support Staff
- Major Facilitator (F1)
- Co-Facilitator (F2)




PROGRAM MANAGER

- Prepare Responsibility Matrix vis-à-vis the program schedule to include external evaluator e.g. QAAD or other functional divisions
- In preparing the Responsibility Matrix, **provide free time for trainers/facilitators** before actual delivery of sessions
- Ensure tarpaulins, signage are displayed in appropriate/designated areas before the start of the training
- Ensure that a **Rapid Competency Assessment** is customized and administered **right after registration of every participant or any time before the end of first session.**
- Program Manager should make an effort to be the **first** to arrive in the session hall and the **last** to go out

PROGRAM MANAGER

- Assign only one (1) presentation laptop, if possible, containing all session presentations to be used during the entire training program. Prepare also another presentation laptop to be used as back up.
 - Must be present in all sessions to provide additional inputs/clarifications when certain issues/concerns arise
 - Promote the practice of 5S (Sort, Systematize, Sweep, Sanitize, Self-discipline), cleanliness, and orderliness are observed during the training.
 - Remind program management team members to be active during sessions
 - Set a rule for trainers and staff never to argue with other members of the Team in front of the participants
- 

PROGRAM MANAGER

- Remind participants of the safety of their belongings.
 - Validate actual head count of all participants, trainers, and staff for food reservations.
 - Preside the debriefing at the end of each day and keep accurate recording of agreements made
 - Be sure to keep back-up e-copies of all the documents filed relevant to a particular program
 - Check that all lights and electrical equipment are switched off or unplugged before leaving the session hall
 - Make sure that all names of participants, trainers and staff are correctly spelled and are submitted early to the committee in-charge for printing
 - Ensure that all borrowed materials, equipment and all required reports, forms, templates are returned/ submitted
- 

OFFICER OF THE DAY

- Serves as 'Anchor Person' in opening and closing programs
 - Gives wrap-up of the day's activities
 - Assigns a trainee that will provide recap of the previous day's activities before starting the current day's session
 - Regulates the time management of the session (Signals the trainer on time through prepared time signage (5 minutes, 2 minutes, time's up!))
 - Introduces the facilitator on board with brief and relevant citation
-

OFFICER OF THE DAY

- Give instructions/announcements as necessary
 - Give signal when to distribute snacks
 - Facilitates the dissemination /announcement of important information
 - Oversees the checking of the day's attendance
 - Oversees the readiness of the training venue for the day's session (physical arrangement, sounds and equipment, food etc.)
 - Leads/Presides over the briefing and debriefing sessions
-

ASSIGNMENT OF OFFICERS OF THE DAY

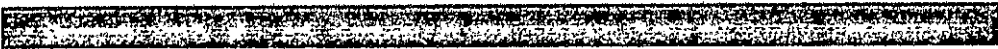
- ✓ DAY 1: Feb. 6 – Dr. Grecia F. Bataluna, Cebu City Division
- ✓ DAY 2: Feb. 7 – Ms. Lilia R. Ybanez, Danao City Division
- ✓ DAY 3: Feb. 8 – Dr. Gemma Gay T. Alvez, Toledo City Division
- ✓ Day 4: Feb. 9 – Dr. Mary Ann P. Flores Flores, Cebu City Division

PROCESS OBSERVER

- Observes the conduct of the entire session, the training facilitator on board, and behaviour of participants using the following evaluation tools:
 - F3-M&E Form 2: Learning Process Observation
 - Facilitation Skills and the Checklist of Facilitation Skills
- Attends debriefing sessions and reports results of process observation
- Submits reports to the M&E personnel assigned for the program

ASSIGNMENT OF PROCESS OBSERVERS


- ✓ **DAY 1: Feb. 6** – Dr. Fay C. Luarez, Mandaue City Division
- ✓ **DAY 2: Feb. 7** – Dr. Oliver M. Tuburan, Lapu-Lapu City Division
- ✓ **DAY 3: Feb. 8** – Dr. Mary Jane J. Powao, Carcar City Division
- ✓ **Day 4: Feb. 9** – Dr. Genda P. de Gracia, City of Naga Division




RESOURCE MANAGER

BEFORE F3	DURING F3	AFTER F3
Assists in making sure that all the required resources and materials required are available	Assists in the management of resource materials,	Secures /gathers excess materials for future use
Ensures that contingency plans are in place e.g. availability of one presentation laptop and one back up	Coordinates with the day's facilitators on the readiness and completeness of the materials to be used for the sessions	Participates in the review of session guides and ppt presentations for possible enhancement
Secures prints and packs handouts in coordination with Trainers Team	Asks participants re: food restrictions and arranges with food management for possible alternatives	
Prepare table for F1, M&E Group , Process observer when on-board and arrange them at the back of the training hall	Sees to it that music to be used in particular session/period is appropriate	

DOCUMENTATION OFFICERS

- Prepare registration form and register participants in the Directory of Participants
 - Print a master list of participants on the first day and have them **SERIOUSLY DOUBLE CHECK** the spelling and other data entries. Let them sign as to its correctness.
 - Prepare daily attendance sheet and ensure participants have signed
 - Prepare a checklist of outputs and display on conspicuous place
 - Document the entire program through video/still pictures when available
 - Format Certificate of Appearance and copy-paste/print the name of participants in the certificates of appearance
 - Prepare a master list of participants
 - Have certificate of participation signed by the RD/ARD and SEEDS Asia
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SUPPORT STAFF

- Prepares training kits (envelope, ballpen, paper, notebook, ID with sling)
 - Identify Freedom Wall corner
 - Format the Certificate of Participation
 - Distribute training kits (envelope, ballpen, paper, notebook, ID with sling)
 - Print the name of participant in the ID
- 

SUPPORT STAFF

- Assist in the LCD and sound system preparation/availability
- Assist in the giving/distribution of training materials
- Arrange the chairs, tables, materials as instructed
- Print the names of participants in the certificate of participation
- Request mail envelopes
- Prepare the Post Office corner

MAJOR FACILITATOR (F1) and CO-FACILITATOR (F2)

F1	F2
<p>Attends the meeting for the orientation of trainers</p> <p>Makes a final check of the resource package, session guides, powerpoint presentations, & activity sheets</p> <p>Conducts the session thoroughly</p> <p>Takes responsibility to inform the program management team of any major changes in the session/activities</p> <p>Participates during debriefing and contribute to and/or appreciate constructive criticisms</p> <p>Check and affix signature in the outputs of participants done in their session</p> <p>Refine session guides based on the trainer's changes and debriefing notes</p>	<p>Provides a well-coordinated support with F1 for the conduct of the session such as, but not limited to:</p> <ul style="list-style-type: none"> - distributing resource materials/activity sheets - coaching individual participants as needed - attending to the training/physical environment (training room design/seating arrangement, light, temperature, distracting noise, etc.) - ensuring that microphone's volume is loud enough to be heard - supporting the trainer-facilitator in the Management of Learning (MOL), management of technology/ equipment - assisting in part of the training process (e.g. group activities) - posting the program outputs

Day 12 Feb. 6	Mr. Gerardo S. Mantos	Mr. Tony T. Aplacador	Basic DRR Terms
Mr. Gerardo S. Mantos	Mr. Tony T. Aplacador	Mr. Jocelyn M. Conza	School Safety Concept & Inclusion DRR
Mr. Jocelyn M. Conza	Mr. Jocelyn M. Conza	Ms. Maureen F. Ponce	DRR Model
Day 20 Feb. 7	Ms. Norma M. Lepitan	Kathleen B. Almonte, SEEDS Asia	Introduction of 21 DRR Education Activities
Ms. Kathleen B. Almonte, SEEDS Asia	Ms. Kathleen B. Almonte, SEEDS Asia	Mr. Jeomarle C. Apog, Teacher, Mandaue City Comprehensive National High School, Mandaue City Division	Lecture & Video Presentation
Dr. Emiliano B. Elnar Jr.	Ms. Karen G. Chino, SEEDS Asia	Dr. Mary Ann R. Flores	Use of DRR Maple
Ms. Karen G. Chino, SEEDS Asia	Dr. Genda P. De Guzman	Dr. Mary Jane J. Powzo	Plutus and Story Show including Role Playing, Puppet Show and DRR Mascot
Dr. Gemma Gay T. Alvarez	Ms. Christopher Basia	Ms. Christopher Basia	DRR Drawing and Coloring including Poster & Slogan Making
Dr. Ma Lourdes L. Iponog	Ms. Christopher Basia	Ms. Christopher Basia	DRR Memorial Corner Making
Day 31 Feb. 8	Ms. Maureen F. Ponce	Mr. Oliver M. Tuburan	DRR Card/Board Game
Ms. Maureen F. Ponce	Dr. Gemma Gay T. Alvarez	Dr. Gemma Gay T. Alvarez	DRR Reading including DRR Reporter, Newspaper and Online/Offline News Reading
Dr. Greda F. Baisaluna	Mr. Gerardo S. Mantos	Mr. Tony T. Aplacador	DRR Writing including Rain Diary, Essay Writing and Writing Contest
Mr. Gerardo S. Mantos	Mr. Tony T. Aplacador	Mr. Gerardo S. Mantos	DRR Calculating
Mr. Tony T. Aplacador	Mr. Gerardo S. Mantos	Mr. Gerardo S. Mantos	Status of Affected People
Mr. Arnold M. Palacios	Mr. Arnold M. Palacios	Mr. Christopher Basia	Indigenous Knowledge
Dr. Mary Ann R. Flores	Dr. Mary Ann R. Flores	Dr. Mary Jane J. Powzo	Emergency Bag Preparation
Dr. Genda P. De Guzman	Dr. Genda P. De Guzman	Ms. Ella R. Ybanes	Family Meeting
Dr. Oliver M. Tuburan	Dr. Oliver M. Tuburan	Dr. Jay C. Luarez	Evacuation Drill
Day 14 Feb. 9	Mr. Christopher L. Basia	SEEDS Asia	Town Watching & Hazard Mapping
Mr. Christopher L. Basia	Mr. Christopher L. Basia	SEEDS Asia	School Watching & Hazard Mapping
Dr. Mary Jane J. Powzo	Dr. Mary Jane J. Powzo	Dr. Gemma Gay T. Alvarez	Sandbag for Protection
Mr. Arnold M. Palacios	Mr. Arnold M. Palacios	Christopher L. Basia	Emergency Cooking
Mr. Edwin R. Marquez, SEEDS Asia	Mr. Edwin R. Marquez, SEEDS Asia	Dr. Ma Lourdes L. Iponog	DRR Sports Festival
Dr. Emiliano B. Elnar Jr.	Dr. Emiliano B. Elnar Jr.	Ms. Maureen F. Ponce	DRR Goals & DRR Matrix
Dr. Emiliano B. Elnar Jr.	Dr. Emiliano B. Elnar Jr.	Ms. Maureen F. Ponce	Lesson Plan Lecture Refresher

PHOTOGRAPHERS

- ✓ DepEd RO7 – ESSD + RD’s Office
- ✓ SEEDS Asia



**“TEAMS ARE MORE
INNOVATIVE, EFFECTIVE
AND PRODUCTIVE WHEN
EVERYONE CONTRIBUTES,
SO IT’S CRITICAL TO
ENSURE THAT EACH
INDIVIDUAL PLAYS A
WELL-DEFINED ROLE.”**





**4-DAY CAPACITY BUILDING TRAINING ON DRR EDUCATION FOR 9 DIVISION OF DEPED RO7:
A TRAINING OF TRAINERS (ToT)**

Date: February 5-9, 2018; Venue: Applied Nutrition Center (ANC), Gov. M. Cuenco Ave, Cebu City

SEEDS

PROGRAM SESSIONS	SPEAKERS/FACILITATORS	TIME	DURATION
Feb. 5, 2018, Monday	Training Management Team Meeting (Resource Persons/Facilitators)	4:00 PM	
Feb. 5, 2018, Monday	Arrival & registration of Trainees. Answering of Rapid Competency Assessment & Pre-Training Knowledge Test of all Participants prior to Training Proper.	Check-in time: 7:00 PM	
Feb. 6, 2018, Tuesday	Officer of the Day: Dr. Grecia F. Bataluna, Curriculum Implementation Division (CID) Chief, Cebu City Division		
Number of Participants		7:00 – 7:15 am	15 mins.
Program			25 mins
Prayer			
National Anthem			
Welcome Message	Dr. Luz Jandayan, Chief, ESSD, DepEd RO7	7:15 – 8:00 am	
National Message	Dr. Juliet Jeruta, Director III, OIC - Regional Director, DepEd RO7		
Message	Ms. Yo Kuniada, Philippine Country Representative, SEEDS Asia		
Objectives	Mr. Edwin F. Marquez, Assistant Project Coordinator, SEEDS Asia	8:00 – 8:10 am	10 mins.
Expectations	Ms. Kathleen Almonte, Local Project Manager, SEEDS Asia	8:10 – 8:40 am	30 mins.
SESSION I: DRR KNOWLEDGE BUILDING			
Terms	Mr. Gerardo S. Mantos, DRR Education Core Team Member and Physical Facilities and Schools Engineering Divisions Coordinator, DepEd Cebu Province Division	8:40 – 9:20 am	40 mins.
National DRR Legal Basis	Ms. Karen G. Chiva, Assistant Admin. & Accounting, SEEDS Asia	9:20 – 9:50 am	30 mins.
Coordination and Camp Management	Department of Social Welfare & Development Field Office 7 (DSWD-FO7)	9:50 – 11:05 am	1 hour, 15 mins.
		11:05 – 11:10 am	5 mins.
Disaster Concept and Inclusive DRR	Ms. Maurita F. Ponce, LRMDS Manager, CLMD, DepEd RO7	11:10 – 11:55 pm	45 minutes
Lunch	Lunch Break	11:55 am – 12:55 pm	1 hour
	SEEDS Asia	12:55 – 1:00 pm	5 mins.
Disasters, Early Warning System & Preparedness Measures: Seismic Hazards (Earthquake, Volcanic Eruption, Landslide,	Mr. Robinson Jorgio, Officer In-Charge, PHIVOLCS Region VII	1:00 – 2:30 pm	1 hour, 30 mins.
Disasters, Early Warning System & Preparedness Measures: Meteorological Hazards (Typhoon, Flood, Storm Surge, etc.,)	Mr. Alfredo F. Quiblat, Jr., Officer In-Charge, PAGASA Region VII	2:30 – 4:30 pm	2 hours
		4:30 – 4:40 pm	10 mins.



**4-DAY CAPACITY BUILDING TRAINING ON DRR EDUCATION FOR 9 DIVISION OF DEPED RO7:
A TRAINING OF TRAINERS (ToT)**



Date: February 5-9, 2018; Venue: Applied Nutrition Center (ANC), Gov. M. Cuenco Ave, Cebu City

PROGRAM SESSIONS	SPEAKERS/FACILITATORS	TIME	DURATION
<i>Knowledge, Interest, Desire, Action)</i>	Ms. Jocelyn Consta, DRR Education Core Team Member and CID Chief, DepEd Bogo City Division	4:40 – 5:25 pm	45 minutes
Day 1	Officer of the Day: Dr. Grecia F. Bataluna, CID Chief, Cebu City Division	5:25 – 5:30 pm	5 mins.
7, 2018, Wednesday	Officer of the Day: Ms. Lilia R. Ybañez, CID Chief, Danao City Division		
Participants	Secretariat	7:00 – 7:10 am	10 mins.
of Learning	Divisions 1 & 2	7:10 – 7:15 am	5 mins.
		7:15 – 7:20 am	5 mins.
		7:20 – 7:25 am	5 mins.
of 21 DRR Education Activities	Ms. Norma Lepiten, DRR Education Core Team and SGOD Chief, DepEd Bogo City Division	7:25 – 7:55 am	30 mins.
vention Tips (<i>For Outdoor Activities</i>)	SEEDS Asia	7:55 – 8:00 am	5 mins.
Prevention & Preparedness Measures for Fire Hazard to Extinguish Fire	FO2 Edelson M. Sarvida, Bureau of Fire Protection (BFP) – Cebu City	8:00 – 9:00 am	1 hour
		9:00 – 9:05 am	5 mins.
II: EXPERIENCING THE 21 DRR EDUCATION ACTIVITIES			
ITY 1: Fire Fighting Activity: Use of Fire Extinguisher	FO2 Edelson M. Sarvida, Bureau of Fire Protection (BFP) – Cebu City	9:05 – 10:05 am	1 hour
ITY 2: Lecture & Video Presentation: Structural & al Mitigation + Other Preparedness Measures (K)	Ms. Kathleen B. Almonte, Local Project Manager, SEEDS Asia	10:05 am – 11:35 pm	1 hour, 30 mins.
ITY 3: Use of DRR Jingle (I, D)	Dr. Emiliano B. Elnar Jr., DRR Education Core Team Member and Curriculum Learning and Management Division (CLMD) Chief, DepEd RO7	11:35 – 12:00 pm	25 mins.
	Lunch Break	12:00 – 1:00 pm	1 hour
ITY 4: Picture and Story Show Including Role Playing, v and DRR Mascot (I, D)	Ms. Karen G. Chiva, Assistant Admin. & Accounting, SEEDS Asia	1:00 – 1:05 pm	5 mins.
		1:05 – 2:35 pm	1 hour, 30 mins
ITY 5: DRR Drawing and Coloring Including Poster & ng (I, D)	Dr. Fay G. Luarez, CID Chief, Mandaue City Division	2:35 – 3:35 pm	1 hour
ITY 6: DRR Memorial Corner Making (I, D)	Dr. Gemma Gay T. Alvez, CID Chief, Toledo City Division	3:35 – 4:05 pm	30 mins.



**4-DAY CAPACITY BUILDING TRAINING ON DRR EDUCATION FOR 9 DIVISION OF DEPED RO7:
A TRAINING OF TRAINERS (ToT)**



Date: February 5-9, 2018; Venue: Applied Nutrition Center (ANC), Gov. M. Cuenco Ave, Cebu City

PROGRAM SESSIONS	SPEAKERS/FACILITATORS	TIME	DURATION
ACTIVITY 7: DRR Card/Board Game (I, D)	Dr. Ma. Lourdes L. Ipang, CID Chief, Talisay City Division	4:05 – 5:05 pm	1 hour
of Day 2	Officer of the Day: Ms. Lilia R. Ybañez, CID Chief, Danao City Division	5:05 – 5:10 pm	5 mins.
FEB. 8, 2018; Thursday	Officer of the Day: Dr. Gemma Gay T. Alvez, CID Chief, Toledo City Division		
tion of Participants	Secretariat	7:00 – 7:10 am	10 mins.
ent of Learning	Divisions 4 & 5	7:10 – 7:15 am	5 mins.
		7:15 – 7:20 am	5 mins.
		7:20 – 7:25 am	5 mins.
ACTIVITY 8: DRR Reading including DRR Reporter, or, and Online/Offline News Reading (I, D)	Ms. Maurita F. Ponce, DRR Education Core Team Member and LRMS Manager, CLMD, DepEd RO7	7:25 – 8:55 am	1 hour, 30 mins.
ACTIVITY 9: DRR Writing including Rain Diary, Essay Writing Contest (I, D)	Dr. Gracia F. Bataluna, CID Chief, Cebu City Division		
ACTIVITY 10: DRR Calculating (I, D)	Mr. Gerardo Mantos, DRR Education Core Team Member and Physical Facilities and Schools Engineering Divisions Coordinator, DepEd Cebu Province Division	8:55 – 9:40 am	45 mins.
ACTIVITY 11: Stories of Affected People (I, D)	Mr. Tony T. Aplacador, DRR Education Core Team Member and Public Schools District Supervisor, DepEd Cebu Province Division	9:40 – 10:25 pm	45 mins.
ACTIVITY 12: Indigenous Knowledge (I, D)	Mr. Arnold Peñalosa, DRR Education Core Team Member, Public Schools District Supervisor and OIC-Asst. Chief of SGOD, DepEd Danao City Division	10:25 – 11:25 pm	1 hour
ACTIVITY 13: Emergency Bag Preparation (A)	Dr. Mary Ann P. Flores, CID Chief, Cebu Province Division	11:25 – 12:05 pm	40 mins.
		12:05 – 1:05 pm	1 hour
		1:05 – 1:10 pm	5 mins.
ACTIVITY 14: Family Meeting (A)	Dr. Genda P. De Gracia, CID Chief, City of Naga Division	1:10 – 2:10 am	1 hour
ACTIVITY 15: Evacuation Drill (A)	Dr. Oliver M. Tuburan, CID Chief, Lapu-Lapu City Division	2:10 – 3:10 am	1 hour
ACTIVITY 16: Basic First Aid Lecture Demonstration	Philippine Red Cross / Danao City Disaster Risk Reduction and Management Office (DCDRMO)	3:10 – 5:40 pm	2 hours; 30 mins
	Officer of the Day: Dr. Gemma Gay T. Alvez, CID Chief, Toledo City Division	5:40 – 5:45 pm	5 mins.
of Day 3	Officer of the Day: Dr. Gemma Gay T. Alvez, CID Chief, Toledo City Division		
FEB. 9, 2018; Friday	Officer of the Day: Dr. Mary Ann P. Flores, CID Chief, Cebu Province Division		
tion of Participants	Secretariat	7:00 – 7:10 am	10 mins.



**4-DAY CAPACITY BUILDING TRAINING ON DRR EDUCATION FOR 9 DIVISION OF DEPED RO7:
A TRAINING OF TRAINERS (ToT)**



Date: February 5-9, 2018; Venue: Applied Nutrition Center (ANC), Gov. M. Cuenco Ave, Cebu City

PROGRAM SESSIONS	SPEAKERS/FACILITATORS	TIME	DURATION
	Division 7	7:10 – 7:15 am	5 mins.
ent of Learning		7:15 – 7:20 am	5 mins.
ACTIVITY 17: Town Watching & Hazard Map Making (A)	Mr. Christopher Besin, DRR Education Core Team Member and DRRM Coordinator, DepEd Danao City Division	7:20 – 9:20 am	2 hours
ACTIVITY 18: School Watching & Hazard Map Making (A)			
ACTIVITY 19: Sandbag for Protection (A)	Dr. Mary Jane P. Powao, CID Chief, Carcar City Division	9:20 – 9:40 am	20 mins.
ACTIVITY 20: Emergency Cooking (A)	Mr. Arnold Peñalosa, DRR Education Core Team Member, Public Schools District Supervisor, DepEd Danao City Division	9:40 – 10:55 pm	1 hour, 15 mins
ACTIVITY 21: DRR Sports Festival (A) + Bucket Relay	Mr. Edwin F. Marquez, Asst. Project Coordinator, SEEDS Asia	10:55 – 11:55 pm	1 hour
ak	Lunch Break	11:55 am – 12:55 pm	1 hour
	Division 8	12:55 – 1:00 pm	5 mins.
III: LESSON PLAN WORKSHOP			
ation Goals and the DRR Education Integration Matrix	Ms. Kathleen Almonte, Local Project Manager, SEEDS Asia	1:00 – 1:40 pm	40 mins.
an Lecture Refresher (including the tools/references for in preparation, e.g. verb list, curriculum guide and other erences)	Dr. Emiliano B. Elnar Jr., DRR Education Core Team Member and CLMD Chief, DepEd RO7	1:40 – 2:55 pm	1 hour, 15 mins.
ion of Sample iPlan with DRR Education Integration		2:55 – 3:35 pm	40 mins.
egration Exercise Break-out Session per Division		3:35 – 4:00 pm	25 mins.
ion of Selected Lesson Plans with DRR Education in and Critiquing by CIDs and CLMD Chief		4:00 – 4:05 pm	5 mins.
added Learning Contract Signing		4:05 – 4:10 pm	5 mins.
of Day 4	Officer of the Day: Dr. Mary Ann P. Flores, CID Chief, Cebu Province Division		
rogram vering of Post-Training Assessment Forms: o Rapid Competency Assessment o Knowledge Test o Willingness Questionnaire o End of Program Assessment sage of Challenge to Trainees sage of Acceptance of Challenge ding over of Training Certificates per Division	<ul style="list-style-type: none"> • Training Management Team • Division 9 	4:10 – 5:00 pm	55 mins.



**4-DAY CAPACITY BUILDING TRAINING ON DRR EDUCATION FOR 9 DIVISION OF DEPED RO7:
A TRAINING OF TRAINERS (ToT)**

Date: February 5-9, 2018; Venue: Applied Nutrition Center (ANC), Gov. M. Cuenco Ave, Cebu City



PROGRAM SESSIONS	SPEAKERS/FACILITATORS	TIME	DURATION
g Remarks			