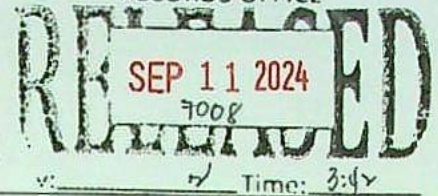




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DepEd SDO Dagupan City
RECORDS OFFICE



Office of the Schools Division
Superintendent

September 09, 2024

DIVISION MEMORANDUM

No.: 345, s. 2024

**CONTINGENCY PLANNING AND MODULE TRAINING ON BASIC EDUCATION In
DISASTER RISK REDUCTION and MANAGEMENT(DRRM) with Emphasis on
Psychological First Aid**

To: Assistant Schools Division Superintendent
Chief Education Supervisors, SGOD & CID
Division Disaster Risk Reduction and Management Coordinator
All School DRRM Coordinators/Persons
SDO PMT/TWG
All Others Concerned

1. The issuance of **DepEd Order No. 002, series of 2024**, "Immediate Removal of Administrative Tasks of Public School Teachers", this issuance compels the ancillary services assigned to teachers to be transferred to either the newly hired Project Development Officer I (PDO I), Administrative Officer II (AOII), or non-teaching personnel. The Department of Education through its Disaster Preparedness and Response Program supports all Regional Offices and Schools Division Offices to conduct module training on basic DRRM education Designed for the newly designated School DRRM Coordinators.
2. A Contingency plan is a plan designed to take a possible future event or circumstance into account, this is done to fasten disaster recovery.
3. This four (4) day, live-in training on Contingency Planning and Module Training on Basic Education in Disaster Risk Reduction and Management (DRRM) with emphasis on Psychological First Aid (PFA) is a mandate 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.
4. This training aims to capacitate the sixty (60) participants on contingency planning through:
 - 4.1. The enhancement of the existing School Contingency Plans using the




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- DepEd template
- 4.2. To be able to promote mental wellness and resiliency through Psychological First Aid or PFA.
5. The training is scheduled on **September 18-21, 2024, 8:00 AM-7:00 PM**, at the **567 Resort and Events Place**, Baywalk, Baybay Lopez, Binmaley, Pangasinan.
6. Following are the training guidelines and reminders to be observed:
- 6.1. Trainees **MUST** be on time and sign the attendance sheet provided.
 - 6.2. Trainees **MUST** actively participate as needed.
 - 6.3. Trainees **MUST** bring their own laptops and extension wires.
 - 6.4. Trainees are **NOT** allowed to go home while on training. Expect that there will be activities at night.
 - 6.5. Snacks and meals will be served.
7. Attached is the list of participants (**Annex A**) and technical working group. **Annex B**. Program Matrix/Activity and **Annex C**. Meals
8. School heads unable to attend the training, are allowed to send representatives alongside their designation certificate as the school's DRRM focal person.
9. Transportation expenses of participants will be charged against their local funds (school MOOE)
10. Since the last day of the activity falls on a Saturday, all participants shall avail of Compensatory Time Off (CTO) as per CSC and DBM Joint Circular No. 02, s. 2004 on non-monetary remuneration for overtime service rendered, while teaching personnel shall earn vacation service credits per DepEd Order No. 53, s. 2003.
11. For further information and clarification, you may contact the Division DRRM Coordinator, **Ms. Elvira N. Villamor** via email at elvira.villamor@deped.gov.ph.
12. Information and immediate dissemination of this memorandum is desired.


ROWENA C. BANZON EdD, CESO V
Schools Division Superintendent



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Annex A: List of Participants

**CONTINGENCY PLANNING AND MODULE TRAINING ON BASIC EDUCATION IN
DISASTER RISK REDUCTION and MANAGEMENT(DRRM)
with Emphasis on Psychological First Aid
September 18-21, 2024**

Name	Position	School
1. Albert R. Bautista	PDO I	North Central ES
2. Conrad Don G. De Vera	PDO I	West Central I ES
3. Ma. Aura Fausta B. Micu	PDO I	Bolosan ES
4. Josanne B. Ramirez	PDO I	Bonuan Buquig ES
5. Elaine Joy J. Reamon	PDO I	Pogo-Lasip ES
6. Marjude G. Zamora	PDO I	T. Ayson-Rosario ES
7. John Efraim Laynes	AO II	Calmay ES
8. Minerva R. Perez	HT III	Bonuan Buquig NHS
9. Abegail M. De Vera	AO II	Mangin-Tebeng ES
10. Millicent V. Antonio	AO II	Victoria Q. Zarate ES
11. Ma. Paz Fernandez	AO II	Mamalingling ES
12. Leroy V. Nabor	AO II	Lasip Grande ES
13. Marlotte G. Paras	AO II	Sabangan ES
14. Roan Jett M. Fernandez	HT I	East Central IS
15. Delaila Anselmo	AO II	West Central II ES
16. Kimberly Ann Rosario	AO II	Lucao ES
17. Rosette Ramos	AO II	Tebeng ES
18. Novi Den De Vera	AO II	Caranglaan ES
19. Maricel M. Gatchalian	School Head	Pascuala G. Villamil ES
20. Jimmy Cancino	School Head	Gen. Gregorio Del Pilar ES
21. Milagros Y. Embuido	School Head	Tambac ES
22. Jose P. Cardoso	School Head	Salapingao ES
23. Elmer Amansec	School Head	Juan L. Siapno ES
24. Maricris P. Ferrer	School Head	Federico N. Ceralde IS
25. Bernardita P. Azurin	School Head	Salapingao NHS
26. Cindy Gano	School Head	Suit ES
27. Ronel Salazar	School Head	BLISS ES
28. Bernadette Castro	School Head	Carael NHS



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29. Renato Benitez	School Head	Carael ES
30. Gary B. Desoloc	School Head	Pugaro IS
31. John Silvester A. Alipio	School Head	Pantal ES
32. Marnelli C. Sonza	School Head	Salisay ES
33. Reynaldo Cabusi	School Head	Juan P. Guadiz ES
34. Ma. Rita Teresa V. Riñoza	School Head	Malued ES
35. Imelda A. Infante	School Head	Bacayao Sur ES
36. Kristine De Guzman	School Head	Lomboy ES
37. Mary Ann C. Carrera	School Head	Leon-Francisco Maramba ES
38. Medarlo R. de Leon	School Head	Judge Jose De Venecia Sr. TVSS
39. Virginia Dela Rosa	School Head	Dagupan City NHS-JHS
40. Willy U. Guieb	School Head	Dagupan City NHS-SHS

SDO Program Management Team

41. Dr. Rowena C. Banzon	Schools Division Superintendent
42. Anna Liza M. Chan	OIC-Asst. Schools Division Superintendent
43. Edilberto Abalos	Chief Education Supervisor, SGOD
44. Myrel Angelica N. Lopez	Administrative Officer V
45. Dr. Vladimir C. Parayno	Senior Education Program Specialist, SocMob
46. Isagani D. Rosario	Senior Education Program Specialist, SME
47. Diana Irish J. Solis	Senior Education Program Specialist, HRD
48. Engr. Tatum Grace L. Manzano	Resource Person/Engineer III
49. Gilliane S. Casaclang	Resource Person/ EPS II
50. Elvira N. Villamor	Proponent/Resource Person/PDO II, DRRM
51. Joann L. Jimenez	Planning Officer III/Participant
52. Chelsea Paras	Documenter/Participant
53. Dr. Haydee Maiquez	Documenter/Participant
54. Kristel Gay Raymundo	Secretariat/Participant
55. Nurse-On-Duty	Welfare Officer/Participant
56. Napoleon Rovillos	Technical Support/Participant
57. Christian Bautista	Administrative Support II, DRRM/Participant



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Drivers

58. Ricky Soriano	Schools Division Superintendent
59. Edwin Rico	OIC-Asst. Schools Division Superintendent
60. Segundino C. Ramadilla	Chief Education Supervisor, SGOD



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Annex B: Program/Activity Matrix (Day 1)

Title:	CONTINGENCY PLANNING AND MODULE TRAINING ON BASIC EDUCATION IN DISASTER RISK REDUCTION and MANAGEMENT(DRRM) with Emphasis on Psychological First Aid	
Proponent:	ELVIRA N. VILLAMOR Project Development Officer II, Division DRRM Coordinator	
Date:	September 18, 2024 @ 7:30 AM-7:00 PM	
Venue:	567 Resort and Events Place, Baywalk, Binmaley, Pangasinan	
TIME	SESSION	FACILITATOR
7:30 AM-8:00 AM	Breakfast	
8:00 AM-8:30 AM	Registration of Participants Distribution of Training Materials	Training Team/TWG
8:30 AM-9:00 AM	National Anthem Opening Prayer Bagong Pilipinas Dagupan Hymn DepEd Quality Policy Statement	AVP
9:00 AM-10:00 AM	Disaster Preparedness Reminder (Project DINA) Environmental Scanning Training Reminders	AVP Safety Officer of the Venue
	Acknowledgment of Participants	Isagani D. Rosario Senior Education Program Specialist School Monitoring & Evaluation Unit
	Welcome Message	Dr. Edilberto R. Abalos Chief Education Supervisor SGOD
	Inspirational Message	Dr. Rowena C. Banzon, CESO V Schools Division Superintendent
	Overview and Training Objectives of the Program	Dr. Vladimir C. Parayno Senior Education Program Specialist Social Mobilization Unit
PHOTO OPPORTUNITY		
10:00 AM-10:05 AM	Introduction of the Resource Persons and Facilitators • Elvira N. Villamor • Engr. Tatum Grace L. Manzano	Diana Irish J. Solis Senior Education Program Specialist Human Resource and Development



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	<ul style="list-style-type: none"> • Gilliane Jessa S. Casaclang 	
10:05 AM-12:00 PM	<ul style="list-style-type: none"> • The Philippine Basic Education System <p>Open Forum</p>	Elvira N. Villamor, MAN Project Development Officer II Division DRRM Coordinator
12:00 PM-1:00 PM	Lunch Break	
1:00 PM-2:00 PM	<ul style="list-style-type: none"> • Division & School DRRM Committee <p>OPEN FORUM</p>	Elvira N. Villamor, MAN Project Development Officer II Division DRRM Coordinator Engr. Tatum Grace L. Manzano Engineer III Education Facilities Unit
2:00 PM-2:05 PM	Announcements / Reminders Groupings Task on: 1. Planned Events (SDO Group) 2. Earthquake (Tsunami) (Group 2) 3. Fire (Group 3) 4. Typhoon (Flooding) (Group 4) 5. El Niño/El Niña Group 5)	Diana Irish J. Solis Senior Education Program Specialist, Human Resource and Development
2:05 PM-5:00 PM	<p>Contingency Planning: Breaking the norms applying what is OURS (The DepEd Way)</p> <p>B R E A K</p>	Elvira N. Villamor, MAN Project Development Officer II Division DRRM Coordinator
5:00 PM-6:30 PM	Identifying Hazards through the use of Apps: - HazardHunterPH - How Safe Is My House - REDAS	Elvira N. Villamor, MAN Project Development Officer II Division DRRM Coordinator
6:30 PM-6:40 PM	Administrative Announcement *** In-charge of the Management of Learning Session/ Daily Evaluation	DRRM Training Team/TWG
7:00 PM	<i>Dinner</i>	



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Annex B: Program/Activity Matrix (Day 2)

ATTACHMENT	
Title:	CONTINGENCY PLANNING AND MODULE TRAINING ON BASIC EDUCATION IN DISASTER RISK REDUCTION and MANAGEMENT(DRRM) with Emphasis on Psychological First Aid
Proponent:	ELVIRA N. VILLAMOR Project Development Officer II, Division DRRM Coordinator
Date:	September 19, 2024 @ 6:30 AM-7:00 PM
Venue:	567 Resort and Events Place, Baywalk, Binmaley, Pangasinan
TIME	FACILITATOR
6:30 AM-7:30 AM	<i>Breakfast</i>
8:00 AM-8:30 AM	Makabayan Song Opening Prayer Wellness Exercise Recap of Day 1
	Group I
PHOTO OPPORTUNITY	
8:30 AM-12:00 AM	Contingency Planning: Workshop & Presentation Forms 1-4
	<i>Stretching Exercise/ Ice Breaker Working Break</i>
	Elvira N. Villamor, RN, MAN Project Development Officer II Division DRRM Coordinator
	Group 1
12:00 NN-1:00 PM	Lunch Break
1:00 PM-6:00 PM	Contingency Planning: Workshop & Presentation Forms 5-8
	<i>Stretching Exercise/Ice Breaker Working Break</i>
	Elvira N. Villamor, RN, MAN Project Development Officer II Division DRRM Coordinator
	Group 2
7:00 PM	<i>Dinner</i>



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Annex B: Program/Activity Matrix (Day 3)

ATTACHMENT	
Title:	CONTINGENCY PLANNING AND MODULE TRAINING ON BASIC EDUCATION IN DISASTER RISK REDUCTION and MANAGEMENT(DRRM) with Emphasis on Psychological First Aid
Proponent:	ELVIRA N. VILLAMOR Project Development Officer II, Division DRRM Coordinator
Date:	September 20, 2024 @ 6:30 AM-7:00 PM
Venue:	567 Resort and Events Place, Baywalk, Binmaley, Pangasinan
TIME	FACILITATOR
6:30 AM-7:30 AM	<i>Breakfast</i>
8:00 AM-8:30 AM	Makabayan Song Opening Prayer Wellness Exercise Recap of Day 2 Group 2
PHOTO OPPORTUNITY	
8:30 AM-12:00 NN	Contingency Planning: Workshop & Presentation Forms 9-11 <i>Stretching Exercise/Ice Breaker Working Break</i> Group 3
12:00 NN-1:00 PM	Lunch Break
1:00 PM-7:00 PM	Contingency Planning: Presentation and Critiquing of Output Group 1 Group 2 Group 3 Group 4 SDO Group <i>Working Break Stretching Exercise/ Ice Breaker</i> Group 3
7:00 PM	<i>Dinner</i>



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Annex B: Program/Activity Matrix (Day 4)

ATTACHMENT	
Title:	CONTINGENCY PLANNING AND MODULE TRAINING ON BASIC EDUCATION IN DISASTER RISK REDUCTION and MANAGEMENT(DRRM) with Emphasis on Psychological First Aid
Proponent:	ELVIRA N. VILLAMOR Project Development Officer II, Division DRRM Coordinator
Date:	September 21, 2024 @ 6:30 AM-7:00 PM
Venue:	567 Resort and Events Place, Baywalk, Binmaley, Pangasinan
TIME	FACILITATOR
6:30 AM-7:30 AM	<i>Breakfast</i>
8:00 AM-8:30 AM	Makabayan Song Opening Prayer Wellness Exercise Recap of Day 3 Group 3
PHOTO OPPORTUNITY	
8:40 AM-12:00 NN	Psychological First Aid: An Introduction <i>Working Break</i> <i>Stretching Exercise/ Ice Breaker</i> Elvira N. Villamor, RN, MAN Project Development Officer II Division DRRM Coordinator Group 4
12:00 NN-1:00 PM	<i>Lunch Break</i>
1:00 PM-5:00 PM	(Continuation) Psychological First Aid <i>Working Break</i> <i>Stretching Exercise/ Ice Breaker</i> Elvira N. Villamor, RN, MAN Project Development Officer II Division DRRM Coordinator
5:00 PM-6:30 PM	Presentation of Output: Your Ideal Community
6:30 PM-6:50 PM	Awarding of Certificates Acceptance of Challenge SDS, ASDS, Chief SGOD TWG/PMT
6:50 PM-7:00 PM	Closing Remarks Anna Liza M. Chan OIC- Asst. Schools Division Superintendent
	<i>Dinner</i> <i>Home Sweet Home</i>



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Annex C: Meals:

DAY	Breakfast	AM Snacks	Lunch	PM Snacks	Dinner
DAY 1	/	/	/	/	/
DAY 2	/	/	/	/	/
DAY 3	/	/	/	/	/
DAY 4	/	/	/	/	/



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