

170 COPY



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF DAGUPAN CITY

DepEd SDO Dagupan City
RECORDS OFFICE

SEP 26 2024

7556

6

2:49

Office of the Schools Division
Superintendent

September 24, 2024

DIVISION MEMORANDUM

No.: 384, s. 2024

**CORRIGENDUM ON 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
All Public Schools Division Supervisors
All Elementary and Secondary School Principals
Division Disaster Risk Reduction and Management Coordinator
School DRRM Coordinators/Focal Persons/Alternate
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.



Address: Burgos St., Poblacion Oeste, Dagupan City
Telephone: (075) 653-4101
Website: depeddagupan.com
email: dagupan.city@deped.gov.ph



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF DAGUPAN CITY

**Office of the Schools Division
Superintendent**

4. This training aims to capacitate the participants on contingency planning, and be able to:
 - 4.1. develop/enhance School Contingency Plan using the updated DepEd Template, and
 - 4.2. promote mental wellness and resiliency through Psychological First Aid (PFA).
5. The training is scheduled on **October 1-4, 2024, 8:00 AM-7:00 PM**, at **567 Resort and Events Place**, Baywalk, Baybay Lopez, Binmaley, Pangasinan. However, members of the PMT (SGOD-CES, HRD, Resource Persons, and the proponent) are expected to be at the venue on **September 30, 2024**, for the final reminders.
6. The following are the training guidelines and reminders to be observed. Participants:
 - 6.1. Must be on time and sign the attendance sheet provided.
 - 6.2. Should actively participate as needed.
 - 6.3. Shall bring their own laptops and extension wires.
 - 6.4. Are NOT allowed to go home during the training. Accommodation is arranged throughout the training.
 - 6.5. Snacks and meals will be served.
7. The list of participants (**Annex A**) and the technical working group are attached. **Annex B.** Program Matrix/Activity and **Annex C.** Meals and accommodations.
8. Due to the absence of PDO I, AO II, or non-teaching personnel in other schools, the school head recommends an alternate who WILL ATTEND the series of training in DRRM. NO replacement/proxy participant is allowed UNTIL the COMPLETION of the 23 training modules. A designation certificate as the SDRRM Alternate should be brought to the training (for those unable to submit during the deadline).
9. Transportation expenses for participants will be charged against their local funds (school MOOE).
10. This Division Memorandum will serve as your Authority to Travel.
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.



Address: Burgos St., Poblacion Oeste, Dagupan City
Telephone: (075) 653-4101
Website: depeddagupan.com
email: dagupan.city@deped.gov.ph




Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF DAGUPAN CITY

**Office of the Schools Division
Superintendent**

12. Information and immediate dissemination of this memorandum is desired.

ROWENA C. BANZON EdD, CESO V
Schools Division Superintendent

For Schools Division Superintendent


ANNA LIZA M. CHAN
OIC-Asst. Schools Division Superintendent
g *fi*



Address: Burgos St., Poblacion Oeste, Dagupan City
Telephone: (075) 653-4101
Website: depeddagupan.com
email: dagupan.city@deped.gov.ph



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF DAGUPAN CITY

Office of the Schools Division
Superintendent

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
October 1-4, 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. Abegail M. De Vera	AO II	Mangin-Tebeng ES
9. Millicent V. Antonio	AO II	Victoria Q. Zarate ES
10. Ma. Paz Fernandez	AO II	Mamalingling ES
11. Leroy V. Nabor	AO II	Lasip Grande ES
12. Marlotte G. Paras	AO II	Sabangan ES
13. Delaila Anselmo	AO II	West Central II ES
14. Kimberly Ann Rosario	AO II	Lucao ES
15. Christine H. Grace Abayan	AO II	Gen. Gregorio Del Pilar ES
16. Valen Joy B. Decano	AO II	Pascuala G. Villamil ES
17. Daryl Jane D. Tandoc	AO II	Salisay ES
18. Roan Jett M. Fernandez	HT I	East Central IS
19. Alma M. Barte	Alternate	Tebeng ES
20. Rachele O. Andaya	Alternate	Caranglaan ES
21. Mary Anne P. Macaraeg	Alternate	Bonuan Buquig NHS
22. Carlo C. Cepeda	Alternate	Tambac ES
23. Ginalyn A. Casupanan	Alternate	Juan L. Siapno ES
24. Maria Romina C. Carreon	Alternate	Federico N. Ceralde IS
25. Marnie Fernandez	Alternate(TII)	Salapingao NHS
26. Alma S. Zara	Alternate(TIII)	Suit ES
27. Mark Angelo Velasco	Alternate	Salapingao ES



Address: Burgos St., Poblacion Oeste, Dagupan City
Telephone: (075) 653-4101
Website: depeddagupan.com
email: dagupan.city@deped.gov.ph



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF DAGUPAN CITY

**Office of the Schools Division
Superintendent**

28. Jasmin F. Agustin	Alternate	BLISS ES
29. Leopoldo P. Idio Jr.	Alternate(TIII)	Carael NHS
30. Herminia E. Domasing	Alternate	Carael ES
31. Lucky Allan Valle	Alternate(TIII)	Pugaro IS
32. Eddie Clores	Alternate(TIII)	Pantal ES
33. Karen Jennifer F. Urubio	Alternate	Juan P. Guadiz ES
34. Sergio D. Esguerra Jr.	Alternate	Malued ES
35. Marcelina A. Ramos	MT I	Bacayao Sur ES
36. Jomar De Vera	Alternate	Lomboy ES
37. Joaquin Reyes	Alternate(MT1)	Leon-Francisco Maramba ES
38. Henry F. Soramillos Jr.	Alternate(TI)	Judge Jose De Venecia Sr. TVSS
39. Ricardo M. Cruz	Alternate(TII)	Dagupan City NHS-JHS
40. John Renieson Benitez	Alternate(TIII)	Dagupan City NHS-SHS



Address: Burgos St., Poblacion Oeste, Dagupan City
Telephone: (075) 653-4101
Website: depeddagupan.com
email: dagupan.city@deped.gov.ph



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF DAGUPAN CITY

**Office of the Schools Division
Superintendent**

SDO Program Management Team and Technical Working Group

41. Dr. Rowena C. Banzon	Schools Division Superintendent
42. Anna Liza M. Chan	OIC-Asst. Schools Division Superintendent
43. Edilberto R. Abalos	Chief Education Supervisor, SGOD
44. Maria Linda R. Ventenilla	Chief Education Supervisor, CID
45. Dr. Vladimir C. Parayno	SEPS, SocMob/Participant
46. Isagani D. Rosario	SEPS, SME/Participant
47. Diana Irish J. Solis	SEPS, HRD/Participant
48. Edgar Timbol	EPS II. SME/Participant
49. Engr. Tatum Grace L. Manzano	Facilitator/Engineer III
50. Gilliane S. Casaclang	Facilitator/ EPS II
51. Joann L. Jimenez	Planning Officer III/Participant
52. Haydee Maiquez	EPS II/Participant
53. Elvira N. Villamor	Proponent/Resource Person/PDO II, DRRM
54. Chelsea Paras	Documenter/Participant
55. Kristel Gay Raymundo	Secretariat/Participant
56. Glenn Erickson Basto	Welfare Officer/Participant
57. Napoleon Rovillos	Technical Support/Participant
58. Vince B. Idio	Administrative Support II, DRRM/Participant

Drivers

59. Ricky Soriano	Administrative Aide
60. Edwin Rico	Administrative Aide
61. Segundino C. Ramadilla	Administrative Aide



Address: Burgos St., Poblacion Oeste, Dagupan City
Telephone: (075) 653-4101
Website: depeddagupan.com
email: dagupan.city@deped.gov.ph



Republic of the Philippines
Department of Education
 REGION I
 SCHOOLS DIVISION OF DAGUPAN CITY

Office of the Schools Division
 Superintendent

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:	October 1, 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 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 <ul style="list-style-type: none"> ● Elvira N. Villamor ● Engr. Tatum Grace L. Manzano ● Gilliane Jessa S. Casclang 	Diana Irish J. Solis Senior Education Program Specialist Human Resource and Development



Address: Burgos St., Poblacion Oeste, Dagupan City
 Telephone: (075) 653-4101
 Website: depeddagupan.com
 email: dagupan.city@deped.gov.ph



Republic of the Philippines
Department of Education
 REGION I
 SCHOOLS DIVISION OF DAGUPAN CITY

**Office of the Schools Division
 Superintendent**

10:05 AM-12:00 PM	<ul style="list-style-type: none"> The Philippine Basic Education System <p>Open Forum</p>	<p>Elvira N. Villamor, MAN Project Development Officer II Division DRRM Coordinator</p> <p>Gilliane Jessa S. Casaclang Education Program Specialist II</p>
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>	<p>Elvira N. Villamor, MAN Project Development Officer II Division DRRM Coordinator</p> <p>Engr. Tatum Grace L. Manzano Engineer III Education Facilities Unit</p>
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)	<p>Diana Irish J. Solis Senior Education Program Specialist, Human Resource and Development</p>
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>	<p>Elvira N. Villamor, MAN Project Development Officer II Division DRRM Coordinator</p>
5:00 PM-6:30 PM	Identifying Hazards through the use of Apps: - HazardHunterPH - How Safe Is My House - REDAS	<p>Elvira N. Villamor, MAN Project Development Officer II Division DRRM Coordinator</p>
6:30 PM-6:40 PM	Administrative Announcement *** In-charge of the Management of Learning Session/ Daily Evaluation	<p>DRRM Training Team/TWG</p>
7:00 PM	<i>Dinner</i>	



Address: Burgos St., Poblacion Oeste, Dagupan City
 Telephone: (075) 653-4101
 Website: depeddagupan.com
 email: dagupan.city@deped.gov.ph



Republic of the Philippines
Department of Education
 REGION I
 SCHOOLS DIVISION OF DAGUPAN CITY

Office of the Schools Division
 Superintendent

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:	October 2, 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 1
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>



Address: Burgos St., Poblacion Oeste, Dagupan City
 Telephone: (075) 653-4101
 Website: depeddagupan.com
 email: dagupan.city@deped.gov.ph



Republic of the Philippines
Department of Education
 REGION I
 SCHOOLS DIVISION OF DAGUPAN CITY

Office of the Schools Division
 Superintendent

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:	October 3, 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> Elvira N. Villamor, RN, MAN Project Development Officer II Division DRRM Coordinator Group 3
12:00 NN-1:00 PM	<i>Lunch Break</i>
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> Elvira N. Villamor, RN, MAN Project Development Officer II Division DRRM Coordinator Engr. Tatum Grace L. Manzano Engineer III Education Facilities Unit Gilliane Jessa S. Casaclang Education Program Specialist II Group 3
7:00 PM	<i>Dinner</i>



Address: Burgos St., Poblacion Oeste, Dagupan City
 Telephone: (075) 653-4101
 Website: depeddagupan.com
 email: dagupan.city@deped.gov.ph



Republic of the Philippines
Department of Education
 REGION I
 SCHOOLS DIVISION OF DAGUPAN CITY

Office of the Schools Division
 Superintendent

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:	October 4, 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>



Address: Burgos St., Poblacion Oeste, Dagupan City
 Telephone: (075) 653-4101
 Website: depeddagupan.com
 email: dagupan.city@deped.gov.ph



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF DAGUPAN CITY

Office of the Schools Division
Superintendent

Annex C: Meals:

DAY	Breakfast	AM Snacks	Lunch	PM Snacks	Dinner	Check-in/ Check-out
DAY 1	/	/	/	/	/	Check-in 2PM
DAY 2	/	/	/	/	/	
DAY 3	/	/	/	/	/	
DAY 4	/	/	/	/	/	Check-out 12:00 NN



Address: Burgos St., Poblacion Oeste, Dagupan City
Telephone: (075) 653-4101
Website: depeddagupan.com
email: dagupan.city@deped.gov.ph