



Office of the City Schools
Division Superintendent

Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City

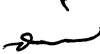


Tel. (082) 553-8375 |
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DIVISION MEMORANDUM

No. 172, series of 2017

TO: **REYZEN O. MONSERATE, RN, MAN**
Project Development Officer II
Division DRRM Coordinator

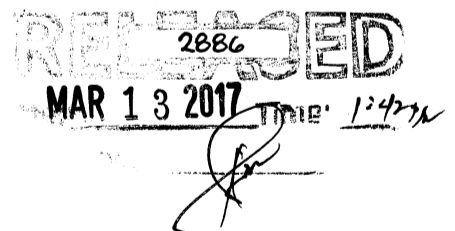
FROM: 
DEE D. SILVA, DPA, CESO VI
Schools Division Superintendent *DS*

SUBJECT: **ATTENDANCE TO THE 2017 DRRM EVALUATION, PLANNING AND CONSULTATION WORKSHOP**

DATE: March 13, 2017

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1. You are hereby directed to attend the 2017 DRRM Evaluation, Planning and Consultation Workshop on March 19-24, 2017 at the RELC-NEAP XI, Quirino St., Davao City.
 2. Attached are the templates in preparation for the workshop and the Unnumbered Memorandum from Usec. Alain Del D. Pascua, Undersecretary for Administration, Department of Education.
 4. Transportation and other allowable expenses shall be charged to local funds subject to the existing accounting and auditing rules and regulations.
 5. For your information, guidance and compliance.

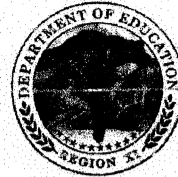
DepEd Schools Division of Digo:



Recd



Republika ng Pilipinas
**KAGAWARAN NG EDUKASYON
TANGGAPANG PANREHIYON XI**
Lungsod ng Dabaw



Telefax Numbers: (082) 227-1102; 227-9342 (Trunkline) 225-8495
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Website: <http://www.region11.deped.gov.ph>
FTAD Email Address: roxifad@gmail.com

MEMORANDUM

TO : Schools Division Superintendents
OIC/SDS, ASDS, OIC/ASDS

ATTENTION: Division DRRM Coordinator

SUBJECT : 2017 DRRM EVALUATION, PLANNING AND
CONSULTATION WORKSHOP

DATE : February 8, 2017

Herewith is the unnumbered memorandum from Usec. Alain Del D. Pascua, Undersecretary for Administration, Department of Education, entitled **"2017 DRRM Evaluation, Planning and Consultation Workshop"** on March 19-24, 2017 at the RELC-NEAP XI, Quirino St., Davao City.

Anent this the Region and Division Disaster Risk Reduction Management (DRRM) Coordinator is advised to attend the activity.

Further, you are hereby required to accomplish the following requirements using the attached templates in preparation for the workshop and for discussion during the 1st quarterly meeting on February 17, 2017 at Compostela Valley Division:

- Confirmation Sheet
- 2016 DRRM Accomplishment Report
- 2017 DRRM Plans
- 2017 DRRM Training Needs Assessment

Transportation and other allowable expenses shall be charged to local funds subject to the existing accounting and auditing rules and regulations.

Immediate dissemination of this Memorandum is adhered.

Department of Education

Regional Office XI

RECORDS SECTION

RELEASED

By: *[Signature]* -2/13/17

Folder: fn.2017drmeqpw..memo/
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By Authority of the Regional Director:

[Signature]
TERESITA G. TAMBAGAN, CESE

OIC- Assistant Regional Director
Office-in-Charge

ANNEX B: CONFIRMATION SHEET

CONFIRMATION SHEET

Please fill-up the attached Confirmation Sheet and kindly send it to telefax number 02-6374933 or email to joan.llamado@deped.gov.ph and drmm@deped.gov.ph this will serve as confirmation of your participation to the 2017 DRRM Evaluation, Planning and Consultation Workshop.

The confirmation sheet should be sent one (1) week before the date of the workshop or earlier.

For further inquiries and/or clarification, you may contact Ms. Joan Grace Llamado through telefax number 02-6374933 or 637-4605.

Thank you very much!



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
DISASTER RISK REDUCTION AND
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2017 DRRM EVALUATION, PLANNING AND CONSULTATION WORKSHOP

CONFIRMATION SHEET

First Name	
Middle Name	
Last Name	
Nick Name	
Position Title	
Region/Division Office	
Mobile Number	
E-mail Address	
Signature	

Note: Please fill-up the form above legibly and send a signed copy on or before assigned confirmation dates through fax number 02-6374933 or email to joan.llamado@deped.gov.ph and drmm@deped.gov.ph.

TABLE 1: 2016 DIVISION ACCOMPLISHMENT REPORT

INSTRUCTIONS: Kindly read and follow the directions below.

enhanced Key Result Areas (KRA) of DRRMs, fill up the 2016 Division DRRM Accomplishments (Column E). In cases where accomplished program/projects/activities of a fund do not match any of the KRA, include it in the last row "Others".

Column F, indicate the number of participants and/or recipients¹ in the said programs/projects/activities and its corresponding fund and fund source.

Column G, indicate the number of participants and/or recipients¹ in the said programs/projects/activities and its corresponding fund and fund source.

Column H, indicate the number of participants and/or recipients¹ in the said programs/projects/activities and its corresponding fund and fund source.

Column I, indicate the number of participants and/or recipients¹ in the said programs/projects/activities and its corresponding fund and fund source.

Existing policies and standards for risk-informed standards for DepEd Division	Number of existing policies and standards reviewed	Number of risk-informed policies and standards developed/enhanced and disseminated	Percentage of DepEd offices that implemented the developed/enhanced risk-informed policies and standards						

¹For recipients- Include total number of participants and their designation (i.e. 23 teachers, 25 school heads. In case of equipment, supplies or other materials, indicate the total number of recipient schools/offices (i.e. 25 fire extinguishers, 24 schools and 1 division office)

²Force - The total number of funds used for a certain program/project/activity. Some funding may be sourced from non-DepEd partners; for this, please indicate the total funds used

ANNEX D. TEMPLATE 1: 2017 DIVISION DRRM PLANS

DIVISION NAME: _____

INSTRUCTIONS FOR DIVISIONS: kindly read and follow the directions below.

1. Based on the enhanced Key Result Areas (KRA) of DRRMs, fill up the 2017 Division DRRM Plans (Column D). In cases where planned program/projects/activities of the division did not match any of the KRA, include it in the last row "Others".
2. On the next column, indicate the corresponding number of participants and/or recipients¹ in the said programs/projects/activities and its corresponding timelines. Highlight the planned timelines with a different color.
3. Indicate the expected challenges and needs AND ways forward in relation to the challenges of 2017 programs/projects/activities.
4. Send the completed 2017 DRRM Plans to the respective regions for their consolidation and copy drmo@deped.gov.ph in the e-mail for their information. Regions should consolidate all the reports and use the template for the 2017 Region DRRM Plan.
5. The Regional DRRM Coordinator and their respective Division DRRM Coordinators may convene before the schedule of their Evaluation, Planning and Consultation Workshop to consolidate and harmonize their 2017 DRRM Plans.

KRA: Risk-informed Policies and Standards	Review existing policies and standards	Number of existing policies and standards reviewed								
	Develop/enhance and disseminate risk-informed policies and standards for implementation	Number of risk-informed policies and standards developed/enhanced and disseminated	Percentage of DepEd offices implemented the developed/enhanced risk-informed policies and standards							
Outcome: DepEd offices and schools implement DRRM, safety, security, and protection policies and standards to support resilience and learning continuity.	Monitor and evaluate the DepEd offices' implementation of risk-informed policies and standards									

¹ Number of participants and/or recipients- include total number of participants and their designation (i.e 23 teachers, 25 school heads. In case of equipment, supplies or other materials, indicate the total number of units, and number of recipient schools/offices (i.e 25 fire extinguishers, 24 schools and 1 division office)

² See above footnote

Instructions:

This 2017 DRRM Training Needs Assessment (TNA) form is provided to Region and Division DRRM Coordinators, for reference. **THIS FORM SHOULD BE ANSWERED ONLINE** by all coordinators and should be accomplished one (1) week before the Cluster Workshop.

To access the form online, go to bit.ly/DRRMS2017TNA.

1. PERSONAL INFORMATION - Please indicate selected personal information required below.

Region		Division (NA if not applicable)	
First	Middle	Last	Suffix
Date of Birth (DD/MM/YYYY)		Sex	
E-mail address		Mobile number	
Total months in DRR-related work	Date of Employment in DepEd (DD/MM/YYYY)	Date of Designation as DRRM Coordinator (DD/MM/YYYY)	

2. TRAININGS COMPLETED - Kindly tick the appropriate cells if you have undergone formal training on the following topics or modules listed below **IN THE PAST FIVE YEARS**, and if the trainings attended had been completed fully or partially. If no formal training has been provided, please indicate in the matrix provided as well.

Topics	Level of completion and training*			Organization (please indicate affiliation of trainer, instructor; N/A if none)
	Fully Completed Formal Training	Partially Completed Formal Training	No Formal Training	
1. Philippine Basic Education System				
2. DRRM Terminologies				
3. International Frameworks and Standards relating to DRRM in Basic Education				
4. National Legal Frameworks and Standards relating to DRRM in Basic Education				
5. Basic Concepts of Climate Change				
6. Climate Change Adaptation				
7. Introduction to Peace and Conflict				
8. Conflict Sensitive Education				
9. Inclusive and Child-Centered DRRM				
10. Understanding Hazards – Natural hazards, Human Induced Hazards & School Safety Hazards				



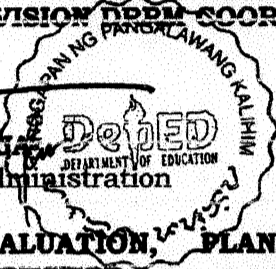
Republika ng Pilipinas
Kagawaran ng Edukasyon
 Tanggapan ng Pangalawang Kalihim

RECO
 by:
 Date: 2-6-17
 Barcode no.

MEMORANDUM

**FOR : DEPED ARMM REGIONAL SECRETARY
 ALL DEPED REGIONAL DIRECTORS
 ALL SCHOOLS DIVISION SUPERINTENDENTS
 ALL REGION AND DIVISION DRRM COORDINATORS**

FROM : ALAIN DEL P. PASCUA
 Undersecretary for Administration



**SUBJECT : 2017 DRRM EVALUATION, PLANNING AND
 CONSULTATION WORKSHOP**

DATE : 27 January 2017

As the focal point of DepEd in planning, implementing, coordinating and monitoring activities related to Disaster Risk Reduction and Management (DRRM), Education in Emergencies (EiE) and Climate Change Adaptation (CCA), the Disaster Risk Reduction and Management Service (DRRMS) conducts an annual Evaluation, Planning, and Consultation Workshop with its DRRM coordinators at the regional and division level. This annual event is an opportunity for this office to meet and discuss with DRRM coordinators on the status, best practices, and challenges of institutionalizing, mainstreaming and implementing DRRM/CCA/EiE programs, projects and activities. The annual event is also an occasion for this office to finalize with DRRM Coordinators the policies that have been enhanced or created last year.

Office of the Undersecretary for Administration

(Administrative Services, Information and Communications Technology, Disaster Risk Reduction and Management, Schools Health, Youth Formation, Baguio Teachers' Camp, Education Facilities/School Buildings)
 Department of Education, Central Office, Meralco Avenue, Pasig City
 Room 519, Mabini Building; Mobile: +639260320762; Landline: +6326337203, +6326376207
 Email: usec.admin@deped.gov.ph; Facebook/Twitter @depedtayo

In this light, the Region and Division DRRM Coordinators are invited to attend the Cluster Evaluation, Planning and Consultation Workshop (please see Annex A for the list of detailed Program of Activities), in order to:

- Integrate achievements of DepEd National, Regional and Division Offices on DRRM/CCA/EiE;
- Develop a harmonized National, Regional and Division DRRM plans for 2017-2018;
- Discuss challenges on the implementation of DRRM/CCA/EiE programs, projects, and activities and provide suggestions for ways forward;
- Finalize enhancement of existing policies based on inputs in last year's Finetuning Workshop and provide comments/inputs to newly developed draft policies; and
- Identify and finalize roll-out strategy for capacity building of DRRM coordinators at the region, division, and school level.

The tentative date and venue of the said workshop shall commence on the following dates, with the following participants per Cluster:

Clusters	Date	Venue	Participants
Cluster 1	February 19-24	DepEd NEAP (Malvar, Batangas)	NCR, CAR, 1, 2, 3
Cluster 2	March 6-11	DepEd EcoTech (Lahug City, Cebu)	Region 4A, 4B, 5, 6, 7, NIR
Cluster 3	March 19-24	DepEd NEAP (Davao City)	Region 8, 9, 10, 11, 12, Caraga and ARMM

Travelling and other incidental expenses related to the conduct of the said workshop shall be charged against local funds. Food and accommodation shall be covered by DRRMS DepEd.

Prior to these dates, the Region and Division DRRM Coordinators are required to accomplish the following requirements and templates in preparation for the workshop:

1. **Annex B - Confirmation Sheet.** All Region and Division DRRM Coordinators are required to send a signed and scanned copy of the Confirmation Sheet one (1) week before the date of the workshop or earlier to drmo@deped.gov.ph.
2. **Annex C - 2016 Region and Division DRRM Accomplishments.** A number of DRRM Coordinators have already submitted their accomplishment report to the DRRMS. Using the previous submissions, all Division DRRM Coordinators are required to update and send to their respective Region DRRM Coordinators their accomplishment reports (with drmo@deped.gov.ph copied in the e-mail), for consolidation of the Region DRRM Coordinators. All Division DRRM Accomplishments should be reflected and harmonized in the Regional DRRM Accomplishments apart from

- region-initiated programs, projects, and activities as indicated in Annex C. The accomplishment reports shall be used during Day 1 of the workshop (please see Annex A for the Program of Activities).
3. **Annex D - 2017 Region and Division DRRM Plans.** Likewise the plans for this year shall be consolidated by the DRRMS using Annex D. All Division DRRM Coordinators are required to send their respective Region DRRM Coordinators their 2017 DRRM Plans (with drmo@deped.gov.ph copied in the e-mail), for consolidation of the Region DRRM Coordinators. All Division DRRM Plans should be reflected and harmonized in the Regional DRRM Plans apart from region-initiated programs, projects, and activities as indicated in Annex D. The plans shall be used during Day 1 of the workshop (please see Annex A for the Program of Activities).
 4. **Annex E - 2017 DRRM Training Needs Assessment.** All 2016 Finetuning Workshop outputs on capacity building needs of DRRM coordinators were accounted and used for the creation of training design and modules last year. To update the database of training needs, all Region and Division DRRM Coordinators are required to fill up the **online DRRMS 2017 TNA form** which can be accessed via bit.ly/DRRMS2017TNA. The copy of the form is shown in Annex E; all coordinators are advised to accomplish the forms online for easier consolidation and to minimize errors in encoding.
 5. **Annex F and Annex G - Clean-Up and TLS Monitoring Sheet.** These attachments are to be completed only by selected divisions which have received fund support for school clean-up and minor repairs, and DepEd TLS for Typhoons **Lando, Nona, Karen & Lawin, Nina**, and fire incidents.

Should you have further clarifications and/or inquiries, you may directly communicate with **Ms. Joan Grace Llamado** through telephone numbers (02) 637-4933/637-4606 or e-mail joan.llamado@deped.gov.ph and drmo@deped.gov.ph.

Thank you and we look forward to your participation in the workshop.

ANNEX A: TENTATIVE PROGRAM OF ACTIVITIES

Time		Mins	Activity
From	To		
DAY 0 (Preparations and travel time from residence to venue)			
DAY 1			
07:30	08:30	60	Registration
08:30	08:45	15	National Anthem and Prayer
08:45	09:00	15	Welcome Remarks
09:00	09:15	15	Opening Remarks
09:15	09:30	15	Introduction (Objectives and Flow of Program)
09:30	09:45	15	Heart Contract and Safety Measures
09:45	10:00	15	HEALTH BREAK
10:00	10:45	45	The DRRMS Charter and Strategic Direction for 2016 to 2022
10:45	11:15	30	The DRRMS 2016 Accomplishments
11:15	12:15	60	Session 1: Integration of Region and Division DRRM 2016 Accomplishments
12:15	01:15	60	LUNCH BREAK
01:15	03:15	120	Session 1: Integration of Region and Division DRRM 2016 Accomplishments
03:15	03:45	30	The DRRMS 2017 Plans
03:45	04:00	15	HEALTH BREAK
04:00	06:00	120	Session 2: Region and Division Planning for 2017
END OF DAY 1			
DAY 2			
8:00	8:15	15	Prayer
8:15	8:30	15	Recapitulation of Day 2
8:30	9:30	60	Challenges/Concerns of DRRMS
9:30	9:45	15	HEALTH BREAK
9:45	12:00	135	Session 3: Resolutions to Challenges/Concerns of DRRMS
12:00	1:00	60	LUNCH BREAK
1:00	1:40	40	DRRMS Capacity Building Updates
1:40	3:00	80	Session 4: Planning for the Roll Out of DRRM Training Modules
3:00	3:15	15	HEALTH BREAK
3:15	4:15	60	DRRM Policies, Protocols, and Tools Created and/or Enhanced
4:15	5:00	45	Reading of Policies, Protocols, and Tools
End of Day 2			
DAY 3			
8:00	8:15	15	Prayer
8:15	8:30	15	Recapitulation of Day 2
8:30	9:00	30	The Enhanced National Education Cluster TOR and the Education Resilience Working Group (ERWG)
9:00	9:30	30	The Enhanced Gawad Kalasag Template
9:30	10:30	60	The Enhanced Comprehensive School Safety (CSS) Monitoring Tool
10:30	10:45	15	HEALTH BREAK
10:45	11:45	60	The Enhanced Post-Disaster Needs Assessment (PDNA) Guidelines and Template for the Basic Education Sector

ANNEX A: TENTATIVE PROGRAM OF ACTIVITIES

Time		Mins	Activity
From	To		
11:45	12:00	15	The Enhanced Policy on DRRM Roles and Responsibilities Across All Levels per DepEd Order (DO) 21, s. 2015
12:00	1:00	60	LUNCH BREAK
1:00	2:15	75	Session 5: Consultation on the Enhanced Policy on DRRM Roles and Responsibilities Across All Levels per DO 21, s. 2015
2:15	3:30	75	The Enhanced Policy on DRRM Coordination and Information Management Protocol per DO 21, s. 2015
3:30	3:45	15	HEALTH BREAK
3:45	4:30	45	e-RADaR (RADaR application)
6:00	onw		Dinner and socialization night
End of Day 3			
DAY 4			
8:00	8:10	10	Prayer
8:10	8:25	15	Recapitulation of Day 3
8:25	8:40	15	Policy on the Twinning System and Quick Response Team (QRT)
8:40	9:40	60	Session 6: Consultation on the Policy on the Twinning System and Quick Response Team (QRT)
9:40	10:25	45	Policy on the Minimum Coordination Requirements for Resettlement
10:25	10:40	15	HEALTH BREAK
10:40	10:55	15	Protocol for Bomb Threat
10:55	12:00	65	Session 7: Consultation on the Protocol for Bomb Threat
12:00	1:30	90	LUNCH BREAK
1:30	3:00	90	Presentation of Revised/Enhanced Policies/Protocols
3:00	3:15	15	HEALTH BREAK
3:15	4:30	75	Presentation of Revised/Enhanced Policies/Protocols Continuation
4:30	5:00	30	Closing Ceremonies: 1. Closing Message 2. Awarding of Certificates 3. Picture Taking
End of Day 4			
DAY 5 (Travel time from residence to venue)			