



August 16, 2018

DIVISION MEMORANDUM

No. 64 S. 2018

CONTINGENCY PLANNING, ORIENTATION AND CAPACITY BUILDING ON THE DRRM REMAINING MODULES OF SCHOOL HEADS AND SCHOOL DISASTER RISK REDUCTION AND MANAGEMENT (DRRM) COORDINATORS

OIC – Assistant Schools Division Superintendent
Public Schools District Supervisors
OIC - Chief Curriculum Implementation Division
OIC – Chief Schools Governance and Operations Division
All Elementary and Secondary School Heads
School DRRM Coordinators
All Others Concerned

1. The National Disaster Risk Reduction and Management Council thru Republic Act (RA) No. 10121 entitled The Philippine Disaster Risk Reduction and Management Act of 2010, mandates all national 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. DepEd Order No. 50, s.2011 entitled Creation of Disaster Risk Reduction and Management Office (DRRMO), mandates the said office to initiate and spearhead the establishment of mechanisms which prepare, guarantee protection and increase resiliency of the Department of Education (DepEd) constituents in the face of disaster and to institutionalize the culture of safety at all levels, to systematize protection of education investments and to ensure continued delivery of quality education services.

The Division Disaster Risk Reduction and Management (DDRRM) will capacitate School DRRM Coordinators on Contingency Planning. Contingency planning aims to prepare the Area of Responsibility of the SDRRM to an emergency and its potential humanitarian impact. Developing a contingency plan involves making decisions in advance about management of human and financial resources, coordination and communications procedures, and being aware of a range of technical and logistical responses. Such planning is a management tool, involving all sectors, which can help ensure timely and effective provision of humanitarian aid to those most in need when a disaster occurs. Time spent in the contingency planning equals time saved when a disaster occurs. To mitigate and reduce the impact of disasters to DepEd teaching/non-teaching personnel/staff, learners and properties and to ensure the capacity to response to hazards, the schools division will conduct a four-day training on **CONTINGENCY PLANNING, ORIENTATION AND CAPACITY BUILDING ON THE DRRM REMAINING MODULES OF SCHOOL HEADS AND SCHOOL DISASTER RISK REDUCTION AND MANAGEMENT (DRRM) COORDINATORS** on September 11-14, 2018 at Bagong Nayon II Elementary School, Brgy. San Isidro, Antipolo City.

2. The training aims to:
 1. To be able to understand the importance of crafting a contingency plan;
 2. To capacitate SDRRM Coordinators on crafting Contingency Plans;
 3. To prepares schools against emergency and its potential impacts;
 4. To Craft and develop a contingency plan for different types of hazards;
3. Participants to this training are the School Heads for day 1 and 2 and School DRRM Coordinators for Day 3 - 4. They are requested to bring school data like enrolment, number of school buildings,

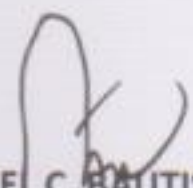


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and the likes. Provide also hazard maps of the barangay where the school is located in digital copies and also laptop.

4. A registration fee of Php 50.00 will cover expenses for training kits and training materials and other incidental expenses charged to School/Local Funds.
5. Attached herewith are the following enclosures for your reference;
 - Enclosure 1 – Training Matrix
 - Enclosure 2 – Working Committees
 - Enclosure 3 – Programme
6. Widest dissemination and participation of all concerned to this activity is enjoined.


DR. ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent



Enclosure 1 to Memorandum No. 09 s. 2018

TRAINING MATRIX
CONTINGENCY PLANNING AND CAPACITY BUILDING OF SCHOOL DISASTER RISK REDUCTION AND
MANAGEMENT (DRRM) COORDINATORS

September 11-14, 2018

Time	Day 1 (Sep 11)	Day 2 (Sep 12)	Day 3 (Sep 13)	Day 4 (Sep 14)
7:00 – 8:00	Registration	Registration	Registration	Registration
8:00 – 8:30	Opening Program	MOL	MOL	MOL
8:30 – 9:00	Expectation Setting/Training Objectives/Schedule/Workshop Agreements	Contingency Planning Template	Understanding Peace and Conflict Mr. Ronald Mendoza	PFA Module 3 Ms. Jane Templonuevo
9:00 – 9:30	Health Break	Health Break	Health Break	
9:30 – 12:00	Education in Emergencies	Contingency Planning Workshop	Camp Management Guidelines Mr. Michel Bravo	PFA Module 4 Mr. Noel Merino
12:00 - 1:00	Lunch	Lunch	Lunch	Lunch
1:00 – 3:00	Inclusive and Child Centered DRRM	Presentation of Outputs (1 per District)	PFA Module 1 Mr. Noel Merino	Practicum PFA
3:00 – 3:30	Health Break		Health Break	Health Break
3:30 – 5:00	Introduction to Contingency Planning		PFA Module 2 Salvador Waniwan	Closing Program



Enclosure 2 to Memorandum No. 04 s. 2018

EXECUTIVE COMMITTEE

Chairperson: Dr. Rommel C. Bautista, CESO V
Schools Division Superintendent

Vice-Chairperson: Dr. Gloria C. Roque
OIC - Asst. SDS

Members:

Mr. Lito A. Palomar – OIC Chief CID
Mr. Anselmo C. Celeste Jr. – OIC Chief SGOD
Dr. Jonathan P. Domingo EPS SGOD
Noel C. Meriño – PDO II DRRM

TECHNICAL WORKING COMMITTEE

COMMITTEE	IN-CHARGE	TERMS OF REFERENCES
Registration/Supply and Materials	Mr. Raymond P. Villaraza DRRM BN2 ES	<ul style="list-style-type: none">- In-charge of attendance- Ensures that participants are registered- Prepares registration/Attendance sheets during the training
Program, Invitation and Certificates	Dr. Rowena B. Sison And Selected Teachers of BNIINHS	<ul style="list-style-type: none">- Prepares certificates and programs and facilitates its distribution- Facilitates the conduct of the opening program;- Provides the EMCEE
Documentation	Nova B. Silguera	<ul style="list-style-type: none">- Documents event for the roll-out and submit narrative and pictorial report
Physical Arrangement and Stage Decoration/ICT	Dr. Fely B. Aminoso and Selected Teachers of BN2ES	<ul style="list-style-type: none">- Prepare backdrop, tarpaulin and other decoration to be used during the rollout- Flag, Plants, ETC....
Health, Food and Refreshments	Arline Dulin Salvador Q. Waniwan	<ul style="list-style-type: none">- Oversees foods to be served for meals and snacks and ensures that all attendees were able to have their share of the food.- Oversees the health conditions of participants making sure that all are in tiptop shape
Monitoring and Evaluation	Mrs. Flordeliza O. Mendiola Ms. Rita Edillo	<ul style="list-style-type: none">- Monitor the conduct of the training- Administer monitoring and evaluation tool



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Enclosure 3 to Memorandum No. 64 s. 2018

Opening Programme		Closing Programme	
Part I	Registration	Pilipinas Kong Mahal	Mr. Wes Dela Cruz
Part II	Opening Program	Prayer	Mr. Jayson Ubina
Philippine National Anthem	Mr. Rizalvy Pineda	Impression	Ms. Nova Silguera
Prayer	Mr. Salvador Waniwan	Challenge	Dr. Rommel Bautista
CALABARZON March Mabuhay Rizal Antipolo Hymn	Mr. Erwin Acorda	Acceptance of Challenge	Mr. Igmedeo Villanueva
Welcome Remarks	Dr. Fely B. Aminoso	Awarding of Certificates	Dr. Rommel Bautista Dr. Gloria Roque Mr. Anselmo Celeste
Inspirational Message	Dr. Rommel C. Bautista	Closing Remarks	Mr. Jonathan Domingo
Presentation of Participants	Ms. Arline Dulin		
Statement of Purpose	Mr. Noel C. Meriño		
Part III	TRAINING PROPER		
Ms. Rita Edillo EMCEE			