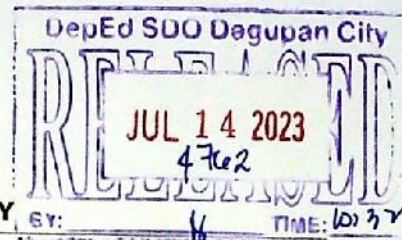




Republic of the Philippines  
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REGION I  
SCHOOLS DIVISION OFFICE DAGUPAN CITY



Office of the Schools Division  
Superintendent

DIVISION MEMORANDUM NO. 257, 2023

MEMO TO : Assistant Schools Division Superintendent  
Chiefs, SGOD & CID  
All School Heads  
Concerned School DRRM Coordinators  
SDO Training Team (TWG)

FROM : *[Signature]*  
DR. ROWENA C. BANZON, CESO V  
Schools Division Superintendent

SUBJECT : EMERGENCY RESPONSE TRAINING OF SCHOOL DISASTER RISK  
REDUCTION AND MANAGEMENT COORDINATORS AND  
ALTERNATES TOWARDS RESILIENCE

DATE : July 13, 2023

1. Resilience is an ability to recover from or adjust easily to misfortune or change. This involves behaviors, thoughts and actions that can be learned and developed for our eighty-eight (88) School Disaster Risk Reduction and Management Focal Persons and Alternates in the Schools Division of Dagupan City to become adaptive to whatever situation he/she is in.
2. This five (5) day training in three (3) batches aims to create, organize and activate a School-based Fire Brigade that will serve as First Fire Responder, Search and Rescue Unit and Emergency Medical First Responders as mandated by Republic Act 9514 and Republic Act 10121 of 2010 or, "An Act Strengthening the Philippine Disaster Risk Reduction and Management Act of 2010", which provides a comprehensive all-hazard, multi-sectoral, inter-agency, and community-based approach to disaster risk management through the formulation of the National Disaster Risk Management Framework. This is also to formally facilitate the basic skill and knowledge of the created, organized and activated school-based brigade and or First responder in Fire Fighting Operation, Emergency Medical and Rescue Operations which gear towards resilience.
3. This training aims to capacitate the School DRRM Focal persons and Alternates in emergency response. The following are the objectives of the training:
  1. Understand the basic concept of safety;
  2. Perform thru return demonstration the skills learned; and
  3. Create a School Fire Brigade as first responders in the school.
4. In relation to the training which falls on a school break: August 07-11, 2023 (Batch 1), August 14-18, 2023 (Batch 2), August 21-25, 2023 (Batch 3), participants who are teaching personnel shall earn vacation service credits in accordance with DepEd Order No. 53, series 2003 and a



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Compensatory Overtime Credits (COC) for personnel for their attendance on August 21, 2023 (Special Non-working Holiday) as per CSC and DBM Joint Circular No. 02, series 2004 on non-monetary remuneration for overtime services rendered.

5. Listed below are the training pack (TRAINING BAG)
  - 5.1. Extra T-Shirts
  - 5.2. Extra pants
  - 5.3. Finger Foods
  - 5.4. Candy
  - 5.5. Tumbler/Bottled water
  - 5.6. Toiletries (shampoo, soap, towel, etc.)
  - 5.7. Sunblock
6. Following are the training guidelines/reminders and minimum health, and safety protocol standards need to be observed:
  - 6.1. Trainees **MUST** be on time and signs the attendance sheet provided.
  - 6.2. Trainees **MUST** actively participate as needed.
  - 6.3. Trainees **MUST** wear their mask as necessary.
  - 6.4. **ONLY** those whose **NAMES** appear on the **SAID SCHEDULE** are allowed to attend.
  - 6.5. Snacks and meals will be served.
  - 6.7. Bring and use your **OWN BALLPEN** as necessary.
7. Attached herewith is the updated list of participants (**Annex A**) and the training matrix and technical working group (**Annex B**).
8. This memorandum is for dissemination, guidance and strict compliance.



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**Annex A. LIST OF PARTICIPANTS**

**EMERGENCY RESPONSE TRAINING OF SCHOOL DISASTER RISK REDUCTION AND MANAGEMENT  
COORDINATORS TOWARDS RESILIENCE**

**August 7-11, 2023**

1. Eddie Clores (Pantal ES)	16. Mary Jo Ann E. Villanueva (Carael ES)
2. Anna Liza P. Bernardo (Pantal ES)	17. Leopoldo P. Idio Jr. (CNHS)
3. Denero S. Matabang (VQZES)	18. Genica Mae Corpuz (CNHS)
4. Myrna M. Valdez (VQZES)	19. Alfred De Vera (CNHS)
5. Marnie Fernandez (SNHS)	20. Jomar De Vera (Lomboy ES)
6. Sheila Mae Delos Reyes (SNHS)	21. Lala S. De Vera (Lomboy ES)
7. Jocelyn Abenojar (Bolosan ES)	22. Lucky Allan C. Valle (PIS)
8. Maricar S. Caguioa (Bolosan ES)	23. Johnny R. Martinez Jr. (PIS)
9. Rey L. Bugarin (Mamalingling ES)	24. Areil E. Martinez (PIS)
10. Marivel Pineda (Mamalingling ES)	25. Mark Angelo Velasco (Salapingao ES)
11. Raquel S. Dondo (Calmay ES)	26. Fernando A. Fernandez (SES)
12. Sharene N. Ferreria (Calmay ES)	27. Alma S. Zara (Suit ES)
13. Rio Grace C. Peralta (TARES)	28. Ronnie Untalan (Suit ES)
14. Cherry V. Dela Cruz (TARES)	29. Karen Jennifer Urubio (JPGES)
15. Herminia E. Domasing (Carael ES)	30. Wennie Benitez (JPGES)

**August 14-18, 2023**

1. John Renieson S. Benitez (DCNHS)	16. Marilou G. Taminaya (BSES)
2. Patrice A. Flores (DCNHS)	17. Rachele O. Andaya (Caranglaan ES)
3. Ma. Analyn B. Marmolejo (DCNHS)	18. Kenneth Z. Mangaring (CES)
4. Joshua Daniel Cucueco (DCNHS)	19. Kenneth Carl A. Llamas (ECIS)
5. Ramil Brumuella (JLSES)	20. Jerome Viari (ECIS)
6. Ginalyn A. Casupanan (JLSES)	21. Syvie Marie Maramba (ECIS)
7. Mario P. Claveria (Malued ES)	22. Christian A. Barrozo (ECIS)
8. Sergio Esguerra (Malued ES)	23. Rica Taminaya (ECIS)
9. Ginalyn D. Saringan (LucaoES)	24. Daryl Braga (PGVES)
10. Ariel M. Ferreria (LucaoES)	25. Letecia R. Siapno (PGVES)
11. Marissa I. Mamaril (WCES I)	26. Jovie G. Ereso (PLES)
12. Faizal Idjiran (WCES I)	27. Marcial Q. Bautista (PLES)
13. Fidel A. Tuliao (WCES II)	28. May Ann P. Macaraeg (BBNHS)
14. Cresilda Ferrer (WCES II)	29. Eduardo Guieb (BBNHS)
15. Marlyn Flores (BSES)	30. Shang Wie D. Ma (BBNHS)



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August 21-25, 2023

1. Margie U. Juguilon (MTES)	15. John Paul Dela Cruz (GGDPES)
2. Drizzle Haze Estabillo (MTES)	16. Rowena Mejia (GGDPES)
3. Carlo C. Cepeda (Tambac ES)	17. Ruel Catcatan (Sabangan ES)
4. Jessica P. Padilla (Tambac ES)	18. Marvin Francis Lopez (Sabangan ES)
5. Alma Barte (Tebeng ES)	19. Maria Romina C. Carreon (FNCIS)
6. Joel Moreno (Tebeng ES)	20. Michael G. Caballero (FNCIS)
7. Erma C. Delos Reyes (BBES)	21. Judy V. Callanta (FNCIS)
8. Ericson G. Ibasan (BBES)	22. Federico G. Quijano (Salisay ES)
9. Jasmin F. Agustin (BLISS ES)	23. Lilibeth B. Ligeralde (Salisay ES)
10. Carmina T. Pascua (BLISS ES)	24. Lovely Mae Maramba (JJDVSTVSS)
11. Joaquin C. Reyes (LFMES)	25. Angelo B. Garcia (JJDVSTVSS)
12. Gilda P. Dela Cruz (LFMES)	26. Henry F. Soramillos (JJDVSTVSS)
13. Christopher Querol (NCES)	27. Aileen C. Soriano (LGES)
14. Edwin Franco D. Goroza (NCES)	28. Gilda C. Cruz (LGES)



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*Annex B*

**A. PROGRAM MANAGEMENT TEAM**

1.	<b>Mitchellene Vigilia-Rivo</b>	<b>SEPS, HRD</b>
2.	<b>Diana Irish J. Solis</b>	<b>EPS II, HRD</b>
3.	<b>Gilliane Jessa S. Casaclang</b>	<b>PDO I, YFD</b>
4.	<b>Engr. Tatum Grace Manzano</b>	<b>Engr. III, EFU</b>
5.	<b>Isagani D. Rosario</b>	<b>SEPS, SMME</b>
6.	<b>1-Nurse to be assigned by the Medical Officer III</b>	<b>Nurse II/Triage</b>
7.	<b>Robert Bruce Dela Cruz or Edwin Juliano</b>	<b>Technical Support</b>



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B. Program Matrix

**DAY 1**

Time	Session	Facilitator
7:30-8:00 AM	Registration of Participants Distribution of Training Materials	Training Team/TWG
8:00-8:25 AM	National Anthem Opening Prayer  Disaster Preparedness Reminder  Roll-Call of Participants  Opening Message  Inspirational Message  Overview and Objectives of the Program	AVP AVP  AVP  Dr. Marissa O. Perez EPS, SGOD  Dr. Edilberto R. Abalos Chief, SGOD  Dr. Rowena C. Banzon, CESO V Schools Division Superintendent  Dr. Vladimir C. Parayno SEPS, SocMob
8:25-8:30 AM	Introduction of the Resource Person and the Training Team	Dr. Mitchellene V. Rivo SEPS, HRD
8:30-10:00AM	Introduction to Fire Safety Services • BFP Mission and Vision • Roles and Responsibilities of Fire Volunteer • Organization and Relationship of Fire Brigade/Fire Volunteer to BFP • Introduction to Fire Service	CINSP. Michael John V. Escaño Chief, BFP Dagupan City
10:00-10:15AM	Health Break	
10:15-12:00NN	General Fire Suppression • Chemistry of Fire • Fire Alarm and Communication System Fire Fighting Safety Techniques and Procedures	BFP Training Team
12:00-1:00PM	Lunch Break	
1:00-5:00PM	Skills in Fire Fighting • Hose Throwing • Hose Recovery (Hose Carries, Rescue Carries, Coupling Connection)  Working Break	BFP Training Team
5:00-6:00PM	Afternoon Exercise	BFP Training Team



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**DAY 2**

Time	Session	Facilitator
7:00-8:00 AM	Jogging and Morning Reveille	BFP Training Team / TWG
8:00-10:00 AM	Fire Fighting Apparatus, Tools and Equipment <ul style="list-style-type: none"> <li>• Personal Protective Equipment</li> <li>• Fire Hose and Nozzles</li> <li>• Portable Fire Extinguishers</li> </ul> Ladder	BFP Training Team
10:00-10:15 AM	Health Break	
10:15-12:00NN	Fire Suppression and Control <ul style="list-style-type: none"> <li>• Fundamentals of Fire Suppression</li> <li>• Fundamentals of Practices of Ventilation</li> <li>• Forcible Entry and Overhaul</li> <li>• Fundamentals of Salvage and Procedure</li> </ul>	BFP Training Team
12:00-1:00PM	Lunch Break	
1:00-5:00PM	<ul style="list-style-type: none"> <li>• PPE Donning</li> <li>• Zero Visibility Rescue</li> <li>• Ladder Carry</li> <li>• Bucket Relay</li> <li>• Use of Fire Extinguisher</li> </ul> Working Break	BFP Training Team
5:00-6:00PM	Afternoon Exercise	

**DAY 3**

Time	Session	Facilitator
7:00-8:00 AM	Jogging and Morning Reveille and Personal Necessities	BFP Training Team / TWG
8:00-10:00 AM	Introduction to First Aid and Basic Life Support	BFP Training Team
10:00-10:15 AM	Health Break	
10:15-12:00NN	Continuation of Lecture	BFP Training Team
12:00-1:00PM	Lunch Break	
1:00-5:00PM	Skills in First Aid and Basic Life Support <ul style="list-style-type: none"> <li>• Bandaging</li> <li>• Splinting</li> <li>• Immobilization</li> <li>• Spine Board Management</li> <li>• Demonstration of CPR</li> </ul> Working Break	BFP Training Team
5:00-6:00PM	Afternoon Exercise	



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**DAY 4**

Time	Session	Facilitator
7:00-8:00 AM	Jogging and Morning Reveille and Personal Necessities	BFP Training Team / TWG
8:00-12:00 NN	<ul style="list-style-type: none"><li>• Basic Search and Rescue</li><li>• Rescue Methods and Techniques</li><li>• Ropes and Knots</li><li>• Rappelling</li></ul> Working Break	BFP Training Team
12:00-1:00PM	Lunch Break / Practice Knot Tying	
1:00-5:00PM	Rappelling  <ul style="list-style-type: none"><li>• Practice Knot Tying</li></ul> Working Break	BFP Training Team
5:00-6:00PM	Afternoon Exercise	

**DAY 5**

Time	Session	Facilitator
7:00-8:00 AM	Jogging and Morning Reveille and Personal Necessities	BFP Training Team / TWG
8:00-9:30AM	<ul style="list-style-type: none"><li>• Practice in Bandaging</li><li>• Knot Tying</li><li>• Hose Recovery</li></ul>	BFP Training Team
10:00-10:15AM	Health Break	
10:15-12:00NN	Return Demonstration in Different Skills	BFP Training Team
12:00-1:00PM	Lunch Break	
1:00-5:00PM	Field Training Exercise (FTX) <ul style="list-style-type: none"><li>• Medical Scenario</li><li>• Fire Scenario</li></ul> Working Break	BFP Training Team
5:00-5:10PM	Closing Message	DR. MARCIANO U. SORIANO, CESO VI Assist. Schools Division Superintendent
5:10-6:00PM	Distribution of Certificates	Training Team



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February 7, 2023

## CERTIFICATION

This is to certify that the following program has been reviewed by the Human Resource Learning and Development Committee (HRLDC) during the conference on February 6, 2023, and it was recommended for approval of the Schools Division Superintendent, *to wit*:

<b>Title of the Program:</b>	Emergency Response Training of School Disaster Risk Reduction and Management Coordinators and Alternates Towards Resilience
<b>Proponent:</b>	Elvira N. Villamor
<b>Proposed Date of Implementation:</b>	August 7-11, 2023 (Batch 1) August 14-18, 2023 (Batch 2) August 21-25, 2021 (Batch 3)
<b>Target Participant:</b>	DRRM Coordinators and Alternates
<b>Delivery Platform:</b>	Face to Face

This Certification is issued pursuant to Learning & Development policy of this division.

**MARCIANO U. SORIANO JR., CESO VI**  
Assistant Schools Division Superintendent  
HRLDC Chairperson