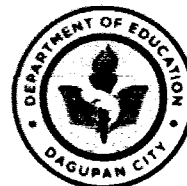




Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
 Region I  
 SCHOOLS DIVISION OFFICE  
 DAGUPAN CITY



DIVISION MEMORANDUM NO. 366, s. 2019

**RELEASED**  
 DEFED  
 DATE: 11-02-19  
 BY: 806  
 11-19-16

**TO :** Assistant Schools Division Superintendent  
 Chief Education Supervisors- SGOD & CID  
 Education Program Supervisors & Public Schools  
 District Supervisors  
 School Heads of Public/Private Elementary and  
 Secondary Schools  
 All Concerned

**FROM :** Office of the Schools Division Superintendent

**SUBJECT :** DIVISION CAPACITY BUILDING OF SCHOOLS ON THE  
 STANDARDIZED DRRM MODULES /SDRRM MANUAL  
 AND CONTINGENCY PLANNING WORKSHOP 2019

**DATE :** October 29, 2019

1. Pursuant to the mandate of the Disaster Risk Reduction and Management Service (DRRMS) to capacitate all School DRRM coordinators, this Division will conduct a Division Capacity Building on DRRM Standardized Modules, School DRRM Manual and Contingency Planning Workshop, at the Division Training Center, SDO Dagupan City on November 15-17, 2019 (Part 1) (Friday, Saturday, Sunday) and November 22-23, 2019 (Saturday, Sunday) (Part 2).
2. The Training aims to equip School DRRM Coordinators in the Standardized Training Modules and enable them exercise their duties and responsibilities on DRRM, Climate Change Advocacy (CCA) and Education in Emergencies (EiE), including what to do before, during and after a disaster or emergency. It is informed that those who actively participated, completed and passed the Training shall be added to the Division pool of DRRM Module Manpower Resource.
3. Please see attached Approved List of DRRM Training Participants.
4. **No registration fee** shall be collected from the participants. Training Expenses shall be charged to the DRRMS Fund Assistance for Capacity Building on DRRM and Contingency Planning Workshop.
5. Participants are hereby directed to make the necessary arrangement for their classes in compliance to the no-disruption-of classes policy as stipulated in DepEd Order No. 9, s. 2005 entitled Instituting Measures to Increased Engaged Time-on-Task and Ensuring Compliance Therewith.
6. The participants, trainers, and management staff who will be involved in this seminar shall be entitled to service credits in accordance with DepEd 53, 2003 for teaching personnel and Compensatory Time-Off (CTO) for non-teaching personnel as per CSC & DMB Joint Circular No. 2, s. 2004.
7. **This Memorandum shall serve as an Authority to Travel to all Concerned.**
8. For your information, guidance and strict compliance.

Approved:

*Maria Celia Juno Fernandez*  
**MARIA CELIA JUNO FERNANDEZ, Ed.D, MDM-SEC**  
 Schools Division Superintendent

RECEIVED  
 DATE: 11-01-19  
 TIME: 3:35  
 REYNANTE B. INFANTE  
 IT OFFICER



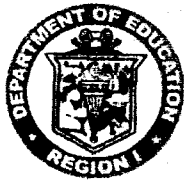
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**DIVISION CAPACITY BUILDING OF SCHOOLS ON STANDARDIZED DRRM MODULES /SDRRM MANUAL AND CONTINGENCY PLANNING WORKSHOP 2019**

**LIST OF PARTICIPANTS**

	<b>SCHOOL NAME</b>	<b>NAME</b>	<b>Role</b>
1	Juan L. Siapno Elementary School	Ramil Brumuela	participant
2	Malued Elementary School	Woodrow Wilson D. Gabris	participant
3	DCNHS JHS	Rhemus Siapno	participant
4		Marilyn L. Meneses	participant
5	DCNHS SHS	<b>Elvira Villamor</b>	<b>Participant/Group Facilitator</b>
6		Patrice A. Flores	participant
7	Lucao Elementary School	Ariel Ferreria	participant
8	West Central Elementary School I	<b>Marissa Mamaril</b>	<b>Participant/Group Facilitator</b>
9	West Central Elementary School II	Fidel Tuliao Jr.	participant
10	Bacayao Sur Elementary School	Marilyn Flores	participant
11	Caranglaan Elementary School	<b>Rachele Andaya</b>	<b>Participant/Group Facilitator</b>
12	East Central Integrated School	<b>Kenneth Carl Llamas</b>	<b>Participant/Group Facilitator</b>
13		Jerome Viari	participant
14	Pascuala G. Villamil Elem. School	Daryl Braga	participant
15	Pogo-Lasip Elementary School	<b>Jovie Ereso</b>	<b>Participant/Group Facilitator</b>
16	Lasip Grande Elementary School	Aileen Soriano	participant
17	Mangin-Tebeng Elementary School	Margie Juguilon	participant
18	Tambac Elementary School	Carlo C. Cepeda	participant
19	Tebeng Elementary School	Alma Malicdem Barte	participant
20	Bonuan Buquig Elementary School	Erma Delos Reyes	participant
21	BLISS Elementary School	Leowil Vejano	participant
22	Leon-Francisco Maramba E/S	Joaquin Reyes	participant
23	Bonuan Buquig National High School	Salvacion Malanum	participant
24		Silmarie Maramba	participant
25	North Central Elementary School	Farrah Landingin	participant
26		Cherwin Soriano	participant
27	Federico N. Ceralde Integrated School	<b>Maria Romina Caragan Carreon</b>	<b>Participant/Group Facilitator</b>
28		Michael Caballero	participant
29		Noah Perseus Ferrer	participant
30	Gen. Gregorio del Pilar ES	John Paul Dela Cruz	participant
31		Rowena Mejia	participant
32	Sabangan Elementary School	Ruel Catcatan	participant
33	Juan P. Guadiz Elementary School	<b>Perlita Vallejos</b>	<b>Participant/Group Facilitator</b>
34	Pantal Elementary School	Eddie Clores	participant
35	Victoria Q. Zarate Element School	Denero Matabang	participant
36	Salapingao National High School	Darren Bautista	participant
37	Bolosan Elementary School	Jocelyn Abenojar	participant
38	Mamalingling Elementary School	Rey Bugarin	participant
39	Salisay Elementary School	Federico Quijano	participant
40	Judge Jose de Venecia, Sr. MNHS	<b>Dennis Biasaga</b>	<b>Participant/Group Facilitator</b>
41	Calmay Elementary School	Raquel S. Dondo	participant
42	Carael Elementary School	Herminia S. Domasing	participant
43	T. Ayson-Rosario Elem. School	Rio Grace Martinez	participant
44	Carael National High School	<b>Leopoldo Idio Jr.</b>	<b>Participant/Group Facilitator</b>
45		Teresa Gonzales	participant
46	Lombay Elementary School	Jomar De Vera	participant



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47	Pugaro Integrated School	Samuel Cayabyab	participant
48		Lucky Allan Valle	participant
49	Salapingao Elementary School	Fernando A. Fernandez	participant
50	Suit Elementary School	Alma Zara	<b>Participant/Group Facilitator</b>
<b>SDO Dagupan DRRM Top Management Committee</b>			
	Name	Designation/Role	Term of Reference
51	Maria Celia Junio-Fernandez, Ed. D., MDM-SEC	Schools Division Superintendent/Over-all Chairman	Over-all supervision of the Training Implementation
52	Lourdes D. Servito, Ed. D., CESE	Asst. Schools Division Superintendent/Overall Asst. Chairman	
53	Maria Linda R. Ventenilla	Chief Education Supervisor - SGOD; Chairman	
54	Maria Venus Estonilo, Ed. D.	Chief Education Supervisor - CID; Vice Chairman	
55	Myrel Angelica Lopez	Chief Administrative Officer	Ensures proper documentary requirements are met and Training Expenditures are according to proper accounting and auditing rules and resulations, based from implementing guidelines.
56	Atty. Jose Oviedo	Legal Officer II	
57	Harking Reyes, CPA	Division Accountant	
58	Zenaida Peralta	Budget Officer	
59	Engr. Tatum Grace Manzano	Division Engineer/EFD;/Alternate Division DRRM Coordinator	

**SDO Dagupan DRRM Training Technical Working Group**

	Name	Designation/Role	Term of Reference
60	Marjorie S. Rodriguez ,RSW	Project Development Officer II, DRRM	Proponent/Implementer/Resource Facilitator; in charge of the needs assessment and identification of topics, implementation and determination of the effectiveness of the program.
61	Mitchellene Vigilia-Rivo, Ed., D	SEPS II, HRTD/Learning & Development Program Officer	Provides Technical Assistance to Proponent in terms of Training Implementation ;
62	Mr. Isagani Rosario, SEPSII-M & E	Quality Assurance Officer	Conduct the monitoring and evaluation of the session, facilitator and program.
63	Ms. Noreen Vidal, RN	Nurse II	Provides Medical Assistance and support
64	Diana Irish Solis	EPSII, HRTD/Secretariat	Will be in charge of attendance records , certificates and other technical assistance needed during the implementation of the program; Ensures preparation and proper distribution of DRRM training kits and materials ; ensures proper documentation
65	Claire Tamayo	Supply Officer/Secretariat	
66	Jan Vincent Galvez	Librarian /Secretariat/Documenter	
67	Gillian Sabie	PDOI, YFD/Secretariat/Documenter	
68	Rejoice Ann Dalope	Job Order, DRRM/Secretariat	Administrative Support
69	Carol Joy Macatantan	Job Order, EFD/Secretariat	Administrative support

**Approved:**

  
**MARIA CELIA JUNIO-FERNANDEZ, Ed. D, MDM-SEC**  
 Schools Division Superintendent



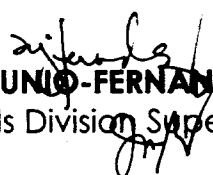
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**AUTHORITY TO CONDUCT**

This is to authorize **MARJORIE SINAY-RODRIGUEZ, RSW**, Project Development Officer II, Division DRRM Coordinator whose current working station is at SDO Dagupan City to administer the learning and development program entitled, **DIVISION CAPACITY BUILDING OF SCHOOLS ON STANDARDIZED DRRM MODULES /SDRRM MANUAL AND CONTINGENCY PLANNING WORKSHOP 2019** on **November 15,16 17 (Part 1) & 22,23, (part 2) 2019** respectively with **70 participants** composed of **School DRRM Coordinators, inclusive of TWG/Executive Committee and Resource Facilitators.**

The proponent should submit an accomplishment report with the liquidation of incurred expenses which should be submitted 15 days after the conduct of the said learning and development program. The aforementioned learning and development program has an approved budget of Php **167,000.00** (sum of the fund support from DRRMS CO for Capacity Building (Php 36,000), Contingency Planning (Php 131,700.00) subject to usual accounting and auditing rules and regulations.

  
**MARIA CELIA JUNIO-FERNANDEZ, Ed.D,MDM-SEC**  
Schools Division Superintendent