



Republic of the Philippines
Department of Education
Region – X
Division of Tangub City
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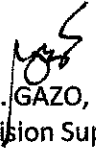
DEPARTMENT OF EDUCATION
DIVISION OFFICE OF TANGUB CITY
REPUBLIC OF THE PHILIPPINES

RELEASED BY:

5-11-16

Division Memorandum
No. 88 s. 2016

TO : ALL ELEMENTARY ADMINISTRATORS/ TICs
ALL SECONDARY ADMINISTRATORS/ TICs

From :  VICTORIA V. GAZO, Ph.D. CESO V
Schools Division Superintendent

SUBJECT: Finetuning and Alignment of DRRM Plans

The Division Disaster Risk Reduction and Management Service will conduct a Training Workshop for all School Administrators/TICs of both Elementary and Secondary Schools this coming May 12, 2016 at GATAP, Lorenzo Tan, Tangub City (Annex 1: Indicative Program) The workshop is intended to finetune and align the School DRRM plans with that of the DRRMS Central Office.

In addition, lessons learned and best practices experienced from previous emergencies and or disasters will feed into the enhancement of the Coordination and Management Protocol. The workshop will also serve as a avenue to understand capacity building needs of the coordinators. Specific objectives of the workshop include:

- a) Review and enhance DRRM plans
- b) Enhance the Coordination and information Management Protocol
- c) Develop Comprehensive School Safety Monitoring and Evaluation Tool
- d) Identify Capacity building needs of coordinators.

In this regard, we would like to request the participants to bring their accomplishment report(include challenges and action taken) and signed DRRM medium-term (2015-2017) plan. All school administrators are also requested to bring their laptops to be used during the said training.

A registration fee of One Hundred Fifty Pesos (Php 150.00) shall be collected upon registration to defray the expenses for one(1) meal and two (2) snacks, venue rental and other supplies and materials used During the conduct of the said training chargeable against local funds subject to the usual accounting rules and regulations.

For your appropriate action.

VVG/wbc 04 May 2016



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TRAINING DESIGN

I. Title: Finetuning and alignment of DRRM Plans

II. Rationale: The institutionalization of protocols, roles, and responsibilities of specific individuals and offices will facilitate better correspondences. Confusion in who, when and how to carry out specific tasks regarding disaster risk reduction and management will be avoided as the deliverables of DRRM Coordinators and the different offices in the Department of Education (DepEd) from national office to schools be articulated. The School Governance and Operation Division of the Division of Tangub City will hold a One day Training Workshop for All School Heads and TICs of both Elementary and Secondary on Finetuning and Alignment of DRRM Plans this coming May 12, 2016 at GATAP, Lorenzo Tan, Tangub City pursuant to DepEd Order No. 21 s. of 2015. The workshop is intended to finetune and align the school DRRM Plans with that of the DRRMS Central Office. In addition, lessons learned and best practices experienced from previous emergencies and or disaster will feed into the enhancement of the Coordination and Management Protocol. The Workshop will also serve as an avenue to understand capacity building needs of the coordinators.

III. Objectives: The specific objectives of the workshop include:

- a) **Review and enhance DRRM Plans**
- b) **Enhance the Coordination and Information Management Protocol**
- c) **Develop Comprehensive School Safety Monitoring and Evaluation Tool**
- d) **Identify Capacity Building Needs of Coordinators**

IV. Target Date: May 12, 2016

V. Target Participants:

- 10- Secondary School Administrator/TICs
- 55- Elementary School Administratos/ TICs
- 5- TWG/ SOC MOB

Budget:

Meal and Snacks Including Venue


70 Pax X 150 10,500.00

Training Kits

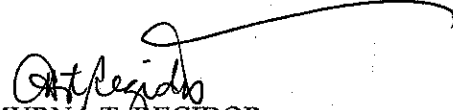
70 Pax x 50 3,500.00

Total ... PhP 14,000.00

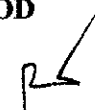
Prepared by:


 WILFREDO B. CAÑETE
 ESP-II
 DRRM Coordinator

Recommending Approval :


 MYRNA T. REGIDOR
 Division Chief
 SGOD

APPROVED:


 VICTORIA V. GATO
 School Division Superintendent

Annex 1: Indicative Program

Finetuning and Alignment of DRRM Plans

Objectives:

- Review and enhance DRRM Plans
- Enhance the Coordination and Information Management Protocol
- Develop Comprehensive School Safety Monitoring and evaluation tool
- Identify capacity building needs of coordinators

TIME	ACTIVITY	PERSONS INVOLVED
8:00-8:30 AM	Registration	Wennie Mendoza/ Kerilyn Salinas
8:30-8:45 AM	Opening Program • Prayer	TCCD/ Sherly Alivio
	Presentation of Participants	Marilou Galvez PDO-II
8:45- 9:00 AM	Welcome Remarks	SGOD Chief/ PDO-II
9:00 – 9:20 AM	Inspirational Message	Victoria V. Gazo, Ph.D., CESO V Schools Division Superintendent
9:20- 9:35 AM	Expectation Setting and House Rules/ Safety Measures	DDRRMS
9:35- 9:40 AM	Program Objectives	DDRRMS
9:40 -11:10 AM	Updates Of DDRMS	DDRRMS
11:10- 12 NN	Workshop 1: Finetuning and enhancing DRRM Plans	
12:00 -1:00 PM	LUNCH	
1:00 – 2:00 PM	Presentation of revised DRRM Plan	
2:00 – 3:00 PM	Workshop 2: Strengthening Coordination and Information Management Protocol	DDRRMS
3:00 – 4:00 PM	Workshop 3: Enhancement of DRRMS Monitoring Tool for Preparedness, Response, Recovery and Rehabilitation	DDRRMS
4:00 – 4:30 PM	Workshop 4: Identification of capacity building needs	DDRRMS
4:30- 4:50 PM	WAYS FORWARD	
4:50 – 5:00 PM	Distribution of Certificates	SGOD/SOC MOB