



Republic of the Philippines

Department of Education

Region VII, Central Visayas

DIVISION OF CEBU PROVINCE

Sudlon, Lahug, Cebu City



October 18, 2018

Division Memorandum:

No. 719 S. 2018

SCHEDULE OF DISTRICT CAPACITY BUILDING ON DRRM MODULES FOR SCHOOL DRRM COORDINATORS

To: Assistant Schools Division Superintendents
District Supervisors / OICs
Elementary & Secondary School Heads
District/School DRRM Coordinator

1. This Office announces the schedule of the "DISTRICT CAPACITY BUILDING ON DRRM MODULES FOR SCHOOL DRRM" on October-December, 2018 to the in fifty five (55) districts.(Please see attached Matrix or Training Design for your reference).
2. Hereunder are the names of the District Supervisor and School Head and the districts where DRRM funds to be downloaded for your guidance::

NAMES	DESIGNATION	DISTRICT	AMOUNT
First Congressional District			
1. JOEL B. UMBAY	PSDS	MINGLANILLA I	14,100.00
2. DANILO A. MANGUILIMOTAN	PSDS	MINGLANILLA II	14,100.00
3. MA. CHONA G. ALIVIADO	SCHOOL HEAD	SAN FERNANDO	14,100.00
4. JOSELITO R. CAVAN	SCHOOL HEAD	SIBONGA	14,100.00
Second Congressional District			
5. ELMA P. MAGDAMIT	SCHOOL HEAD	ALCOY	14,100.00
6. JEROME L. ABREGANA	SCHOOL HEAD	ARGAO I	14,100.00
7. IMELDA H. GAELON	SCHOOL HEAD	ARGAO II	14,100.00
8. EDITO P. PATERES	SCHOOL HEAD	BOLJOON	14,100.00
9. EDUARDO RAMOS	SCHOOL HEAD	DALAGUETE I	14,100.00
10. RUTCHEL S. BALUNGCAS	SCHOOL HEAD	DALAGUETE II	14,100.00
11. RENO L. GRAVINO	SCHOOL HEAD	OSLOB	14,100.00

12. ERLINDA G. GERODIAS	SCHOOL HEAD	SAMBOAN	14,100.00
13. DAISY R. DE CASTRO	SCHOOL HEAD	SANTANDER	14,100.00
Third Congressional District			
14. FLORENCIA LABANG	PSDS	ALOGUINSAN	14,100.00
15. HENRY R. ESPINA, JR.	SCHOOL HEAD	ASTURIAS	14,100.00
16. PETRONIA C. JO	SCHOOL HEAD	BALAMBAN I	14,100.00
17. CHRISTOPHER C. PIODOS	PSDS	BALAMBAN II	14,100.00
18. MA. ELIZABETH Q. ARMAMENTO	PSDS	BARILI I	14,100.00
19. GLADYS S. BALAGTAS	PSDS	BARILI II	14,100.00
20. CATALINA L. AVILA	PSDS	PINAMUNGAHAN I	14,100.00
21. LEILAH U. SILVA	SCHOOL HEAD	PINAMUNGAHAN II	14,100.00
22. BENEDICTO M. DOÑA	SCHOOL HEAD	TUBURAN I	14,100.00
23. JACQUELINE F. MANGABON	SCHOOL HEAD	TUBURAN II	14,100.00
Fourth Congressional District			
24. DELIA L. CASES	PSDS	BANTAYAN I	14,100.00
25. VIRGINIA B. JUBIAR	PSDS	BANTAYAN II	14,100.00
26. WILFREDO O. BESABELLA	PSDS	DAANBANTAYAN I	14,100.00
27. PABLEO M. TULING	PSDS	DAANBANTAYAN II	14,100.00
28. ARNULFO V. COMPUESTO	PSDS	MADREDIJOS	14,100.00
29. NELSON J. CABAGTE	SCHOOL HEAD	MEDELLIN	14,100.00
30. MACARIO L. RICARTE	SCHOOL HEAD	SAN REMEGIO I	14,100.00
31. JOEL B. BUROG	OIC-PSDS	SAN REMEGIO II	14,100.00
32. ANNABELLE S. ALOB	PSDS	SANTA FE	14,100.00
33. ROWENA U. DUNOGG	PSDS	TABOGON	14,100.00
34. VIVIAN P. MAGLASANG	SCHOOL HEAD	TABUELAN	14,100.00
Fifth Congressional District			
35. ROLANDO D. NOVABOS	SCHOOL HEAD	BORBON	14,100.00
36. RUBEN G. VERDIDA	SCHOOL HEAD	CARMEN	14,100.00
37. TERESITA B. MONISIT	SCHOOL HEAD	CATMON	14,100.00
38. RODRIGO B. PUEBLA	SCHOOL HEAD	COMPOSTELA	14,100.00
39. MARIA TERESA G. SINGURAN	OIC-PSDS	LILLOAN	14,100.00
40. DOMINGA T. CAÑETE	PSDS	PILAR	14,100.00
41. ZANDRO M. ZURITA	SCHOOL HEAD	PORO	14,100.00
42. ROMEO N. FORMENTERA	SCHOOL HEAD	SAN FRANCISCO	14,100.00
43. MARIEBER T. PULVERA	SCHOOL HEAD	SOGOD	14,100.00
44. CASIANO P. GALAN, JR.	SCHOOL HEAD	TUDELA	14,100.00
Sixth Congressional District			

45. ALVIN SOLLANO	SCHOOL HEAD	CONSOLACION	14,100.00
46. VIURINA B. BAGUIO	SCHOOL HEAD	CORDOVA	14,100.00
Seventh Congressional District			
47. GERVACIO B. SABELLANO, JR.	SCHOOL HEAD	ALCANTARA	14,100.00
48. CLOVER C. REDULA	PSDS	ALEGRIA	14,100.00
49. ALAN R. ANTECRISTO	SCHOOL HEAD	BADIAN	14,100.00
50. ANTHONY GENE YAP	SCHOOL HEAD	DUMANJUG I	14,100.00
51. VIRGINIA B. RICARDEL	SCHOOL HEAD	DUMANJUG II	14,100.00
52. ELI D. CARMELOTES	PSDS	GINATILAN	14,100.00
53. NOEL I. SANOS	SCHOOL HEAD	MALABUYOC	14,100.00
54. DENNIS Q. CAÑETE	SCHOOL HEAD	MOALBOAL	14,100.00
55. ALEX M. RICAHUERTA	SCHOOL HEAD	RONDA	14,100.00
		TOTAL	775,500.00

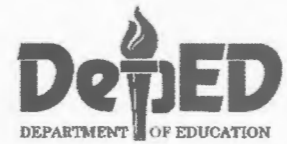
3. Travelling and other incidental expenses shall be charged to School MOOE/local funds while foods and training kits of the said activity charged to DRRM downloaded funds subject to usual accounting and auditing rules and regulations.

4. Immediate dissemination of this Memorandum is desired.


RHEA MAR. A. ANGTUD, Ed.D., CESO VI
 Schools Division Superintendent



Republic of the Philippines
 Department of Education
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 IPHO Bldg., Sudlon, Lahug, Cebu City



TRAINING DESIGN MATRIX

I. General Program Information:

Training Title:	<i>District Capacity Building on DRRM Modules for School DRRM Coordinators</i>
Duration:	<i>Formal Face-to-Face (F3) Program = 40 hours Job-Embedded Learning (JEL) Component during SY 2018-2019 (2 Batches)</i>
Management Level of Program	<i>District Managed by the Schools Governance and Operations Division (SGOD) and Project Development Officer II – PDO II DRRM Division Focal Persons</i>
Delivery Mode:	<i>Formal Face- to- Face Training (F3) = 5-day training cum workshop and Job-Embedded-Learning (JEL) components of the program (e.g. mentoring, coaching, LAC sessions/Professional Learning Communities.</i>
Target Participants:	<p><i>School DRRM Coordinators in 55 Districts</i></p> <p><u>Guest Speakers:</u></p> <p style="text-align: center;"><i>Local Government Unit</i></p> <p><u>Resource Speaker/Learning Facilitators in every districts</u></p> <p><u>all District DRRM Coordinators</u></p>
Budget Requirements:	<i>Php 14,100/district , 55 district = Php 775,500.00</i>

Rationale: It is a known fact that the Philippines is exposed to natural disasters and calamities due to its geographical location. In addition, man-made disasters, crimes and acts of terrorism put the lives of the Filipinos at stake. All of these emergency situations, whether natural or man-made, are generally referred to as incidents. An incident is defined as an occurrence, caused by either human or natural phenomena, that requires response actions Republic Act (RA) 10121 otherwise known as the *Philippine Disaster Risk Reduction and Management Act of 2010*, mandated all government agencies to institutionalize policies, structures, coordination mechanisms and programs with continuing budget appropriation on disaster risk reduction and management (DRRM) from national

to local levels. Moreover, *RA 9155 or the Governance of Basic Education Act of 2001* vested the Department of Education (DepEd) with the authority, accountability, and responsibility to ensure access to basic education which is often disrupted by emergencies and disasters.

With the aid of improving disaster resiliency and reducing the risk of impacts with the end result of protecting lives and properties, there is a need to increase the capacity of the people in coping with disaster especially the children as they are one of the identified vulnerable groups in our society. One of the effective means of improving disaster resiliency is to capacitate teachers, children and education stakeholders in disaster risk reduction and management (DRRM), thus, the conduct of Capacity Building training workshop to School DRRM Coordinators and practitioners, is in furtherance with the objectives of the Department of Education to provide Access, Quality and Governance in Education. Based on *DepEd Order 55, s. 2007, "Prioritizing the Mainstreaming in the Disaster Risk Reduction Management in the School System and Implementation Programs and Projects Relative Therefor, and DepEd Order 37, s. 2015 "The Comprehensive Disaster Risk Reduction and Management (DRRM) in Basic Education Framework"*, stipulates the institutionalization of DRRM practices, systems, protocols and practices in DepEd Offices and in schools. Thus, are mandated to:

- Guide the implementation of DRRM for Education practitioners, partners in planning and programming at all levels of Department;
- Guide the inclusion of DRRM in the school, division and regional education development plans;
- Define the agency response to situations and disasters affecting situations;
- Serve as mechanism for engaging partners and aligning their thrust to DepEd priorities; and
- Guide collaboration with the private schools

In order to develop better appreciation and understanding of the DepEd Orders and Policies, and to come up with an institutionalized and collaborative efforts of all agencies concerned, there is a need to conduct a 5 – DAY CAPABILITY BUILDING TRAINING FOR SCHOOL DRRM COORDINATORS. This training – workshop is provided to School DRRM Coordinators to capacitate them in DRRM in their daily engagement in dealing with school children during disasters and calamities. There will also be some group works and exercises during the training. Hence, this concept note for the activity is proposed.

Objectives:

At the end of the training, the participants will be able to:

- Explain the DRR Policies, Legal Basis and the DRR Concepts especially those pertaining to the education sector.
- Identify different Hazards in schools through School Risk Assessment
- Enhance and consolidate school hazard maps and evacuation plan.
- Establish a Geo- Hazard School Map.
- Perform Basic Life Support Skills (CPR)
- Organize Division DRRM Clusters and
- Establish DRRM Communication Network

End-of-Training Outputs:

- *Participants be able to understand DRR Policies, Guidelines, Legal Basis and the DRR Concepts in Education Sector*

- Consolidated Hazard Risks Assessment in each school in the Division
- Come-up an Organized/Consolidated Division/School Hazard Maps and Evacuation Plan
- Standardized Geo-Hazard Mapping
- Participants are trained on Basic Life Support Skills
- Organized School Junior Emergency Quick Response Team(JEQRT) and Division Front Line Responders Team
- Establishment of Early Warning System and Communication Network and be able to established Strong community helper.

Methodology:

- Interactive-Lecture Discussion
- Group exercises

Expected Final Outcomes/Success Indicators:

The Program Outcome is behavioral change in terms competent school education leaders, personnel and implementers equipped with DRRE/DRRM knowledge through capacity building. Likewise, the participants will be able to produce safety conscious learners and knowledgeable of the various hazards, its mechanisms and impacts with the ability to perform preparedness measures by themselves, with their family and community which is the overall goal of DRRM to achieve Resiliency and Zero Casualty.

II. Program Content Focus

Content Matrix: (Plot the scope of program content based on the priority KSAVs identified and their corresponding expected outputs.)

TRAINING DESIGN

Area/Domain	Specific Objectives	Content	Suggested Activity	Duration
	Formal Face to face(F3) Component			
Knowledge Building	1.DepEd Vision, Mission, Goals & Mandates 2. The Philippine Basic Education System & Key DepEd Programs 3.DepEd Organizational Structure & Key Officials 4.Locating DRRMS In the DepEd Mandates & Structure	Module 1: The Philippine Basic Education System	Lecture	90 ins.

	1. Technical & Operational Definitions 2. Understanding of Key Terminologies used in DRRM-CCA	Module 2: DRRM-CCA Terminologies	Lecture	120 mins.
	1. International DRRM Frameworks & Standards 2. National DRRM Policies and Legislation	Module 3: International & National Foundations of DRRM on Basic Education	Lecture	120 mins.
	1. DepEd Order 37 s. 2015 2. Various DepEd Memos & Department Orders relating to DRRM	Module 4: The Comprehensive Basic Education Framework	Lecture/Workshop	90 mins
	1. Student-led School Watching & hazard Mapping 2. Multi-Hazard Drills	Module 5: School Based DRRM	Lecture/Workshop	110 mins.
	1.	Module 6: Understanding Common Hazards	Lecture	
	1. Explain the importance of Information Management 2. Determine the extent of damage of classrooms after a certain hazard 3. Understand how RADAR reporting works 4. Use of Basic MS Excel functions	Module 7: Information Management & RADAR Reporting	Lecture/Workshop	140 mins
	1. Definition & Basic Principles of Inclusive DRRM 2. Definition and principles of child centered DRRM	Module 8: Inclusive & Child Centered DRRM	Lecture/Workshop	120 mins.
	1.	Module 9 : Staff Safety, Occupational First Aid & Basic Life Support	Lecture/Demo	2 days

DAY 1		
TIME	TOPICS	RESOURCE SPEAKER/ FACILITATOR
7:30 – 8:30	Arrival of Participants/Registration	Committee in Charge
8:30 – 9:30	Opening Program:	
	• National Anthem	
	• Invocation/Prayer	

	<ul style="list-style-type: none"> • Welcome Message 	
	<ul style="list-style-type: none"> • Introduction of Participants 	
	<ul style="list-style-type: none"> • Message 	
	<ul style="list-style-type: none"> • Rationale 	
	<ul style="list-style-type: none"> • House Rules & Safety Tips/Expectation Setting/Getting to know you 	
9:30 – 12:00	<ul style="list-style-type: none"> • Module 1: The Philippine Basic Education System 	
12:00 – 1:00	LUNCH BREAK	
1:00 – 3:00	Module 2: DRRM-CCA Terminologies	
3:00 – 5:00	Module 3: International & National Foundations of DRRM on Basic Education	
OFFICER OF THE DAY:		
	DAY 2	
7:30 – 8:30	Morning Devotion Nationalistic Song Exercise/Management of Learning	
8:30 – 10:00	Module 4: The Comprehensive Basic Education Framework	
10:00-10:20	ENERGIZER/SNACK BREAK	
10:20-12:00	Module 5: School Based DRRM	
12:00-1:00	LUNCH BREAK	
1:00 -2:30	Module 6: Understanding Common Hazards	
2:30-2:35	ENERGIZER/SNACK BREAK	
2:35-5:00	Module 7: Information Management & RADAR Reporting	

OFFICER OF THE DAY:

DAY 3 & 4		
7:30 – 8:30	Morning Devotion Nationalistic Song Exercise Management of Learning	
8:30 – 10:30	Module 9 : Staff Safety and Occupational First Aid & Basic Life Support	
10:30-12:00	Module 9 : Staff Safety and Occupational First Aid & Basic Life Support	
12:00-1:00	LUNCH BREAK	
1:00 – 3:00		
3:00- 5:00	Module 9 : Staff Safety and Occupational First Aid & Basic Life Support	
5 :00 – 5 :30		
DAY 5		
7:30 – 8:30	Morning Devotion Nationalistic Song Exercise Management of Learning	
8:30 – 10:30	Security in the Field; Safer Access (Security Protocol in the Field)	
10:30-12:00		
12:00-1:00	LUNCH BREAK	
1:00 – 3:00	Security in the Field; Safer Access (Security Protocol in the Field)	
3:00 – 5:00	Closing Program & Awarding of Certificates	

	<ul style="list-style-type: none"> • National Anthem 	
	<ul style="list-style-type: none"> • Invocation/Prayer 	
	<ul style="list-style-type: none"> • Insights/Sharing 2 Participants 1 Facilitator 	
	<ul style="list-style-type: none"> • Challenge 	
	<ul style="list-style-type: none"> • Acceptance 	
	HOMeward BOUND	
5:00 – 5:30	Evaluation/Sharing – for Trainers/Facilitators	

End of Program Outputs:

- Formal Face-to-Face Component:
- Opening Program
- Rapid Competency Assessment
- DRR Knowledge Building
- School Roll-out
- School DLLS, DLPs, I Plans
- Presentation of Outputs
- Job-Embedded Learning (JEL) Component:
- Capacity Building Training to Teachers
- Documentation of the 4 Thematic Areas of DRR Education Activities conducted.

Materials

- Bond Papers
- Masking Tapes
- CDR-W
- Special Paper(Certificates & Appearance)
- Stapler
- Staple Wire
- Ink
- Notebooks
- Ball pen
- ID Card

Monitoring and Evaluation

The Program Management Team has the responsibility for overseeing the Monitoring and evaluation Processes for the Program Delivery and Implementation System. M & E Tools are provided to support both the F3 and JEL phases of the training program as well as the over-all management of the program.

APPROVAL SHEET

This Program Design has been prepared by:


ESTER S. ROLDAN

Project Development Officer II/DRRM Division Focal Person

Contents Noted:


NOVIE O. MANGUBAT, Ed.D.
SGOD-Chief

Approved:


RHEA MAR A. ANGTUD, Ed. D., CESO VI
Schools Division Superintendent